

# ANNUAL REPORT For The Year 2016

## In Memoriam

RICHARD J. LYSIAK	WILLIAM C. BREWER
CATHERINE M. DOYLE	ROBERT E. POWERS, SR.
CONSTANCE P. BROWN	VIRGINIA L. DOANE
PHYLLIS STURTEVANT	GERTRUDE L. BORGIOLI
BARBARA L. LATIONS	WILLIAM BURTT III
THOMAS S. WALKER	M. PEARL BABB
EVELYN L. DELGIZZI	TIMOTHY P. BROWNE
FAITH G. MAGOUN	RICHARD J. COSTELLO
CATHERINE J. GILMORE	

Town Report edited by Debra Morong and Town Hall Staff

**Front Cover:** Sun Pillar, Manchester Harbor  
Photo courtesy of Barby Almy

**Back Cover:** Winthrop Field, Manchester  
Photo courtesy of Barby Almy

The editors are grateful to those citizens who contributed photographs to the 2016 Town Report.

**MANCHESTER-BY-THE-SEA**  
**2016-2017 ELECTED AND APPOINTED OFFICIALS**  
(Chairs shown in **boldface**)

**2. ELECTED OFFICIALS**

**Constables**

Joseph P. Aiello 2019  
G. David MacDougall 2019  
Stephen T. Driscoll 2019

**Housing Authority**

vacant 2021  
Gretchen A. Wood 2021  
Nancy Hammond (Governor's App) 2016  
John F. Kenney 2017  
Susan W. Thorne 2018

**Library Trustees**

Dorothy Sieradzki 2019  
Alida L. Bryant 2017  
Ric Rogers 2017

**Moderator**

Alan Wilson 2017

**Planning Board**

**Peter Canny 2019**  
Constance Sullivan 2019  
Ronald Mastrogiacommo 2019  
Andrea Fish 2017  
Loren G. Coons 2017  
Frank Marangell 2018  
Robert D. Mehlman 2018

**School Committee**

Kenneth D. Warnock 2019(M)  
Julie Keil Riordan (Vice-Chair) 2019(M)  
Sarah Wolfe 2019(E)  
Caroline C. Weld 2017(M)  
Alva Ingaharro 2017(E)  
Shannon O. Erdmann 2018(M)  
**Anne Cameron (Chair) 2018(E)**

**Selectmen, Board of**

**Eli G. Boling (Chair) 2019**  
Susan M. Beckmann (Vice-Chair) 2019  
Paul M. Barclay 2017  
Margaret F. Driscoll 2017  
Thomas P. Kehoe 2018

**2. APPOINTED OFFICIALS**

**Action, Inc. Representative**

Gretchen Wood 2021

**ADA Committee**

Elizabeth Heisey 2019  
Laurie Werle 2017  
Lisa Bonneville 2018  
Gretchen Wood 2018  
Town Administrator (ex officio)

**Animal Control Board**

Kerri Bisner 2019  
Bernard (Bing) Fishman 2019  
Sally Curry 2017  
Roxanna Leone 2018

**Animal Inspector**

Jennifer Gilson (Board of Health App)

**Appeals, Board of**

Joe Demeo (2nd alternate position) 2018  
**Michael Sullivan (Chair) 2019**  
James Diedrich 2017  
Andrew Crocker 2017  
Bridget Murray 2018  
Sarah Mellish 2018  
James O'Neill (1st alternate position) 2018

**Assessors**

Timothy P. Girian 2019  
**Louis R. Logue (Chair) 2017**  
Jeffrey McAvoy 2018

**Bike/Pedestrian Committee**

Freddy Cicerchia 2019  
Kurt Svetaka 2019  
**Albert Centner (Chair) 2019**  
Susan Centner 2019  
Todd Clark 2017  
Parker Harrison 2017  
Jared Porter 2017  
Amy M. Coleman 2018  
Terry Cowman 2018

**Building Inspector**

Paul Orlando 019

**Cable Access Corp. Rep.**

Paul Jermain October 1, 2017

**Cape Ann Regional Planning**

**Committee Emergency**

**Response Coordinator**

Thomas P. Kehoe 2018

**Chebacco Woods Land**

**Management Committee**

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

**(M)Ralph Smith (Chair) 2019**  
(H) Jack Hass 2019  
(M)Michael Mack 2017  
(H)Virginia Cookson 2017  
(H/M)Susanna McLaughlin 2018

**Community Preservation**

John Kenney (Housing Authority) 2019  
Ronald Mastrogiacommo (PB) 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 (FinCom) 2018**

**Conservation Commission**

Sari Oseasohn 2019  
Steven Jaworski, Vice Chair 2019  
Olga Hayes 2017  
David Lumsden 2017  
**Steve Gang, Chairman 2018**  
Gary Russell 2018  
Joseph Puopolo 2018

**Council on Aging**

Robert Howard, DMD 2019  
George Nickless 2019  
Kathy Bothwick 2019  
Mary G. Hull 2017  
Su Kwedor 2017  
**Steven Gillespie, MD (Chair) 2018**

**Cultural Council**

Peggy Conlon 2019  
Julia Bishop 2019  
Alison Daley 2019  
Evonne Blanchard 2018  
Susan Poswistilo 2018  
Page Gentleman 2018  
Diane Lindquist 2018  
Jennifer Doane 2017  
Katherine Arthur 2017  
Amy Carlin 2017  
Lisa Watt-Bucci 2017  
Margaret Maher 2017  
Winifred Diedrich (ex officio)

<b>CWMP Steering Committee</b>			
Brian Balukonis – At large	2017		
Eli Boling – Selectman	2017		
Alida Bryant – At large	2017		
Gerry MacDonald – Health	2017		
Ronald Mastrogiacomio – Planning	2017		
Gary Russell – Con Com	2017		
<b>Dredging Committee</b>			
Greg Bialy (HAC Member)	2019		
Mory Creighton (FinCom Member)	2019		
<b>James Starkey (Sailboat owner)</b>	<b>2019</b>		
Andrew Dunbar (powerboat owner)	2018		
Sean Daly(mooring service member)	2018		
Oliver Strimpel (at-large member)	2017		
Carl Doane (at-large member)	2017		
<b>Downtown Improvements Project Committee</b>			
Kurt Svetaka	2017		
<b>Andy Harris (chair)</b>	<b>2017</b>		
Gar Morse	2017		
Ben Rossi	2017		
Chris Shea	2017		
<b>Emergency Mgmt. Dir.</b>			
Fire Chief, George Kramlinger	2017		
Thomas P. Kehoe, Asst. Dir	2017		
<b>Essex Technical High Sch.</b>			
Joseph Sabella (appt. by Town Moderator)	Jan. 1, 2018		
<b>Finance Committee</b>			
Diane Kaneb	2019		
Sarah Mellish (appt. by Town Moderator)	2019		
Morgan Evans (appt. by Town Moderator)	2017		
Andy Oldeman	2017		
Scott Susko	2017		
Sue Thorne	2017		
John Croft	2018		
<b>Albert M. Creighton, III (Chair)</b>	<b>2018</b>		
Chuck Furlong (appt. by Town Moderator)	2018		
<b>Fire Chief</b>			
George Kramlinger	2019		
<b>Gas/Plumbing Inspector</b>			
Joseph Guzzo	2019		
<b>Harbor Advisory Committee</b>			
Edward Conway	2019		
Daniel Gray	2019		
Daniel Lane	2019		
David Crosby	2017		
Christian Del Rosario	2017		
Carl Doane	2017		
<b>Greg Bialy (Chair)</b>	<b>2018</b>		
Stephen Lauber	2018		
Philip Leahy	2018		
<b>Health, Board of</b>			
Beverly Melvin	2019		
<b>Leslie Nitkiewicz (Chair)</b>	<b>2019</b>		
Peter B. Germond, M.D.	2017		
Deborah A. Bradley	2017		
Paula Polo-Filias	2018		
<b>Historic District/Historical Commission</b>			
<b>John Round (Historical Society)</b>	<b>2019</b>		
Susan Wadia-Ells (resident)	2019		
Robert Hofeldt (resident)	2017		
Robert MacNeille (architect)	2017		
Tracie Gothie (realtor)	2017		
Joe Sabella (resident)	2018		
Richard Smith (resident)	2018		
<b>July 4th Committee</b>			
Hope Watt-Bucci	2017 (July 31st)		
Lisa Watt-Bucci	2017 (July 31st)		
Karen Cunningham	2017 (July 31st)		
Sallie Belle Davis	2017 (July 31st)		
Karen Snider	2017 (July 31st)		
Donna Brewster	2017 (July 31st)		
Cheryl Marshall			
Parks and Recreation Director (ex officio)			
<b>Manchester Coastal Stream</b>			
Michele Kulick	2019		
Patricia Mitchell	2019		
Lynn Atkinson	2017		
Carolyn Kelly	2017		
<b>Jessica Lamothe (Chair)</b>	<b>2017</b>		
Joan Nesbit	2017		
Francie Caudill	2018		
<b>Master Plan Committee</b>			
<b>Susan Beckmann, Chair</b>	Indefinite Terms		
Jay Bothwick			
Sarah Creighton			
Josh Crosby			
Lisa Bonneville			
Gary Gilbert			
Axel Magnuson			
Gary Russell, Vice Chair			
Susan Baker Leavitt			
Regina Villa			
Laura Winn			
<b>Memorial Day Observance</b>			
American Legion	2017		
Legion Auxiliary	2017		
<b>M.A.P.C. Representative</b>			
Andrea Fish	2019		
<b>MBTA Advisory Board</b>			
Vacant			
<b>Man. Energy Efficiency Programs Advisory Board (MEEP)</b>			
Stephen Carr	2017		
<b>Dennis Dixon (Chair)</b>	<b>2017</b>		
Sean Stallings	2017		
David Walls	2017		
William Vachon	2017		
Davis Keniston	2017		
<b>North Shore HOME Consortium Representative</b>			
Vacant	2019		
<b>North Shore Task Force Rep.</b>			
Andrea Fish, Planning Board	2017		
<b>Open Space &amp; Recreation</b>			
Steve Jaworski (Con Com Rep)	2019		
Vacant (Park & Rec Rep)	2019		
Francie Caudill (Coastal Stream)	2017		
Mike Chapman (At Large)	2017		
Helen Bethell (At Large)	2018		
Vacant (Planning Board)	2018		
Jared Porter (Bike/Pedestrian)	2019		
<b>Parking Clerk</b>			
Denise Samolchuk	2019		
<b>Parks and Recreation Comm</b>			
Michael Coyne	2019		
Tod Johnson	2019		
<b>Olga Hayes (Chair)</b>	<b>2017</b>		
Kelly Blagden	2018		
Sean Daley	2018		
Woody Kelly, Alternate			
<b>Police Chief</b>			
Edward Conley	2019		
<b>Registrars, Board of</b>			
<b>Eileen Buckley (Chair)</b>	<b>2019</b>		
Gary P. Giusto	2017		
Bruce Warren	2018		
Denise Samolchuk (ex officio)			
<b>Seaside One Committee</b>			
<b>Thomas Durkin (Chair)</b>	<b>2019</b>		
Carl Anderson	2017		
Merritt Miller	2018		

*continued...*

<b>Shade Tree Management &amp; Pest Control</b>		
Mark Hammond		2017
<b>Shellfish Constable</b>		
Thomas Henderson		2017
<b>Town Accountant</b>		
Andrea Mainville		2018
<b>Town Administrator</b>		
Gregory Federspiel		2019
<b>Town Clerk</b>		
Denise Samolchuk		2019
<b>Treasurer/Collector</b>		
Jennifer Yaskell		2017
<b>Tree Warden</b>		
Thomas Henderson		2017
<b>Welcome to Manchester</b>		
Stacey Lai		2019
Betsy Christie Milne		2019
Tanya Stubbs		2019
<b>Margaret Maher (co-chair)</b>		<b>2017</b>
<b>Patrick Meehan (co-chair)</b>		<b>2017</b>
Julie Smith		2017
Monika Congdon		2018
Ginny Germond		2018
Judy Shipman		2018
<b>Winthrop Field Committee</b>		
<b>Michael Chapman (Chair)</b>		<b>2019</b>
James E. Moroney		2019
Gar Morse		2017
George Nickless		2017
Matthew Brzezinski		2018
Jay Panetta		2018
Sue Thorne		2018

<b>Wiring Inspector</b>		
Joseph Novello		2019
<b>AD-HOC Parking Committee</b>		
<b>Jack Burke (Chair)</b>		
David Demeter (Vice-Chair)		
Denise Samolchuk (Town Clerk)		
Cheryl Marshall (Parks & Rec)		
Todd Fitzgerald (MPD)		
Kurt Svetaka (Bike & Ped. Committee)		
Paul Barclay (Selectman)		
Alfred Rossi, Sr. (DIP Committee)		
Ron Mastrogiacommo (Planning Committee)		
<b>Affordable Housing Trust</b>		
Margaret Driscoll (BOS Rep)		2017
Constance Sullivan (Planning Board)		2017
Nancy Hammond (Housing Authority)		2018
Sarah Mellish (FinCom Rep)		2018
Joan McDonald (CPC/Designee)		2017
<b>John Feuerbach</b>		
<b>(At-Large Designee)(Chair)</b>		<b>2018</b>
Chris Olney(At-Large Designee)		2017



*In August, 2016, during the regular meeting of the BOS, members from both the fire and police departments received commendations from the Town of Manchester; as well as the Massachusetts Senate and House of Representatives, for their professionalism and meritorious actions during several recent medical emergencies. Two of the incidences involved Manchester residents and the third event took place in Salem involving an off-duty officer. Pictured above, bottom row, L to R - Firefighters/Paramedics Andrew Herendeen and Nate Campbell, back row, L to R; State Senator Bruce Tarr, Acting MPD Chief Todd Fitzgerald, MFD Lt. Jim Doucette, Interim MFD Chief Al Beardsley, MFD Lt. Timothy Crosbie, MFD Call Firefighter Jeff O'Brien, MPD Sgt. Richard Newton, MPD Officer Mike Richard, and State Representative Brad Hill following presentation of certificates of appreciation.*

# 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

Manchester's Board of Selectmen consists of five elected volunteers. Working with the advice of various administration employees, as well as numerous volunteer boards, along with input from the public, we set the policy and direction for the town government operations and budget. Throughout the year, the board meets regularly to tend to the ongoing decisions required to drive the agenda that we've set for the year, as well as deal with any of a myriad of issues that come up along the way. The current board consists of Paul Barclay, Susan Beckmann, Eli Boling, Muffin Driscoll and Tom Kehoe. This year, Muffin Driscoll will be up for re-election. Paul Barclay will be finishing up his second term on the board, but will not be running for re-election. The board thanks Paul for all the work he has done for the town. We will miss his presence, but look forward to continuing to have his guidance as a business owner and resident.

For the past several years, the board has prioritized capital improvements, with an emphasis on repairs to our infrastructure, as the central thrust of our efforts, while also looking to long term planning, and operational efficiency. This year's budget reflects the same priorities, as we continue to fund

significant repairs to aging water, sewer and other infrastructure.

In 2016 the town made good progress on a number of capital projects, including, but not limited to:

- Installation of new water main on Pine Street, which will provide reliable service from the water tower to rest of town.
- The new boat ramp behind town hall
- A new coat of paint for town hall
- Renovations to the police station to provide better privacy for residents, security, and additional conference space.
- A conversion from an oil to a gas heating system in the Library.
- New energy efficient lighting in all Town buildings.

With many projects, particularly those involving the water and sewer system, the work can take an extended period of time. The administration will always attempt to minimize the impact to residents, and you may be sure that the board will make constant efforts to communicate to residents what work is being done, why it is being done, and how and when it will be done.

2017 will see additional water and sewer

repairs, improvements to Morss Pier, other repairs, and notably a Phase 1 dredging project in the harbor. It has been 30 years since we last dredged the harbor, and it is well overdue for another round. The board of selectmen created a new, permanent committee this year, focused solely on dredging projects for the harbor, as these projects take many years to see through, and are needed on a rotating basis. Careful planning will hopefully allow the town to much better manage its long term dredging costs.

The Board of Selectmen and Planning Board appointed a Master Planning Committee to engage the community and build consensus around a comprehensive strategy that will guide the future direction of Manchester. The Master Plan will help inform our priorities on how we spend taxpayer money to provide services and support the kind of community we want to live in. It will reflect our community values, guide our decision-making and serve as a standard for long term community development.

Throughout the year, the Master Planning Committee has spent many hours meeting with the various town boards, and many citizens groups, working to build a detailed vision document, which was published in December 2016. In Phase II of this work, the committee will create build out scenarios and identify priorities for work to be done to serve the preferences expressed by residents as well as the ongoing needs of the town. In the upcoming year, there will be many opportunities for the community to engage with the committee, to provide feedback and guidance about where you, the residents, want the town to go, and how you want it to go there. The Board strongly encourages all residents to take advantage of any opportunity they can to engage with the committee.

Following adoption of the Master Plan (Spring 2017), a committee will be charged with monitoring progress on goals, provide project updates and continue public outreach. The Board of Selectmen, Planning Board and Town Administrator will deliver bi-annual reports. Finally, the Town Administrator will ensure that capital plans, budgets, and policies support/concur with the Master Plan and are part of the annual budget process. Town Meeting will review updates as needed for overall approval and funding as appropriate.

On the operational side of the house, we continue to do operational reviews of town departments, both to look for efficiencies, and to look to the overall health of the organizations. Organizations can be extremely efficient, but have sub-opti-

mal working environments. An ideal organization will have both efficient day to day operations, and a strong working environment for its employees. The town is invested in both outcomes, and is continuing to work towards them.

Last year, town meeting authorized the formation of an Affordable Housing Trust (AHT), for the purpose of developing and implementing a plan for increasing community housing in the town. The state approved the Trust in the summer, and in the fall, once we had appointed trustees, the Trust got underway. In its opening months the Trust members educated themselves on the details of their responsibilities, and began to develop a strategy for executing its mission. You may have seen articles in the papers from the Trust as they begin their outreach to the community, and as with the Master Planning process, we strongly encourage residents to engage with the AHT.

The town has been very successful over the past several years obtaining grant funding for projects. In the past 3 1/2 years, we have secured over \$2,000,000 in grant funding - money that would have otherwise had to have come from taxation or fees - to implement projects. Most recently, we received \$327,000 from the state for work on Morss Pier. We will continue to look for such opportunities across the breadth of town operations.

Early in the year, the town began implementing recommendations from the ad-hoc Parking Committee with respect to parking and policies related to parking in town. The town will continue to make some modifications in the coming months. As we move along in this process, residents are strongly encouraged to come to public forums, and provide feedback and guidance.

With the retirement of Chief McKiel from the Police Department, and the end of the tenure of our interim Fire Chief, Al Beardsly, the town embarked on a search for two new chiefs. After a lengthy process, with considerable input from the public as well as an independent review firm, a citizen's panel, and the Board of Selectmen, the Town Administrator selected Ed Conley as our new Chief of Police, and George Kramlinger as Fire Chief. We hope that residents have had the opportunity to meet both chiefs, and we look forward to new ideas and leadership in these departments.

The summer brought some challenges for the town: our trash collection company ceased municipal operations, and the region experienced a significant drought.

The town's trash hauler withdrew from their



contract with the town on short notice, and significantly ahead of the end date of the contract. The town negotiated new contracts for trash, recycling and compost pickup, and we hope that residents will be happy with the new service. One positive outcome of the sudden change was that trash is now picked up on a weekly basis. In addition, we have changed the management of the compost site so that both leaf/brush material, and curbside organics will be processed into high grade compost here in town, with end product being made available for free to residents. We will continue to try to innovate here to make the town's waste removal process more cost effective to the town, as well as good for the environment.

The lack of rainfall had a heavy impact across the state. Many reservoirs ran dry, and most communities had to implement watering restrictions. Manchester took a measured approach in introducing water restrictions, ultimately moving to a full outdoor watering ban. While we have had good precipitation numbers this winter, there is concern that the town's water usage is higher than it should be. Residents should be expecting to see more guidance from the Board regarding water conservation over the next year, especially if there is another run of dry weather this spring and/or summer.

So this coarse grained review brings us up to now - annual town meeting, where residents will vote on the warrant that articulates the Boards' strategies. This year, for the first time, town meeting will be trying out electronic voting. Assuming that residents are happy with the process, we expect to be asking for funds to implement the process on a regular basis.

Next year the town will face new challenges; we always do. Importantly, we are doing significant planning for the future to chart a sustainable and productive course for the town. We can only do that with the help of you, the residents, and we look forward to hearing from you and working with you to continue to build a successful and vibrant community.

## **TOWN ADMINISTRATOR**

Much of what we do in local government revolves around fostering and sustaining community. Whether it be maintaining the infrastructure – roads, utility pipes, etc. -- that supports residents' daily lives or responding to a personal medical emergency, your local government services provide essential needs that make a community possible. I like to tell our municipal staff that each of us

is engaged in community building. And as it is with physical buildings, each municipal service "brick" is put in place one at a time and each one is critical to the integrity of the final product.

Efforts are ongoing to write a new master plan, which aims to articulate a vision of what we want Manchester to be and provide a roadmap of how to get there. A major theme of the master plan is community sustainability. Broadly speaking we can think of three major areas - socially sustainable, economically sustainable, and environmentally sustainable. We will do well in each arena if we can apply nature's closed loop principles of self-renewal and regeneration to these three areas.

Sustaining our social realm requires that we foster positive interactions. A couple of ways to do this is to provide public gathering areas and avenues for residents to engage in the decision making processes of our town. In today's tech centered world, we at Town Hall need to increase our presence on social media platforms in order to meet folks where they already spend a good deal of their time. While we are still required to hold public hearings and take live testimony we need to be broadening our outreach through multiple mediums. Strong citizen engagement, transparency in local decision making and the free flow of information are hallmarks of a strong social structure which we continue to work toward perfecting.

Of course, another big part of our social compact is to provide for the education of all children. This remains a high priority of the town. However, the fastest growing segment of our community is our 65 and older residents. The needs of this cohort will certainly be growing even more as the large "baby boomer" bubble ages. What new services and accommodations should we be anticipating with this change in demographics – Operate a senior center? Increase the hours for the Council on Aging vans? Build a new assisted living complex in town?

Bigger cities and towns devote public resources toward fostering their economic vitality. As a small bedroom community, Manchester traditionally has not done this. We have a very small commercial tax base though the boat yards in town do an impressive volume of business as does the Manchester Athletic Center. Should the town be more active in promoting a vibrant local economy? Should our zoning be amended to allow for more commercial activity? In an earlier phase of our history large hotels and a very active commercial fish-

ery were mainstays of the community as was furniture making. Our harbor remains one of our most valuable economic assets - - should we be pursuing more opportunities here? And what about rebuilding a hospitality base? Or do residents prefer to keep the town mostly as it is today, accepting the burdens this places on the residential property tax?

Economic sustainability also applies to our municipal operations. The Selectmen and Finance Committee spend significant time analyzing our long range cost projections both for our operating and capital needs. Over the years voters have approved relatively high service levels for a town of our size. This is particularly true in education and in public safety. Sustaining these service levels requires annual tax increases of 2 1/2 % plus the new taxes we receive from new construction. Occasionally, but fairly regularly, more tax revenue has been needed in the form of a Proposition 2 1/2 override. Borrowing exclusions that also can exceed the caps imposed by Proposition 2 1/2 have also been a part of our funding mix. Historically voters have approved the tax increases that these approaches have required. With changing demographics, uncertain economic forecasts, and accelerating increases for personnel costs we may need to rethink some of our approaches.

Creating an environmentally sustainable community is perhaps the hardest challenge of all, particularly in light of global climate change. The new master plan will look at the challenges altered weather patterns and rising sea levels will present us and what our options might be to protect us from these changes. Do we fortify low areas with new or bigger sea walls or do we retreat from these parts of town? When the time comes to replace worn out components of our sewer plant do we assume we can keep the plant at its present location even though it will need significant and costly protection to keep out rising seas? While at first blush constructing a major dike and gate at the mouth of the harbor seems too far-fetched, might it actually represent a cost effective solution to protecting the village center? A rewrite of our Hazard Mitigation plan utilizing grant funds from FEMA is underway and will summarize the many choices we will need to make in the years to come relative to the impacts of climate change.

We have taken numerous steps to reduce our energy consumption. All municipal buildings have new LED lighting and many of our water and sewer pumps have been switched out for more efficient variable speed pumps. These measures reduce our use of fossil fuels as well as save money.

Next on the list is to convert our streetlights, work to replace the electric heat at Town Hall, and pursue solar installations at a few of our facilities.

Community building takes concerted work. It also takes a willingness to take risks and to pursue bold ideas. Past generations who committed to establishing Tuck's Point, who saw to it that Singing Beach became a public beach, and who built Masconomo Park, to name just a few examples, gave the Town these treasures that help define the special nature of Manchester. What new legacy projects should we be pursuing that future generations will thank us for giving them? The new master plan, slated for completion by next year's Annual Town Meeting, will be looking to identify important legacy projects.

My hope is that residents will continue to engage in the many opportunities the Master Planning Steering Committee will be providing to share ideas and insights into the on-going work of community building. I also encourage us to think boldly – what are the legacy projects we should be doing now to ensure Manchester remains a special place for future generations?

With our 375th anniversary in just a few more years, Manchester has certainly seen many changes over the hundreds of years it has been a town. While no one can predict the future with certainty, one can count on change – we should work hard to create the change we want and make choices that lead us toward a sustainable community consistent with our vision.

## **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 2016, a vital member of our committee, Richard Costello passed away. The Committee was very saddened by his death and will miss his dedication, humor, and insight going forward.

During 2016 the ADA Committee:

- Met with Harbormaster Bion Pike to discuss the proposed renovations to Reed Park ramp and float.
- Held a meeting at Singing Beach to view the new railing that was installed along one side of the ramp way leading onto the beach. The Committee had received a letter from town resident Dorothy Anderson suggesting a railing be installed to aid people in accessing the



sandy area of the beach which is sometimes difficult due to the unevenness of the granite block ramp. The Committee passed the request on to Parks and Recreation Director Marshall who took on the project. She will also be working to replace the handicap access ramp at Singing Beach which over the years had rotted and is in need of replacement.

- The Committee also contacted the Council on Aging who agreed to place “a suggestion box” in their newsletter from time to time asking for suggestions for improving a public space in Manchester.
- The Committee also voted to send a letter to the Selectmen recommending against allowing parking on sidewalks anywhere in town.  
Beth Heisey, ADA Coordinator

### ANIMAL CONTROL

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, 2016, for Fiscal Year 2017, which begins on July 1, 2016 and ends on June 30, 2017 the following assessed values for the town, as required by law.

#### FY2017 - Real Estate & Personal Property

Residential Property - 2164 parcels	\$2,198,932,890
Commercial Property - 101 parcels	95,909,875
Industrial Property - 14 parcels	6,980,800
Personal Property - 150 accounts	52,428,880
Total Taxable - 2433 par/acc.	2,354,252,445
Exempt Property - 353 parcels	182,192,500
Tax Rate per \$1,000 of value	\$11.00
Total Taxes Raised	\$25,896,776.90

#### FY2016 - Real Estate & Personal Property

Exemptions approved (elderly,veterans,blind,etc.)	24
Abatement applications filed	14
Personal Property apps. approved	0
Personal Property apps. Denied	0
Real Estate apps. approved	5
Real Estate applications denied	8
Withdrawn	1
Deemed Denied	0
Late Filing	0

#### Motor Vehicle & Boat Excise Abatements (processed in 2016)

2016 Motor Vehicle Excise abatements	217
2015	24
2014	9
2013	2
FY16 Boat Excise abatements	19
FY17	21

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

Thank you for your assistance and cooperation throughout the year.

Louis R. Logue, Chairman

### BICYCLE AND PEDESTRIAN COMMITTEE

#### Our mission:

To make bicycling and walking, as non-motorized forms of transportation, safer and more accessible throughout the Town of Manchester-by-the-Sea.

#### Committee members:

Terry Cowman, Parker Harrison, Jared Porter, Freddie Cicerchia, Kurt Svetaka, Amy Coleman, Todd Clark, Susan Centner, Al Centner

In 2016, the committee focused on four categories - infrastructure, education, advocacy and community. Within each category, we attempted to identify areas of need and the potential solutions to mitigate those needs. Our strategy as a committee was to identify goals that we saw as attainable and measurable and would have the greatest impact on safety while remaining cost effective.

#### Infrastructure:

One of the infrastructure needs we focused on

in 2016 were the problems on the four main feeder roads into Manchester-by-the-Sea; Pine Street, School Street, Bridge Street/Rte. 127 and Summer Street/Rte. 127. With input and assistance from Carol Murray, Interim Director of the Department of Public Works, the committee worked toward implementing low-cost/high impact solutions to mitigate some of the problems we identified, i.e. traffic speed, crosswalk compliance and parking issues. This resulted in the re-striping of School Street and thus far seems to have eased the parking issue on School Street and had a positive effect on traffic speeds. The committee also worked with other town committees, Downtown Improvement and Ad-Hoc Parking Committee, as well as Citizen Coalitions (School Street Safe) on this issue.

Another infrastructure area of concern for the committee was the crosswalks. We are in the process of collecting data on the many crosswalks - for example, the location, visibility, signage and proximity to parking. Working with the DPW we have identified a cost effective solution to some of the more hazardous crosswalks; the installation of feedback signage (similar to the sign installed last year at the Spy Rock/Summer Street crosswalk) for those crosswalks. As this represents a slightly more significant monetary commitment, we are exploring ways to implement this while keeping the cost as low as possible.

We are also working with the DPW and Manchester Police Department to identify areas where the town could potentially place feedback speed limit signs. To date, we have identified several potential areas - incoming on School Street near Hidden Ledge, incoming on Pine Street near Woodholm Road, incoming on Bridge St. / Rte. 127 near Pine Street, and incoming on School Street near Vine Street. As with the feedback crosswalk signage, this represents a slightly more significant monetary commitment and we are exploring ways to minimize costs.

#### **Education:**

This past year the committee continued its educational campaign on crosswalk compliance. With assistance from the Manchester Police Department, specifically Lt. Todd Fitzgerald and Officer Kevin Clary the committee participated in two crosswalk sting operations. These operations were conducted after the installation of the center lane crosswalk signs last year and had a very positive result. Our first crosswalk stings conducted in 2015 without the center lane signs present yielded over twenty citations/warnings being issued. The

two stings conducted in 2016 with the center lane crosswalk signs in place yielded a total of four citations/warnings. During the stings, the participating committee members received very positive feedback by residents who observed the sting operations.

#### **Advocacy:**

In 2016, we worked closely with Lt. Todd Fitzgerald and the Manchester Police Department advocating for increased enforcement throughout town. Our areas of concern are speed enforcement, crosswalk compliance and parking enforcement. We advocated for the MPD to conduct speed and traffic studies, starting on School Street. The first study was done in December of 2015 with equipment borrowed from the Wenham Police Department. Because of the success of the first traffic study using borrowed equipment, the MPD was able to purchase two speed/traffic counters in early 2016 and are now in the process of collecting data on all heavily travelled roads throughout town. We continue to work closely with Chief Ed Conley to ensure our goals as a committee meet or exceed the expectations of law enforcement.

#### **Community:**

As mentioned, the Bicycle/Pedestrian Committee works with other town committees when our goals and efforts intersect. We are collaborating with the Downtown Improvement Committee, the Parking Committee and the Open Space and Recreation Committee. We are also working with John Willis, principal of Memorial School and members of the School Committee to identify and mitigate problems around the Memorial School. In addition, we work with citizen coalitions such as School Street Safe and continue our relationship with MassBike and WalkBoston. Most importantly, we welcome and encourage resident participation in our monthly meetings as this is a major conduit to helping us identify and prioritize the important issues surrounding bicycle and pedestrian safety in Manchester-by-the-Sea.

Respectfully submitted,  
Manchester-by-the-Sea  
Bicycle/Pedestrian Committee

#### **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 70 significant Manchester events were covered during the 2016 calendar year including: Selectmen and Town Hall meetings; MERHS sports games; police chief swearing in ceremony; graduation; and Cape Ann Symphony performances.

Paul Jermain, CATV Treasurer - Manchester Representative

### **CHEBACCO WOODS LAND MANAGEMENT COMMITTEE**

Visitors to Chebacco Woods enjoyed another year of hiking, biking, and beautiful scenery. Michael Mack of Manchester agreed to fill an empty position on the committee. Mr. Mack brings considerable knowledge of plants and animals to the group. Sue McLaughlin regularly emptied the trash barrel and replenished maps and dog waste bags at the kiosk. We still have problems with loose dogs around Round and Gravelly ponds. Many owners fail to clean up after their pets on all trails. We purchased 2,000 maps at a cost of \$790. Two students at Gordon volunteered to place a few additional trail signs.

### **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.

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 inter-

est with the Board of Health including the bacterial counts in the marshes and mosquito control.

We extended our 18 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 eleventh year, the Community Preservation Committee (CPC) continues to assist the Town and local non-profit organizations by providing 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 painting and exterior work on Town Hall, Library Director's office Rehabilitation, continuation of cemetery restoration work and significant municipal park improvements. We continue to allocate 10% of local CPA receipts to the three areas of our jurisdiction: Affordable Housing, Open Space and Recreation, and Historic Preservation.

The CPC is pleased that the Town voted to support the creation of the Manchester Affordable Housing Trust; we have provided funds for technical support. We continue to endorse efforts being made toward increasing community, affordable housing stock in Manchester and will continue to work with the Trust in that regard.

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 17 regular public meetings and continued its regulatory and non-regulatory activities in the year 2016.

There was an increase in wetlands permit applications compared to 2015, most notably in Requests for Determination and De Minimis Change requests of which there were 27 and 25

respectively compared to 18 and 4 in 2015. These applications are reviewed under both the Massachusetts Wetlands Protection Act and the Town Wetlands Bylaw. The Commission also received 21 Notices of Intent and issued 19 Orders of Conditions, 1 Amended Order of Conditions, 17 Certificates of Compliance, 4 Partial Certificates of Compliance, 3 Enforcement Orders, and 1 Emergency Certification. A number of Letter/Tree Permits were issued by the Administrator.

A long-serving Commissioner and Chair, Steve Demeter, stepped down in 2016. The Commission wishes to thank Mr. Demeter for his valuable service. After approval by the Board of Selectmen, Ms. Sara Oseasohn joined as the newest member of the Commission.

The study of Sawmill Brook Watershed (funded by a grant from Coastal Zone Management, 2014) was completed, resulting in recommendation of nine projects, three of which were designated high priority. The assessment of potential impacts of climate change on critical assets of the town (funded by FEMA, 2015) was likewise completed, and the Town was awarded a second FEMA grant to perform a 5-year update to its Hazard Mitigation Plan. This update will incorporate the results of the climate change assessment performed under the previous grant, and bring it up to current status.

The Town was awarded another CZM grant (under the Coastal Pollution Remediation Program) to complete the design work and permitting required for a new porous asphalt parking lot at Coach Field Playground. In addition, the Town has received an assistance grant from the Mass Division of Ecological Restoration to help guide the possible removal of the tide gate and enlargement of the culvert at Central Street, as well as the restoration of the lower section of Sawmill Brook.

In July, the Conservation Administrator, Chris Bertoni, increased her hours to 25 a week. Eva Palmer continues as part-time Administrative Assistant and acting minute-taker for the department. The former Administrator, Mary Reilly, is now the part time Grants Administrator for the department. The Commissioners are eternally grateful to these able staff members for their energy, output and insights.

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

water 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 Gang, Chair; Steve Jaworski, Vice Chair

## **COUNCIL ON AGING**

Manchester has a senior population of approximately 1851; this translates to 33% 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 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 2016:

- Monthly "Lunch of the Month" for 35-40 senior citizens
- Provided over 7400 units of transportation to senior and disabled citizens
- Provided over 420 units of outreach service to senior and disabled citizens
- Multiple cultural and social outings for seniors
- Delivered (by volunteers) 3,702 Meals on Wheels to 26 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
- Provided two Charlie Card registration events
- Certified in the RMV Near Me Program
- Falls Prevention 12 week Program
- Annual summer luncheons/events at Tuck's Point
- The COA newsletter is mailed and/or emailed to over 1500 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 85

- 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 74 active volunteers who donated thousands of hours in 2016. 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, creative, and educational opportunities to Town residents of all ages. The

Fiscal Year 2016 grant allocation of \$6,556 from the Massachusetts Cultural Council enabled us to fund all 13 programs requested.

These programs include: A Shakespeare Play and performance workshop at the Middle School, grades 6-8; a concert performance and presentation by the Cape Ann Symphony Orchestra for 4th and 5th graders; Family Programs at the Manchester Historical Museum for young children and families; "Hands on History- The American Revolution" presentation for the 5th grade class at Memorial School Library; A Teen Escape Room at the Manchester Public Library; Estate Gardens- Gardeners 1850-1919 at the American Legion Hall; Music in the Park as part of the summer concert series, for all residents; Celebrating the Season: A Performance for Seniors at Tucks Point – music and stories; Magic by Scott Jameson – Summer Reading Kick Off for young children at the MBTS Public Library; Museum of Science - Engineering Windmills - Grades 3-5; The Marble Collection – High School Artists- get their work published, and counseled on putting their portfolio together for college application; History of Central Pond and Sawmill Brook – short documentary video about the MBTS environment/watershed/Pond/Brook; Dramatic Reading by Theater Group of "A Christmas Carol" for Seniors/ children 8yrs and up.

The Cultural Council is comprised of 11 members this year, 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.

Alison Daley, Chair

## DOWNTOWN IMPROVEMENTS PROJECT COMMITTEE

At the end of 2015, the DIP Committee adopted an updated **Statement of Mission and Focus** for Phase 2 of the DIP. (Phase 2 includes intersections on Route 127 from the north end of Beach Street through the south end of Pleasant Street.)

The Primary Goal is **Safety and Functionality for pedestrians, bicyclists and motor vehicle drivers**. Future efforts will include: 1. Providing traffic patterns and motor vehicle speed limits that are friendly to pedestrians, bicyclists and motor vehicle drivers and 2. Providing a passage for pedestrians and bicyclists connecting the Town Hall parking lot to lower Beach Street.

The Secondary Goal is to **Continue Employing Aesthetic and Environmental Enhancements** as demonstrated during Phase 1. Elements include: 1. Sidewalks, curbs and other paved or landscaped areas will be improved using designs that control storm water with methods that address the Town's coastal pollution; 2. Use LED streetlights that are consistent with the Phase 1 fixtures; and, 3. Design street improvements that are consistent with the scale of the Village.

The DIP Committee worked during 2016 to fulfill these goals.

Members of the DIP Committee are appointed by the Selectmen for one-year terms. There are currently five active members: Gar Morse, Ben Rossi, Chris Shea and Kurt Svetaka and Andy Harris, Chairman. There is one unfilled opening. Three former members of the DIP Committee, Carroll Cabot, Rick Gibson and Ed Halsted, very graciously provide advice to us when needed.

Residents have expressed concerns about excessive speeds on streets throughout the Town. The DIP Committee has worked with the Selectmen, the Town Administrator, the Director of Public Works, the Police Chief, the Fire Chief, the Town Planner and the Bike and Pedestrian Committee to evaluate traffic calming measures in the Town, with special focus on Route 127 between Beach Street and Pleasant Street.



During 2016, the DIP Committee and the Director of Public Works agreed that Funding of Phase 2 should include costs of design and construction as well as a 2 year maintenance budget. Funding sources will include public grants and private donations.

The Selectmen adopted the "Massachusetts Complete Streets Program" in 2016 and will seek voter approval to set speed limits at the Annual Town Meeting. The DIP Committee voted to support the Selectmen's Article.

Andy Harris, Chairman

## **DREDGING COMMITTEE**

Manchester Harbor is not a natural harbor. Before dredging was initiated around 1900, the harbor was a tidal mud flat through which Jeffery's Creek ran to Knight's Coal and Lumber yard, now Peele House Square. Without regular maintenance dredging, Manchester Harbor will return to a tidal mud flat. Unfortunately, for a variety of reasons, the harbor has not been dredged for 30 years. Making the situation more difficult is the fact that harbor financial planning was based on the state's paying 75% of the cost to maintain the public waterway. As of today, the state contributes nothing to harbor dredging.

The Dredging Advisory Committee is a new committee created by the Board of Selectmen in 2016, chartered to provide advice on long term dredging strategies. The Dredging Committee has collected longitudinal data from harbor surveys and constructed a computer model from this data to project harbor depths, estimate dredging costs, and analyze long term cash flows. The results are not pretty and will not be cheap.

Given the model, the committee has studied various dredging strategies to maximize the utility of the harbor during transition and minimize the cost to the town. The committee has settled on one such strategy and is developing a draft report. But not all the issues are technical or financial. Some may require changes to the organization of the harbor. Before issuing a final report, the committee will engage with other town committees and organizations to explain the problems, the potential solutions, and the impact on the harbor to achieve wide buy-in to a long, expensive program.

## **FIRE DEPARTMENT**

The Manchester-By-The-Sea Fire Department (MFD) provides around the clock fire suppression, emergency medical services (EMS), all

hazards response, and Community Risk Reduction programs with 13 career personnel supplemented by seven interior certified call firefighters. The fire chief works a standard weekly schedule with additional hours devoted to providing continuity and leadership for emergencies, training, and a variety of other activities. The remaining 12 career firefighters are divided into four groups of three – an officer and two firefighters - who work a rotating schedule of 24 hour shifts to provide 24/7/365 coverage. However, with vacation and sick leave only two career personnel are on duty 50% of the time. This staffing model worked OK for the Town when there were more call fire fighters and career fire fighters living in town to provide a boost in manpower when an emergency call came in. But given the changes we have today it is becoming more challenging to meet the preferred "Two-In, Two-Out" rule whereby a rescue team of two firefighters are outside the building when two other firefighters are inside attempting to extinguish the fire. Nine of the 13 career members and one call firefighter are nationally certified paramedics enabling the MFD to provide the highest level of pre-hospital EMS. Providing this level of service is, however, extremely challenging when only two members are on duty as it can take upwards of ten or more minutes for call-back personnel to respond to an urgent call for assistance.

After nearly ten months as Interim Fire Chief, Albert Beardsley completed his tour of duty on 3 October, 2016, and transferred the reins of command to new Fire Chief George Kramlinger. The Department, Town Hall, and citizens thank Chief Beardsley for his faithful and dedicated service, and wish him all the best in his future endeavors. Call firefighter David Forsyth retired from active firefighting with 31 years of service making a huge contribution to the Department along the way. Fortunately, Mr. Forsyth continues as the MFD Chaplain and is an active member of the State's critical incident stress management (CISM) team.

The MFD's activity level continues to grow while the call firefighter force rapidly dwindles suggesting the need to re-examine our service delivery model. While we benefit from mutual aid from our neighboring communities, the delayed response time is a concern in an emergency situation. Overall, during 2017, the MFD responded to 1575 total incidents including 32 fire calls, 533 EMS calls, 85 hazardous conditions, 651 service calls including inspections and car seat installations, 199 fire and carbon monoxide alarms, 72



good intent calls, and 3 special incidents.

The MFD continues aggressive efforts in Community Risk Reduction which includes fire prevention and life safety education. The MFD conducts hundreds of inspections required by the State fire code using the on-duty career personnel. To support fire and life safety education efforts, the Department applied for and received a Student Awareness of Fire Education (SAFE) and a “Senior SAFE” grant from the Massachusetts Department of Fire Services enabling safety education to be focused on our most vulnerable citizens. The MFD establishes a significant presence at the schools during Fire Prevention Week. Department personnel teach the elementary school children a number of fire safety lessons and provide them the opportunity to practice exit drills in the home (EDITH) using a specially configured RV style trailer owned by the Essex County Fire Chief’s Association. In addition, all residents are invited to the department’s annual open house on the Friday night of Fire Prevention week. This well attended event allows parents to experience the same safety lessons presented to the children at school, learn additional fire safety and prevention measures, meet Sparky the fire safety dog, tour the station, and share the pizza generously donated by Papa Gino’s. Through outreach and engagement, the Senior SAFE program is focused on spreading key fire and life safety messages to the Town’s senior citizens.

The department participated in many town events including the Memorial Day Parade, 4th of July Celebration, Touch a Truck, the Halloween Program, and the Santa Claus ride through the town.

**Emergency Management:** The Fire Chief serves as the Town’s Emergency Management Director (EMD) and Mr. Thomas Kehoe serves as the assistant EMD. The focus of the emergency management team is to prepare for disasters through planning, resource acquisition, and coordination/networking with State and regional partners in the event an incident overwhelms the Town’s limited resources

In order to provide the greatest level of protection for our citizens, and the highest level of safety for our firefighters, the MFD has embarked on an overhaul of operations, training, and administrative procedures. Implementation of an annual training plan is well underway that adheres to federal law, conforms to recognized standards, and implements nationally recognized best practices. Training top-

ics and new standard operating guidelines focus on occupational safety and health, fire ground safety and survival, and modern methods of firefighting and technical rescue.

Going forward, the MFD seeks an apparatus fleet that is capable and effective at reaching all occupied properties in the town, an apparatus capital investment fund that sets aside incremental allotments every year, improved dispatch and an upgraded communication’s architecture.

On behalf of the Town Administrator, Board-of-Selectmen, and the citizens, I want to thank the career and call members of the department for their commitment to excellence and professionalism in performing a difficult job in a resource constrained and challenging environment.

The MFD asks all citizens, businesses, and property owners to ensure they have properly working smoke and carbon monoxide detectors, practice an emergency evacuation plan, sleep with bedroom doors closed to prevent the travel of smoke and heat in the event of a fire, and use a personal floatation device when engaged in any activity on or near the water.

If you have any questions or concerns regarding this report or any safety issue please call or visit the Fire Station – our door is all always open.

Respectfully submitted,  
George D. Kramlinger, Fire Chief

## **HARBOR ADVISORY COMMITTEE (HAC)**

2016 was another year of harbor improvements and challenges.

The HAC met with members of the Master Planning Committee regarding the importance the harbor is to the Town of Manchester by the Sea.

The New Boat Ramp Project implementation was difficult for the town and boaters trying to enjoy the summer season. The final touches should be complete before the 2017 boating season begins.

As a result of realization that state funding for dredging would not be available, waterway fees were increased for the 2016 season. In addition the Board of Selectmen approved moving 100% of the boat excise tax revenues to the waterway fund. The permitted dredging project is anticipated to take place during the 2017-2018 winter.

As a result of growing boater congestion in the Sand Dollar Cove / Long Beach part of the harbor, the HAC and Harbormaster held a Public Forum to receive input from those concerned stakeholders. As a result of the input a handout was prepared and given to boaters during the 2016 boating season. The

handout explains concerns of eel grass, respect of private property, no dogs, no dumping and other issues of concern. The 2016 boating season impact in the SDC/LB area was more reasonable probably due to a number of factors including increased Harbor Department presence, weather, water temperature, etc.

Harbor Advisory Committee  
Greg Bialy, Chairman

**HARBORMASTER**

Many thanks to all the individuals, businesses and town employees that helped make the past boating season so safe and pleasurable. The Harbor Department could not do it without you.

**Infrastructure:**

- The expansion plan for the Reed Park docks to accommodate more transient boaters is in the permitting process. The goal is to do the construction at the same time as the dredging later this year and start operations in 2018.
- The town received a \$15,000 grant from the Division of Marine Fisheries to construct the floats for the launch ramp. This grant should cover all costs related to this project.
- Permitting of the non-compliant Tuck’s Point floats is ramping up. The facility will be permitted for year round use with an additional forty-eight feet of dock space supported by pilings.
- The dredging project for Areas B&C moves forward with more urgency. The harbormaster float at Morss Pier will be back in place for 2018.

**Funds and Revenue:**

Mooring & Waitlist Revenue FY17	
	Total: \$249,800
Boat Excise Revenue 2016	
	Total: \$17,500
Dredge Fund as of 1/25/2017	
	Total: \$500,000
Waterway Fund Balance as of 1/25/2017	
	Total: \$298,300

**Boats:**

The Clean Vessel Act pump-out boat was busy again this year. 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. EMT equipment was added to the vessel inventory on both vessels. The Eastern patrol boat will receive a new engine in 2017.

**Records:**

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

**Moorings & Waitlists:**

Waitlists - As of January 25, 2017 there are 393 names on the mooring waitlist, 22 of the names were added since January. The mooring-change list has 73 names and the dinghy waitlist stands at 63.

Moorings- Approximately 15 moorings changed hands in 2016. It is expected 2017 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 Assistant Harbormaster’s Tim Cronin, Mike MacEachern and Claude Beaudet. Fortunately all will continue as assistant harbor-masters for 2017.

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

Bion Pike  
Manchester Harbormaster

**BOARD OF HEALTH**

The mission of the Manchester-by-the-Sea Board of Health (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 2016.

There was only one beach closing this season, which can be attributed to a drier than normal season and the diligent commitment by the BOH to require septic system inspections and upgrades, if needed, in environmentally sensitive areas.

The BOH thanks the community for approving the Town’s participation in the State Septic Loan Program. Manchester will now be able to accept applications to provide betterment loans to assist homeowners who must address septic system failures. Residents will be able to apply to the Town of Manchester for loan funds to either: repair or replace a failed septic system by renovating the existing system; hooking up to existing sewer; or

replacing a traditional septic system with an alternative system approved pursuant to Title 5. Those loans will then be paid back by the homeowner as a betterment on their real estate tax bill. Septic Loan Program Applications are available at the BOH in Town Hall and also on the Town website. Residents who have questions regarding the program may contact the BOH office.

Mosquito borne illnesses continue to be a health concern in 2016. Threats from the West Nile Virus and Eastern Equine Encephalitis from infected mosquitoes were monitored and evaluated by the Mosquito Control Board during 2016. 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.

In accordance with State Regulations the BOH 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.

Despite not receiving any flu vaccine from the State, Pam Ciccone, RN, Public Health Nurse, held Flu Clinics using purchased vaccines. Over 250 residents were vaccinated! 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.

Ellen Lufkin, Assistant to the BOH, 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 BOH. The Board wishes you all the best of health in 2017.

Leslie R. Nitkiewicz, Chairperson

## **HISTORIC DISTRICT COMMISSION**

During the past year, the Historic District Commission (“HDC”) held eleven (11) meetings; held two (2) special meetings; considered twelve (12)

applications; conducted twelve (12) site visits; and granted ten (10) Certificates of Appropriateness. One application will be heard in the future when the project is ready to commence, and one application will be heard when all the other signage applications in the Historic District will be heard in 2017.

The Board visited each site prior to the first meeting in regard to that site. All applications were filed according to accepted procedures, and the Board properly notified applicants and abutters by timely advertising the dates of the meetings in the Manchester Cricket and to all applicants and abutters via regular mail, as appropriate. The Board has endeavored to better coordinate its activities with those of the other Town boards.

Regina Villa, Gary Russell, and Laura Winn made a presentation on behalf of the Manchester Master Plan Committee. The HDC board members suggested that in an effort to preserve the integrity of the architecture and properties in Manchester-by-the-Sea, historic properties outside of the immediate Historic District could be included under the purview of the HDC. Also, that more consideration be given to major renovation projects in the Historic and General districts.

The board members had a discussion regarding establishing a follow-up procedure, to make certain that projects approved by the HDC were constructed/executed according to the Certificate of Appropriateness awarded by the board.

The issue of Signage in the Historic District was addressed by the HDC. After extensive discussions by the board members at the HDC meetings, Mr. Richard Smith volunteered to draft revisions to the Signage section of the HDC Guidelines, as well as draft a letter to the businesses located within the Historic District. These drafts were reviewed and revised by the entire HDC board. The proposed Signage Guidelines and letter to the merchants were sent to the Board of Selectmen in advance of their November 7, 2016 meeting for their review. The Board of Selectmen made suggestions to the HDC and approved the revised Signage Guidelines and letter to the merchants at this meeting. Mr. Round, Ms. Wadia-Ells, and Mr. Smith were in attendance. The plan is to send these letters to the businesses located in the Historic District, including the revised HDC Signage Guidelines in January of 2017, so that the various merchants will be encouraged to file an HDC application to review their businesses' signage. The \$50 application fee will be waived in

these special cases.

Devoted HDC member Robert Hofeldt stepped down from the HDC in December of 2016, after more than a decade of devoted service to the HDC. The HDC welcomed Susan Wadia-Ells as a member of the HDC in May of 2016.

Mr. Joseph Sabella continues his appointment to the Community Preservation Committee.

The HDC filing fee continues to be \$50.00.

John Round, Chairman  
Historic District Commission

## 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 Rd. 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 15% turnover of our elderly/handicapped units exclusive of 4 units of Family Housing in which there was 1 turn over during the year. After being off line for a year, 8 Units at The Plains were brought back on line in January of this year, after a fire destroyed 4 units and damaged 4.

The Authority receives 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 help manage and administer the Town's 84 affordable State units. Along with subsidy to help meet operating expenses for our program needs, DHCD also distributes funding for Capital Improvements. This formula funding is project-specific and restricted for the sole use on capital projects.

Included in the 2016 Capital Improvements Plan are the completion of repairs to a water main break on Pine Street, paving Loading Place Road, updated Kitchens at the family site, replacement of all shut off valves at all sites. We began a major over haul to The Plains pneumatic ejector tank, waste system.

The Manchester Housing Authority does not receive funds from the Town of Manchester, however the Manchester's Community Preservation Act Committee does award grants to

fund some special projects for MHA, and we thank them for the recently installed Generators at The Plains and Newport Park.

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. We thank all the Town boards for their assistance as well.

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

We thank Marc Bliss for his 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 special thanks again 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 2016.

## INSPECTORS

The year of 2016 continued to be a busy year in the Inspectors Office. The transition of the Building Department from room 3, where it had been for many years, to room 2 in the Assessor's Office went very smoothly. Our on-line permitting, which began in June of 2014 continues to be very successful and well-liked by most of the contractors. Beth Heisey continues to work part-time in the Building Department and Liz Dukes who does all the Assessor's clerical work is also helping out in the permitting department.

The Inspectors have not changed and neither have their office hours. 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. Gas and Plumbing Inspector, Joe Guzzo is in the

office on Tuesday and Thursday mornings from 6:30 to 7:30 a.m. 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 2016:

**Building Inspector**

• Permits Issued	314
– Fees Collected	\$212,753

**Plumbing/Gas Inspector**

• Plumbing Permits issued	194
– Fees Collected	\$ 12,356
• Gas Permits Issued	194
– Fees Collected	\$ 8,508

**Electrical Inspector**

• Permits Issued	227
– Fees Collected	\$ 54,588

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](http://www.manchester.ma.us). Thank you for your cooperation throughout the year.

**LIBRARY TRUSTEES**

We lost a dear friend, library advocate, and Library Trustee, with Tim Browne’s passing in 2016. Our notes are diminished by his absence, but his commitment to the library, its joys and challenges, will continue in our work.

**At the Manchester-by-the-Sea Public Library, you are welcome here.** Serving every age , infants and their caregivers, every age of formal and informal student, the recreational reader of each generation, and those seeking community activities year-round, the Manchester Public Library continues to meet the information, reading, and media needs of Manchester-by-the-Sea residents through community and connection.

The **Manchester Community Reads** focused on a true-life coastal drama with *The Finest Hours: The True Story of the U.S. Coast Guard’s Most Daring Sea Rescue*. Author Michael Tougias brought the Coast Guard rescue in the 1950’s from the pages to the screen and into our library. The Friends of the Library hosted author, Michael Tougias at the Manchester Historical Museum allowing a full house of seventy to learn more of this historic event. *"The Finest Hours: The True Story of the U.S. Coast Guard’s Most Daring Sea Rescue"*.

“Images of America” author John Galluzzo also visited to discuss the history and evolution of the Coast Guard in Massachusetts. As always, many ages group participated in similar programs for teens and children with assistance from several in the community including Bion Pike, Harbormaster who provided a Coastal hands-on Story Time.

**Outside the Box** thinking led to an expanded **Books on Singing Beach** monthly summer book group, with the coordination of Parks and Recreation and the Laughing Gull Snack Bar. This monthly series captured state wide attention as Library Director- Sara Collins, Head of Circulation -Lori Dumont and Head of Adult Services-Rachael Menaedes presented an “Outside the Box” program highlighting the Beach series at the Mass Library association annual conference in Hyannis, MA May 2016. A **Cookbook Throw down continued seasonally, even holding the BBQ theme** on the lawn, while **Plants and Gardening** added Seed Saving and Indoor gardening programs. **Hands on tables included puzzles, knitting, embroidery, coloring and more. Cooperative programs** with the DPW, Police, Fire, Harbormaster, Manchester Historical Museum, Cape Ann Museum, and Cape Ann Directors were held in 2016. Manchester Public Schools through our shared programming, information, curriculum and book club support through loans of library materials to school staff.

**The Children’s summer reading program** theme was “On Your Mark, Get Set, Read!” with a focus on wellness, both physical activity and nutrition. Children’s services offered several science, art, history, and literacy programs throughout the year, including a **Makerspace Workshop, Fall Fairy Houses**, and ongoing **Jamboree-by-the-Sea Musical Story times**. The year’s most exciting event was **Nature Nick’s Exotic Animals**, when more than 150 people came to the library lawn to see Nature Nick teach about wild animals and present all sorts of creatures, including an owl, a monkey, and a kangaroo. **Kate Strong-Stadt, Head of Youth Services**, continues to collaborate with the Manchester Historical Society and Early Childhood Literacy/CFCE of Hamilton-Wenham and Manchester by offering monthly events that feature story times, crafts, and Manchester history. The Friends of the Library, the



Manchester Cultural Council and the Hooper Fund all supplemented the Children's Services programming budget. Our total number of programs was 195, with 3355 in attendance for the year.

**Cape Ann Reads**, a yearlong cooperative venture between Manchester, Essex, Rockport, and Gloucester Public Library Directors, created an environment to celebrate and promote use of picture books. We also were able to foster and support the authors and illustrators that live in our Cape Ann community by encouraging the creation of new picture books. The year of events held in each community highlighted the importance of picture books and has culminated in a juried panel and dozens of entries submitted in the contest to produce a new picture book on Cape Ann. We look forward to seeing wonderful results in 2017.

**The teens were busier than ever in 2016.** They built mini solar cars, explored Circuit Playgrounds, Virtual Reality and 3-D printing. During the summer, they got to tie-dye out on the lawn and compete in "The Chocolate Olympics". Our Teen Advisory Board, made up of 16 high school students, decorated holiday wreaths and made delicious chocolate dipped pretzel treats for the COA. They enjoyed their annual shopping spree at Barnes and Noble and also prepared all the craft materials and scratch tickets for the 2016 Teen Summer Reading program. These are just some of the highlights of the teen's 43 programs, with a total attendance just over of 1,100. The remarkable work of Young Adult Librarian, Anne Cowman, has seen these numbers grow exponentially in recent years.

**Manchester Library's movie nights** continue to be successful throughout the year. We average about 15-30 people per movie, the most successful being fifty people for the film "The Finest Hours", which coincided with our 2016 Manchester Reads choice. Interspersed throughout the year were author talks by mystery writer Gerry Boyle, beach reads and fiction writer Nancy Thayer, and local writer Diane Vanaskie Mulligan who discussed the intricate process of self-publishing. Additionally, we held a coffee tasting program with Rob Fitzgibbon, a lesson on the haunted history of New England with Christopher Daley, and the Adult Services Librarian Rachael Meneades gave Tech Talks to help patrons learn more about the

electronic databases available to them through the library. The Adult Services department ended the year on a more technological note by partnering with the Young Adult department to bring in the company GamingForward for a well-received virtual reality program that 20 teens and adults enjoyed. The adult programs in 2016 numbered 73, with an attendance of 1,250.

**Over 42,680 people visited the Library in person** last year. There were 5,694 registered borrowers, 4,803 from Manchester. The Library circulated 63,387 items, in addition to 11,183 borrowed from other MVLC libraries and the Library lent 17,923 items to other MVLC libraries. Library staff answered 2,058 reference and readers' advisory questions. The Library owns 61,783 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, out-going fax service, downloadable resources, book-groups, story-times, and home delivery of materials. Each year the usage of online services, and downloading books, movies, and music increases, our usage of electronic content was 7,675 times for 2016. **Truly, in 2016 your library goes with you, on your phone, laptop, be it at work, vacation, college, home or train.**

**The Friends of the Library provided two exceptional gifts** this year. The beautiful library sign on the granite wall has been a hoped-for addition to the town for years and had the impact of harmoniously blending with a historic site while hearkening all to the library's location. Expanding your view and use of the library, the Friends gift of new lawn furniture provides a welcoming sight to many. Public and staff enjoy this extension of library usable space as a spot for both picnics, reading and online use thanks to the library wifi. The Friends also continue to provide museum memberships (passes went out 475 times), program sponsorship including many successful events during **Summer Reading Program**, all program refreshments, holiday wreaths, micro-filming of the Manchester Cricket, rainy day bags. The Friends annual summer book sale is a major event drawing hundreds of people each summer. This, and their membership, continues the mission of Friends to enhance the library.

**Volunteers continue to enhance services** of the Library staff by performing the many tasks necessary for our day-to-day operations. Fifty-



three volunteers helped by processing books, inputting data, assisting at knitting and craft programs, weeding the collection, and most importantly, shelving returned books. Volunteer hours totaled 1,477, just over 28 hours per week. Their helpfulness is matched only by their kindness.

Respectfully submitted,  
Alida Bryant, Dorothy Sieradzki, and Ric Rogers

**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.

In 2016, four projects were completed: exterior and interior lighting at the Town Hall/Police Station, interior lighting at the DPW Garage, and interior lighting at the Waste Water Treatment Plant. Projected Annual Electricity Savings is 41,913 kilowatts (\$7,020 annual savings); because this work was paid for by the 2013 grant, the net cost to the Town was \$0.

Energy Conservation Measures slated to be done January 2017: Oil-to-Gas Conversion at the Library.

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.

**OPEN SPACE AND RECREATION COMMITTEE**

The Open Space and Recreation Committee ended the year with a full complement of committee members: Helen Bethel, At-large member; Francie Caudill, Coastal Stream Team Rep; Kelly Blagden, Parks & Rec Committee Rep; Steve Jaworski, Conservation Commission Rep; Jared Porter, Bicycle Pedestrian Committee Rep; Connie Sullivan, Planning Board Rep;

and Mike Chapman, Chairman. At-large member, Mary Reilly, Grants Administrator, continues to staff the committee.

The committee met monthly and worked to complete the first year, high priority goals outlined in Manchester's Open Space and Recreation Plan's 7-year Action Plan. The committee identified four unprotected parcels in the Round/Gravelly Pond watershed area for potential protection and has initiated talks with the owner of one of the parcels. Committee members participated in maintenance work crews at Dexter Pond and Winthrop Field. Project plans were developed for recreational enhancements at Powder House Hill (improved trail marking, entrance signage with maps) and Dexter Pond (replace rotted foot bridge, add board walkway). The committee applied for CPA funds for those projects. The committee also applied for CPA funds for the development of a new downloadable Manchester Open Space Map which will be posted on the Open Space and Recreation webpage, keyed to the committee's list of areas with hiking trails.

The committee is in the process of getting support from the Conservation Commission to designate six small parcels as conservation land under the commission's care and custody in order to protect the town's water supply in the Round/Gravelly Pond watershed. The Town will then be asked to vote on an article to support an article designating the parcels for conservation purposes.

Now that the committee has full membership, we look forward to completing more items on the 7-year Action Plan.

**PARKING CLERK**

Fees collected in 2016:

Beach Stickers	\$83,704.00
Parking Fines	45,019.00
Walk-on Passes	774.50
Business/Boater Placards	4,260.00
TOTAL	\$133,757.50

33,707 beach and resident stickers were issued during the year.

C. Denise Samolchuk, Parking Clerk

**PARKS & RECREATION COMMITTEE**

Our five-member committee oversees some of our Town's greatest natural resources including Singing Beach, Masconomo Park and Tuck's

Point. We are the sole advisory group to the Board of Selectmen on matters related to Parks & Recreation programs, services, and facilities; and work closely with the Director of Parks & Recreation to manage those areas. We look for input from our community on ways to improve these services; review facility policies and procedures; review signage and fees and make recommendations to the Board of Selectmen as needed. Please call the Parks and Recreation Department at 978.526.2019 to add any items to our agenda. The committee meets on a monthly basis and meetings 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, things are going smoothly. Participation in Parks & Recreation Department programs has continued to increase every year particularly in the Hornets After School Program, the Winter Basketball Program & the Summer Playground Program.

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](http://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 2017!

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 15th year in 2017 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 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 permits for site development, and proposes town planning policies and amendments to the town's Zoning By-Law.

The Board meets at least twice monthly and also conducts visits to sites subject to permit requests.

In 2016, the Planning Board:

- Granted 7 Approval Not Required [ANR] for minor transfers of land between abutters or for new lots and issued Four 'Driveway/Curb Cuts.
- Held Discussions, public hearings, and proposed By-laws on Municipal Affordable Housing Trust By-law and Short-term Rental By-law which were adopted by April Town Meeting.
- Held Discussions and a public hearing on revision of a Non-Conforming Lot By-law.
- Completed the Revision of the Subdivision Rules and Regulations.

- Collaborated with the Town Planner and the Master Plan Committee on revising the Master Plan.

The Planning Board is extremely grateful to Carroll Cabot for her extraordinary commitment to the town and leadership on the Planning Board for the past 20 years.

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

Peter Canny, Chairman

## DEPARTMENT OF PLANNING

The Department of Planning, staffed by Town Planner, Sue Brown at 22 hours a week is in its third year of operation. The Department provides professional advice and technical expertise to elected officials, appointed boards and committees, Town staff and citizens in order to 1) support and oversee the functions of community wide land-use planning, 2) assist the Planning Board, Zoning Board of Appeals and Historic District Commission in managing growth and development through the administration of applicable land use bylaws and policies, and 3) implement the community's long-term vision.

The principle projects under the direction of the Department in 2016 included Phase I of the Master Plan that outlines the Community's shared vision for its future, and development of a Complete Streets Policy intended as the keystone for a Complete Streets Prioritization Plan.

Phase I of the Master Plan was funded by a \$20,000 Technical Assistance Grant from the Metropolitan Area Planning Council and by \$3,100 from the Planning Budget dedicated for Professional Services. Through a six month public process, facilitated by planning staff at MAPC and supported by the Town's Master Plan Committee, more than 600 community members actively participated in the development of a Community Vision that provides the foundation for goals and strategies to be developed in Phase II. The Phase I Report is available on line and at the Manchester Public Library.

The Complete Streets Policy, adopted by the BOS on August 15, 2016 outlines the Town's commitment to making streets and sidewalks throughout Manchester more accessible to people of all ages and abilities and to a wider variety of vehicle

types, including bicycles, carriages and wheel-chairs. The Complete Streets Prioritization Plan, funded by a \$35,000 technical assistance grant from MassDOT, will facilitate a community planning process that will identify, prioritize and conceptually design street improvements to increase access, safety and convenience for all users.

In addition to its principle projects the department oversaw a study to support a request for revision of the Flood Insurance Rate Map, resulting in reductions in Base Flood Elevations and removal of properties from Special Flood Hazard Areas. The Department also led a study group to review the Town's existing non-conforming use bylaw and identify possible revisions that would grant relief from special permits to owners of lots with less than the required minimum lot size or frontage.

In support of the Town's land permitting boards, the Planning Department spends an increasing amount of time meeting with individuals who are considering permit applications to answer land regulation questions and assist in the application preparation process.

Sue Brown, Town Planner

## POLICE DEPARTMENT

I am proud to provide my first annual report to the residents of Manchester-by-the-Sea. My intention is to take a moment to share with you some highlights from 2016, provide some statistical reference and gaze into the 2017 crystal ball.

Firstly, it is important to recognize the leadership of Lieutenant Todd Fitzgerald who unselfishly navigated the department as interim police chief in 2016. Lieutenant Fitzgerald is a dedicated son of Manchester who works tirelessly to improve service and increase safety. I am truly fortunate to have such a competent and knowledgeable executive officer.



*Lieutenant Fitzgerald and Chief McKiel with Officers Machain and Fitzgerald.*

This past year also saw the retirement of Chief Glenn McKiel. Chief McKiel came to Manchester

by-the-Sea in 2007. He succeeded long time legendary Police Chief Ronald Ramos and was the Town's first outside police chief. Chief McKiel's legacy will be one of progress toward modern policing techniques. He expanded community policing efforts, invested in new technology, and had a reputation for budgetary acumen. The most tangible indication of his stewardship is conceptualizing the first significant renovation to the Town's police station. The first phase of this project was completed in September and includes new workstations, conference rooms and expanded dispatch capabilities. The second phase will be completed in early 2017. On behalf of the Manchester by-the-Sea Police Department, I wish Chief McKiel, and his wife Deborah, all the best in their retirement.

Since my swearing in this past October I have conducted a full assessment of the department's capabilities, equipment, facilities, policies, budget and staffing. I found that the women and men who handle patrol, dispatch, animal control and administrative functions to be well trained and, more importantly, approaching their assignments with a palpable level of pride. During my first month, we conducted an inventory of sensitive equipment, an inspection of all vehicles and an audit of the evidence room. I was pleased to find all to be accounted for, maintained and functional. I met with each employee and determined their primary duties and ancillary aptitudes. From these meetings we developed secondary responsibilities which are now codified in policy. This has been a critical step toward ensuring the department is adhering to best practices while addressing systemic risk. Simply, we selected officers to be held responsible for a host of tasks which have previously been addressed in an ad hoc approach. Delegated responsibilities include firearms training, shift scheduling, maintaining lock-up facilities, fleet maintenance, technology officers and emergency medical management. My intention is to create systems and procedures that can be replicated by new staff with support and guidance while drawing clear lines of responsibility.

Operationally, we deploy two officers on every shift while filling any vacancies with reserve officers. Best practices indicate that two is the minimum number of officers on patrol a town the size and scope of Manchester should have per shift. I have moved to increase the number of reserve officers from twelve to fifteen. By adding reserve staff we can increase the probability of availability. More reserve officers increase the chances of filling

a shift vacancy at a reduced cost thus creating increased savings over time. The reserve officer recruiting process fortuitously produced two highly qualified female candidates. In December, the Manchester Police Department welcomed Officers Jennifer Gilson and Liisa Burk to the all-male ranks. Officers John Barry and Eric Giordano were also sworn into the reserve officer cadre. The department continues to support our auxiliary force with two new members scheduled to begin in 2017. Look for Officers David Ricci and Sean Wlasuk at this year's parades and special events.



*July 4, 2016*

The Manchester community has been a source of overwhelming support and guidance during my transition. Since my arrival I have had the opportunity to speak with many of you, run miles along your streets and frequent town businesses during lunch. Speaking at the Manchester Men's Club, breakfast with Rotary and talking with students at Memorial Elementary have been some of the most enjoyable aspects of my new job. Whenever I solicit opinions relative to the Manchester Police Department, most have positive feedback, some have concerns, but all have been supportive and appreciative of the job we do. This supportive dichotomy is an excellent waypoint on our journey to higher quality service.

A few words about my thoughts on accessibility and approachability. I maintain an open-door policy and welcome visitors when my schedule allows. Many have taken advantage of this and invited me for walks, meetings and one on one conversation's. I hope this continues. I have also offered to mediate non-criminal disputes such as neighbor conflicts, parking concerns and animal complaints. As the weather improves please look for me and my officers walking or biking around town looking to engage the public, breakdown barriers and increase familiarity.

## **Statistics**

The 2015 data points provided in Table 1 are

based on the 2015 Town Annual Report. The 2015 arrest data was revised due to a discovered reporting error. Moving forward, in the interest of transparency, it is my aim to provide police data via our website. I would like to specifically define each category to safeguard against comparison errors. For example, should motor vehicle crash data include all reported to police or just those the department responded to? By specifically defining each dataset we can accurately compare and benchmark figures.

	2016	2015
<b>Calls for Service</b>	14,522	13,676
<b>Citations</b>	319	581
<b>Arrests</b>	48	47
<b>MV Crashes</b>	86	62

**A Look Ahead**

Looking toward 2017, we are excited about completing the second phase of the police station renovations. Replacing rusted exterior doors, creating our first female locker room and a fresh coat of interior paint will be a welcomed improvement. We are planning to host an open house when the renovations are completed in early summer.

Lieutenant Fitzgerald and Officer Ryan Machain are diligently preparing the department for the scrutiny of the Massachusetts Police Accreditation Commission. We are anticipating initial certification in early summer. Certification is a critical component of our overall risk mitigation strategy. A police department must meet strict policy and procedural standards to be successful in the assessment process. The Manchester Police Department is ready to meet that challenge.

Social media continues to grow as a primary method of information sharing. We are exploring ways to buildout our social media presence. In early 2017 the Manchester Police will expand our present website to include feeds to social media sites thus creating a one-stop-shop for information and feedback. We are currently beta testing live Tweeting calls for service as they are dispatched in real time. Look for the addition of Facebook Live, YouTube video messages and a Chief’s blog in the coming months. I encourage all residents to connect with us online.

*facebook.com/ManchesterByTheSeaPD*  
*Twitter: @ManchesterMAPD*

The unsung heroes of the Manchester Police Department are our emergency dispatchers. I have witnessed firsthand the high quality of service and the responsiveness of staff. Our dispatchers are certified by State E911 and receive over 16-hours of annual training. Moreover, each is certified in emergency medical dispatch which allows them to instruct callers in critical medical care until first responders arrive. A significant portion of training and equipment is funded through Manchester’s annual State 911 grant. In early 2017, Manchester Dispatch will assume full dispatch responsibility for both fire and police creating a more efficient and cost effective use of public safety resources. I am also excited to have collaborated with Nancy Hammond and the Council on Aging to introduce Smart911 capabilities. Smart911 will allow residents to voluntarily create a profile which automatically gets pushed to our dispatch center during a call for service. For example, residents disclose the number of pets they have or special medical concerns. This detailed information can make a significant difference when an emergency occurs.



*Firefighter Jim Rice Charity Softball*

**A Culture of Giving Back**

One non-law enforcement function that I was pleased to discover was a departmentwide culture of charitable giving. The Manchester Police Association, along with dispatchers and administrative staff have raised funds and donated personal time for charities throughout the year. In 2016, police staff donated to Wellspring House, Toys for Tots, Dana-Farber Hospital, Operation Home Base, Police Scholarship funds and several other charities. In all, employees raised almost \$5,000 in charitable donations not including their donated time. Recently, I allowed each officer to donate \$100 for the privilege of sporting facial hair for 2 months. No-shave November was a success with 100% participation and over \$2,500 raised.

In closing, with my first 4-months as chief



behind me, I feel confident in reporting that the bones of this department are solid. We will continue to build relationships with our stakeholders, create best practices, be transparent and work to provide the highest quality services through smart problem solving. I am honored to have this responsibility and proud to wear the uniform of the Manchester by-the-Sea Police Department.

Edward G. Conley  
Chief of Police  
conleye@manchester.ma.us

## **PUBLIC WORKS**

### ***DROUGHT...a reminder that water is a finite resource***

#### **Water Division**

By July most of the state was under a drought condition warning. The nightly news showed footage of dry river beds and the farmers were extremely worried about their animal feed and crops. As gravelly Pond levels kept falling, and water usage topped 1 million gallons a day, the Selectmen voted for a water ban. The response was amazing and water usage dropped significantly and quickly. Thank you to all for that great action!

This was not the first water ban in town. On June 17, 1998 the Board of Water and Sewer Commissioners asked residents to conserve water. The following week a mandatory ban was imposed because water use had increased by 20% after they asked for conservation. It is great to see that history did not repeat itself in 2016.

In 1998, there was a lot of discussion about the need for water conservation. The two water sources, the Lincoln Street well and Gravelly Pond were being pushed to supply a volume of water that exceeded the "safe yield" of 980,000 gallons of water a day. When the safe yield is exceeded, there is a risk of damaging either the well or the pumps, because the water sources are not allowed time to replenish. An updated safe yield study was started in 2016 and early results seem to confirm a similar result.

At the height of the summer of 2016, the town exceeded 1 million gallons a day of water use. Because of the leak detection and repair work that has been done in the last 2 years, it is reasonable to say that this is actual use. In 1998, one answer that was talked about for more water was to tie into Beverly's water system because Manchester had specific rights to use the Ipswich River. We now know that this is not an option.

The Ipswich Basin is a negative basin meaning that there are already more withdrawals from that watershed than it can handle. Manchester is in the Coastal Basin, but that is still a finite amount of water. The Department of Environmental Services has a goal for water use of 65 gallons per day per person as part of the Water Management Act. In 2015 Manchester's average use was 76 gallons per day per capita.

The unidirectional flushing program was started and phase 1 was successful. It took less time, used less water and gave a better result. This will be continued in the spring. Water breaks continued in the distribution system, but the frequency did slow down from last year.

#### **Wastewater Division**

The Comprehensive Wastewater Management Plan was completed in August as required by the Department of Environmental Services Consent Order. One of the findings is that Manchester will continue its aggressive removal of infiltration and inflow sources. Several sewer mains were slip lined and manholes repaired to continue the removal of ground water from the sewer system. A salinity study isolated two areas where significant salt water is entering the sewer collection system. The salt water negatively impacts the treatment process at the wastewater plant. Repairs to the areas identified are going forward in early 2017.

#### **Highway Division**

The highway division repointed sections of the seawalls at Black Beach and Black Cove. The areas were allowing water to infiltrate and pull out some of the soil in back of the walls. This created voids behind the walls resulting in holes in the adjacent surfaces. Drainage repairs including clearing ditches and catch basin reconstruction were accomplished over the summer. This division worked together with the water division to locate, clean out and test the water valves and inspect all hydrants. This allowed the inventory of all the gates to be completed and the valves and hydrants needing repair were identified. The phase 1 repairs will be ongoing through the winter and spring of 2017.

The salt barn was emptied cleaned and critical repairs were made to stabilize it. The garage was washed and painted and new overhead doors were installed to prevent heat loss and improve safety.



**Capital Planning**

Construction of the new 14” water line on Pine Street was completed. With the structural lining of the sewer line on Pine Street, the drainage is the last underground infrastructure piece to be repaired. The pavement condition will be addressed in 2017.

A capitalization plan for the water distribution system was completed. It identifies the investments needed in the system and isolates critical elements. In total, the distribution system needs \$40 million dollars of work. The improvement phases are being planned with the information in this plan. This is step 2 of an asset management plan for the town. The next piece is a sewer long range capital plan that can be overlaid with the water and pavement plans so that all the assets are considered together rather than in pieces.

Emergency repairs were made to the stone arch under Central Street. This grout bag repair will stabilize the arch for 5-7 years while a project is developed for a replacement. Repairs to the Tuck’s Point seawall are almost complete; with final clean up to be finished in the spring of 2017.

**Sanitation**

On August 31st we were notified that the trash, recycle and compost collection company would no longer be able to provide that service. Several other north shore communities were also facing this same challenge. The long term contract that was in place had protected Manchester from being impacted by the changes in recycling costs. Recyclables are now an expense with fewer markets for them. That was estimated to potentially increase a new contract cost by as much as 50%. After quick evaluation of options, negotiations and splitting the compost collection from the trash and recycles, two new vendors were in place for the following week.

There were bumps along the way, which we apologize for. But, in the end, we were successful in getting service at a reasonable price and developing a new program for the town’s food and yard wastes. In the spring of 2017, all of Manchester’s compostable wastes will be processed in town producing high quality compost. More information will be coming in 2017, and hopefully we will see the participation in the compost curbside collection increase.

**BOARD OF REGISTRARS**

Voter registration totals as of December 31, 2016:

Democrat	909
Republican	746
Unenrolled	2,386
United Independent Party	17
Green Party USA	1
We the People	1
Green Rainbow	5
Libertarian	6
MA Independent Party	1
American Independent	2
Socialist	1
Inter 3rd Party	2
<hr/>	
TOTAL	4077

The total population figure, gathered from the town census is 5,664.

The required registration sessions were held before the March Presidential Primary, the April Town Meeting, the May Town Election, the September State Primary and the November State Election. 510 new voters registered in 2016.

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.*

The Manchester Essex Regional School District is consistently and proudly among the highest-performing districts in the state. MERSD is an inclusive school district; as such, we are a collaborative culture that welcomes all members into our learning community. Recognizing that students share more similarities than differences, our learning community respects each individual’s unique contributions. It is expected that all adults share the responsibility for providing every student with access to and participation in high quality education. In addition to a robust core curriculum that balances high expectations for student achievement with the needs of the whole child, we offer specialty programming and a variety of twenty-first century learning opportunities, such as: elementary foreign language; Integrated Pre-Kindergarten; specialized learning programs for students with dyslexia, autism spectrum disorders, and

developmental delays; STEM coursework in coding, engineering, project based environmental studies, FIRST Robotics, and Authentic Science Research (ASR); nationally recognized debate and DECCA teams; Project Adventure; award winning arts and music programs; and, state champion athletic teams.

Throughout 2016 MERSD continued to make progress in fulfilling its goals as outlined in the Strategic and District Improvement Plans. Highlights include:

- MERSD established the Memorial School Building Committee and received support from our communities to enter into a Feasibility Study with the Massachusetts School Building Authority (MSBA). This phase of the project will investigate the question of whether to renovate or replace the Memorial School, and it will help determine the most cost effective path forward.
- MERSD hosted two educator delegations from Japan.
  - Singing Sands Singing Sands Sister City Delegation: Through Caroline Kennedy, the Memorial School was partnered with Kyotango, Japan. Both have a Singing Beach. Throughout the school year, the elementary schools exchanged letters and gifts. Over the summer, a delegation visited to learn more about our schools and community.
  - Special Education Research Visiting Team: On the recommendation of our colleagues at Landmark, a team of researchers and educators from Japan visited MERSD to observe classes and consult with teachers and administrators about inclusive practices and developing programs for students with dyslexia and social and emotional learning needs.
- MERHS recognized for outstanding student achievement.
  - MERHS ranked 14th in Boston Magazine Best High Schools edition.
  - MERHS nationally ranked a Gold Medal School - US News & World Report Best High Schools.
  - MERHS recognized as a commendation school by MA Department of Education.
- MERMS engaged in an all school review conducted by the New England League of Middle Schools (NELMS). This comprehensive assessment included: a two-day site

visit, school-wide surveys of teachers, staff, and students, school-wide meetings, observations of classroom instruction, and conferences with a wide variety of administrators, community members, parents, teachers and staff.

MERSD proudly works to educate each child from his/her own readiness level in order to facilitate the intellectual, social and emotional growth process. 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

### **Finance & Operations**

MERSD's financial position remains stable 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. This assistance enables MERSD to maintain its educational program each year, without having to dip into reserve (aka "rainy day") funds, which are meant to protect taxpayers from unanticipated financial emergencies. For example, this past summer, MERSD repaired a costly water service line to the Memorial School, which burst unexpectedly during the summer, using reserve funds, thereby avoiding the need to request additional taxpayer support. Similarly, MERSD will use reserves in combination with grants from the Massachusetts School Building Authority, to cut in half the cost to taxpayers of a Feasibility study for renovation or replacement of the Memorial Elementary School. MERSD has also leveraged its improved financial position to secure more favorable interest rates for long-term debt associated with construction of the Middle High School. After refinancing this debt in the spring of 2016, MERSD will save taxpayers \$95-100K annually through 2033, resulting in total taxpayer savings of \$1.7 mil-

lion over the remaining life of the bonds.

Following the one-time revenue correction from taxpayers in FY16, MERSD has committed to keeping annual operating increases within the levy limit for the foreseeable future. To that end, the FY17 and FY18 budgets are both “level services” or carry forward budgets, which are designed to maintain the same level of program currently in place. In keeping with practice for the past several years, MERSD looks for cost restructuring opportunities and other operational efficiencies to fund any needed programmatic investments in order to minimize requests for additional taxpayer funding. Over the past several years, MERSD has outsourced many operational services in order to generate savings and the need for internal staffing/management, including: evening custodial services, food service operations and transportation. 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 migrate staff to less costly plans, MERSD is now on a path to full funding, with \$1.2 million budgeted for trust contributions through FY18, funded entirely by savings from employee benefits restructuring.

The FY18 operating budget assumes spending growth of \$783K, which is 3.3% more than FY17. On the revenue side, MERSD is expecting non-town revenue growth of 4.1%, as it has increased State Aid estimates slightly, to align with current year actual funding. As a result, the assessment increase to the towns is 3.2% above FY17. Longer-term, we continue to expect State Aid growth to be below the estimated 3.0-3.5% spending growth rate in our multi-year budget projections. All of these budget projections are lower than the estimates contained in MERSD’s multi-year operating budget, which MERSD uses to help the two towns plan for the future. Charges to the towns for MERSD’s capital budget, which pays for debt service related to construction of the Regional Middle High School, are expected to decline by \$48K or 2.2% in FY18, compared to the prior year. These savings are in addition to savings generated by the refinancing referenced above.

### **Memorial School Building Project:**

MERSD established the Memorial School Building Committee (MSBC) and received support from our communities to enter into a Feasibility Study with the Massachusetts School Building authority (MSBA). Through this process, the MSBC will work to find fiscally responsible, forward-thinking solutions for the Manchester elementary school building that meet the needs of the District’s current and future curriculum, is mindful of future maintenance and the impact on the environment, serve the school community, and is supported by voters in Manchester and Essex, as well as the MSBA. MERSD achieved financial support from our communities and from 31% MSBA matching funds to enter into a Feasibility Study with to determine whether to renovate or replace the Memorial School. For more information on the Memorials School Building Project please visit [www.mersd.org](http://www.mersd.org).

Understanding that facility needs of Memorial Elementary School have been prioritized by the MSBA process, MERSD has begun to turn its attention to interim measures at Essex Elementary, which is more than fifty years old, but in better condition. MERSD is currently working with the Town of Essex planning department to leverage Green Community grant funding to consider potential energy saving improvements that can minimize the annual cost of operations. From a maintenance standpoint, Essex Elementary had a number of improvements in 2016. Most notably, the girls’ locker room was renovated and converted to accommodate two additional learning spaces that are needed to support in-district special education programs. The new counseling room in the library was also converted from carpet to tile. The sidewalk in front of the school was repaved and the wheelchair access was enhanced. The handicap accessible parking space was also improved to provide easier access. The Eagle’s Nest play scape was completely power washed, sanded, and weatherproofed. All swing chains and hardware have also been upgraded and replaced. The Essex courtyard underwent an extensive in-house beautification project. Summer maintenance also included refinishing of the cafeteria and gymnasium floors, re-staining the exterior of the portable classrooms, and painting classrooms and corridors.

Avi Urbas, Director of Finance & Operations

## **District Curriculum & Instructional 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.

Important aspects of this work 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)
- Creating and implementing a K-12 two-year district-wide professional development plan
- Spearheading a new professional development site to automate the scheduling, collection, and oversight of all aspects of teachers' professional development
- Collaborating with high school principal and MHS department heads to facilitate the written documentation of MESD curriculum and to support the creation of district curriculum maps
- Collaborating with elementary principals and staff to support district-wide alignment of elementary curriculum
- Partnering with the middle school principal and NELMS to facilitate a school-wide assessment and the creation of a multi-year action plan for professional development
- Collaborating with social-emotional researchers to bring supports, information, and training to the MERSD faculty, staff, students, and parents
- Facilitating the transition to a new website and future development of a mobile app in collaboration with the district technology team and administrative colleagues
- Collaborating with Director of Finance to facilitate the district technology review and implement district technology action plan
- Developing district practices for the implementation of the new technology-based state assessment system
- Developing and implementing new district mentoring program

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.

Julie DeRoche, Ed.D,

Director of Curriculum & Instructional Technology

## **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. We believe that education should be student centered. Students should have opportunities to authentically express their understandings.

The students at Manchester Essex Regional High School continue to achieve at high levels. The high school was named a Commended School by the Department of Elementary and Secondary Education. Ninety two percent of the Class of 2016 moved onto to post-secondary academic options. One hundred twenty six students took Advanced Placement courses during the 2015-2016 school year. Those students took 283 AP course ending exams with 86% of the students scoring 3 – 5 (levels that are deemed acceptable for college credit). Seven 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. One hundred percent of students achieved proficient or advanced scores on the English Language Arts exam. Ninety-seven percent of students achieved proficient or advanced in Mathematics. Ninety three percent achieved advanced or proficient in Science.

During the 2015-2016 school year, Manchester Essex Regional High School adopted several 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.

During the 2015 – 2016 school year, a committee of teachers representing all disciplines reviewed the high school day schedule. With two goals in mind, increased opportunities for student centered learning and reduction of student stress, the com-

mittee considered alternative bell schedules. Ultimately, the committee recommended a new day structure in which students enroll in seven classes and five meet per a day on a full rotation and a directed study (U block) for all students. During U block students have the opportunity to complete homework and/or obtain extra help from teachers.

MERHS has adopted a focus on student's social emotional help – A Community that Cares. 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 trust adult.

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 Bicycles for Humanity 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. MERHS DECA continues to find success in regional, state and international competitions.

The School Council at the high school level is having a productive year. The Council is working on building community partnerships. In partnership with the Cape Ann Chamber of Commerce it is planning a Career Day for sophomores and juniors. It is also meeting with local librarians, police and fire.

Students continue to participate in a large variety of co-curricular, extra-curricular and athletic programs. During the winter of 2016, girls' basketball played in the state tournament. In the spring, boys' baseball had its longest run ever in the state tournament, losing the division 4 North Final in 14 innings. Girls' and boys' tennis played in the State Tournament as did both boys' and girls' lacrosse. During the fall of 2016, the success continued. Boys' soccer won the Division 2 North State Championship. Field hockey had an undefeated season. The girls' cross country team won the Division 6 State Championship.

For the seventh 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. 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

### **Manchester Essex Regional Middle School**

The Manchester-Essex Regional Middle School (MERMS) welcomed a new principal in the 2016-17 school year. Joanne Maino, a former English and social studies teacher and Grade 6 team leader, who worked for the District from 2008 through 2014, returned to MERMS as Principal. In an effort to reacquaint herself with the school community and to gain a more complete understanding of who MERMS is as a middle school, Ms. Maino hired the New England League of Middle Schools (NELMS) to conduct a whole-school assessment. The Assessment, guided by the principles and core values of the Association of Middle Level Education (AMLE), is a comprehensive look into the school that includes stakeholder surveys and interviews as well as a three-day visit to the school in which all classrooms are visited and teaching practices observed. Interviews included all faculty and staff, parents, and students within each grade level. In addition to the NELMS Visiting Committee, Ms. Maino assembled a NELMS Steering Committee, consisting of teachers across content areas and from all grade levels to unpack the report and recommendations and to communicate with the larger faculty and staff. The assessment was completed in January, and the work of rolling the plan out to faculty and staff as well as to the School Committee and additional stakeholders has begun. Next steps will include prioritizing the NELMS recommendations and developing a plan for immediate next steps as well as longer-term goals and initiatives.

All work going forward will be grounded in a commitment to 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 a diversity of approaches and supports to be successful. 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.

In order to remedy some complications created by the larger class sizes in the 7th and 8th grade, a new bell schedule was developed for the 2016-17 school year. Faculty and students reported confusion around the 2015-16 bell schedule. In an effort to alleviate such confusion, the schedule was reverted back to a six-day rotating schedule with a drop; a structure with which faculty, staff, and students are familiar. Because of shared staff with the high school, one block remains constant throughout the day; it does not rotate or drop. The schedule will be a primary area of focus going forward as we continue to strive to provide a student-centered learning environment that acknowledges the unique needs of our middle-level students.

Course offerings remain consistent with prior years. Each grade level is comprised a "core content" classes including English, Math, Science, and Social Studies. Grades 7 and 8 include foreign language (Spanish or French) as one of their five core classes, and Grade 6 includes Literacy and Information Skills as semester-level courses. In keeping with the middle school philosophy of providing opportunities for students to explore their interests and to discover their passions, we offer exploratory classes to students in all three grades: Art, Health, and PE for all grades, foreign language (Spanish & French) for 6th Grade, and Engineering for 7th and 8th Grade. In addition, general music, chorus, and band are offered at all three grade levels.

The middle school continues 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. Most all teachers have adopted Google Classroom, and they continue to explore advances in curriculum and assessment through the use of Google Apps for Education. These advancements in technology continue to provide more universal access to students and embed the development of technology and digital citizenship skills into teaching and learning.

Transition is a critical component of the middle school experience. We will continue to

focus on strengthening the elementary-middle school transition. Areas of focus will include a 5th and 6th grade "swap day." Leveraging the strengths of the Fly-Up Day experienced in the past, Swap Day will extend the period of time in which the 5th grade students are at the middle school in order to lengthen their exposure to the middle school environment and deepen their understanding and overall comfort level within classrooms. The main goal of the Swap Day is to provide additional time for students to begin not only to get to know their school and their teachers, but also to socially interact with new peers in a relaxed yet structured way. The middle school has also worked closely with the high school, 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 and guardians.

Orientation Day for Grade 6 parents and students in the summer will be replaced with three to four Locker Nights. Rising 6th grade students will be invited in to receive their locker assignment. Eighth grade mentor students will be available to assist students in opening their lockers. Classrooms will be open during this time so that students and parents may tour through the space. After the school year begins and students have had some time to settle in, a Grade 6 parent information/orientation night will take place within the first week of school to provide parents and guardians with information on Aspen, Google Classroom, understanding the Student Planner, understanding the middle school schedule and other general information that will help them further acclimate to their new school.

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 stu-



dents to become more independent while still being supported and monitored for success. 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. Mr. O'Maley, our school Guidance Counselor, 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. This past year we hired a new School Adjustment Counselor and Psychologist, Dr. Kathleen Pennoyer. Dr. Pennoyer joins our School Psychologist, Dr. Kate McGravey. Dr. Pennoyer and Dr. McGravey 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 and to gain a deeper understanding of the challenges that impact their community and how they can take on leadership roles within these challenges. 8th Grade representatives from both Essex and Manchester

attended a Massachusetts Youth Summit on Opioid Awareness and an ADL presentation focusing on building community and combating hate. Student leadership continues to be a focus as we recommend students for Project 351 and offer opportunities to shine in and out of the classroom. We continue to collaborate with the YMCA Theatre Company to offer fall and spring performances of Shrek the Musical, Jr., and Aladdin, respectively. Club offerings continue; we offer Homework Club, STEM Club, Engineering Club, Mountain Biking Club, Ski Bradford, Journalism Club, and Student Council. 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 2017!

Joanne Maino, MERMS Principal

### **Essex Elementary School**

Essex Elementary School enrolled 250 students in kindergarten through grade 5. The K-5 classrooms average approximately 20 students per class. EES maintains a wide range of support services including reading, math, guidance, special education and health services. Beyond the academics, elementary students receive instruction in art, music, physical education, computer applications, and Spanish. EES continues to support and utilize a modern, up-to-date library and integrates technology into instruction throughout the building each and every day. The computer lab is used on a daily basis, and there are four wireless mobile computer labs (PCs, Ipads, 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, developing a cohesive K-5 approach to balanced literacy, and identifying necessary changes to improve the effectiveness of home-school communication. We also piloted the Positive Behavior Interventions and Support model as a way to support the social-emotional well-being of our students.

Student safety is a top priority for the district. Essex Elementary School has developed a lockdown procedure to ensure safety for students and staff should a dangerous situation arise during the school day. All staff has been trained in this procedure, and practice drills are held annually. It has been determined that the First Congregational Church of Essex would be an evacuation site if the need arose to move all staff and students off school grounds. Staff practiced moving to this location during a faculty meeting and planned for any logistical challenges that we might face. 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 2016 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 math, while our students were below in ELA. Teachers continue to review this data in order to make informed instructional decisions. 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. Last year, with support from PTO and Spaulding Education Fund, the book *Zen 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 Merrowvista, 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 366 students enrolled in pre-school through grade 5 this school year. The K-5 classrooms 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 (physical education/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.

A major project that the school has embarked on is the Massachusetts School Building Authority’s (MSBA) grant process. The district submitted a statement of interest and the school was accepted into the grant process last year. A school building committee was formed last year to begin the feasibility process to determine what type of school building is needed, where it could/should be located, and how much a renovation or new construction project would cost. The process was sparked by the growing list of pending repairs needed for the building (windows, roof, heating system, etc.) and the fact that the MSBA process involves significant financial reimbursement to the town/district for renovations and/or new construction. It is exciting to see this process start to take shape!

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

**SEASIDE ONE COMMITTEE**

After the significant maintenance performed in 2015, we are pleased to report that Seaside No. 1 remains in excellent condition. We’re looking forward to another busy visitor season and we would

like to extend our thanks to the Manchester Historical Museum for providing docents to welcome and educate our guests.

**TOWN CLERK**

The following monies were collected by this office in 2016.

Marriage Licenses	\$ 420.00
Vital certificates	4280.00
By-Laws	10.00
Map/Copies	48.65
Street Lists	805.00
Dog Licenses	19,727.00
Dog Fines	2,781.00
Business Certificates	1,560.00
Miscellaneous	105.00
Court Fines	0.00
Harbor Fines	0.00
Smoking Fines	0.00
Marijuana Fines	300.00
ZBA Filing Fees	5,765.00
Planning Board Filing Fees	4,925.00
HDC Filing Fees	550.00
DPW Stickers	15,475.00
TOTAL	\$56,751.65
There were 962 dog licenses issued in 2016.	

VITAL CERTIFICATES RECORDED IN 2016		
Births	31	(11 male, 20 female)
Deaths	52	
Marriages	11	
C. Denise Samolchuk, Town Clerk		

**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 the property. The committee met each month and, with the assistance of our Advisors, completed several projects over the last year.

The committee worked with the Manchester Historical Museum and Stoneworks to complete the restoration of the stone wall along Bridge Street, funded with CPA funds and donations from the Clara Winthrop Charitable Trust. In August, the field was mowed and the hay was baled by Bill Perkins with the second rotary mowing of the field completed in November. In August, the committee and volunteers from the Open Space and Recreation Committee removed brush from along the Bridge Street wall.

During the year, 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. All projects and expenditures were funded by donations from the Clara Winthrop Charitable Trust, members of the Winthrop Field Committee, and friends of Winthrop Field.

### ZONING BOARD OF APPEALS

During 2016, the Zoning Board of Appeals (“ZBA”) held eleven (11) public hearings; conducted twenty-four (24) site visits; and considered seventeen (17) Special Permit applications, five (5) Variance applications, one (1) combined Special Permit/Variance application, and one (1) application for an extension of time to comply with a Special Permit. The ZBA reconsidered nine (9) continued applications, and rendered seventeen (17) Special Permit decisions and five (5) Variance decisions. The ZBA granted seventeen (17) Special Permits, one (1) Variance, one (1) combined Special Permit/Variance, and one (1) extension of time to comply with a Special Permit. One (1) Special Permit application and one (1) Variance application were withdrawn, and one (1) Variance application was denied. No Special Permit applications were denied, but some contained restrictions or modifications imposed by the ZBA.

The ZBA visited on at least one occasion each site that was the subject of an application. All

applications were file, processed, and decided according to town and state laws and procedures. The ZBA notified all applicants and abutters of each application by mail, and notified the general public of all applications and any other subjects of discussion by newspaper advertisement and by posting at Town Hall. Each decided application was the subject of a written decision filed at Town Hall, circulated to all applicants and abutters, and recorded at the Registry of Deeds. Filing fees have remained the same and are as follows: Special Permit \$240; Variance \$265; Special Permit & Variance \$290; Appeal of Administrative Decision (same fee as category being appealed); and Comprehensive Housing Permit (MGL 40B) \$500. The ZBA has continued to coordinate its activities with those of the other Town Boards.

During 2016, the ZBA substantially revised its application and rules and procedures, and the ZBA appreciates the efforts of current member Andrew Crocker and former member Gary Gilbert for their work on the subcommittee tasked with making the initial recommendations in these areas. Once the recommendations were made, the entire ZBA worked to develop the final versions, and the new application and rules and procedures were unanimously adopted at the August 24, 2016 ZBA meeting.

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



*Board of Selectmen pose with Manchester's newly sworn-in Chiefs. Pictured are; Susan Beckmann, Police Chief Ed Conley, Eli Boling, Fire Chief George Kramlinger, Margaret Driscoll and Tom Kehoe.*

## ANNUAL TOWN MEETING

The Annual Town Meeting of the Town of Manchester-by-the-Sea was held on Monday, April 4, 2016 and continued to April 5, 2016 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 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, Caroline Johnson, Lee Simonds, Carol Powers, Nancy Hammond, Beth Heisey, Pamela Thorne, Kathy Ryan, Michelle Baer. Four hundred and seventy-six voters checked in for the meeting. A quorum was reached at 6:50 PM, and the meeting was called to order at 7:00 PM. Moderator Alan Wilson asked that the meeting rise for the invocation given by Rev. Paul Flammia from the Sacred Heart Church, followed by the Pledge of Allegiance to the flag. Moderator Wilson then proceeded to the usual preliminaries consisting of the Memorial Resolution honoring deceased town officials and employees. The annual report recorded the loss of eleven former town employees and officials in 2015. 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 the order of the date of their deaths:

#### IN MEMORIAM

**FRANK H. WOOD**

January 20, 2015  
Police Department Clerk /  
Dispatcher  
Council on Aging  
— \* —

**DANIEL B. SLADE**

March 14, 2015  
Police Department Photographer  
4th of July Committee  
— \* —

**JOAN L. VAN RODEN**

March 27, 2015  
Cultural Council  
— \* —

**STELLA D. ATWATER**

April 15, 2015  
Clerk – Former Highway  
Department

**NORMAN A. HERSEY**

April 20, 2015  
Call Firefighter (MFD)  
— \* —

**CHARLES A. FILIAS**

May 30, 2015  
Board of Selectmen  
Conservation Commission  
— \* —

**DONALD A. TOWLE**

May 30, 2015  
Parks and Recreation  
Department  
Summer Playground Director  
Call Firefighter (MFD)

**MARY E. OTTO**

August 4, 2015  
Library Trustee  
— \* —

**CHARLES W. KELLOGG II**

September 21, 2015  
Chebacco Wood Land  
Management Committee  
— \* —

**JAMES E. NIX**

December 6, 2015  
Finance Committee  
Housing Partnership Committee  
— \* —

**SARAH M. MACK**

December 30, 2015  
Finance 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 announced that due to the survey results indicating a desire to more efficiently and expeditiously conduct the meeting, we would forego the nominations for the Town's traditional and honorary offices.

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 Mory Creighton presented comments on the Town's finances.



*Manchester residents working at Dexter Pond, from left; Steve Gang, Olga Hayes, Jessica Lamothe, Mike McDonagh, Francie Caudill, Susan Costello and Michele Kulick. Present but not pictured; Ken King and Steve Jaworski.*



*Jack Burke, center; received his Manchester Volunteer of the Year Award at a ceremony at the Crowell Chapel. Pictured with Jack are Selectman Paul Barclay, Senator Bruce Tarr, and Selectmen Eli Boling, Susan Beckmann and Tom Kehoe. Burke was honored for his work with the Community Preservation Committee.*



*The BOS awarded the entire DPW standing as Outstanding Employees for their tireless work during the winter of 2015 amid its historic snowfall of 110.8 inches. Pictured left to right are; Senator Bruce Tarr, Selectmen Paul Barclay and Eli Boling and representing the DPW, Shawn Johnson, Jack Davis, Frank Miles, Allan Kirker, Steve Laspesa, Robert Willwerth and Selectmen Susan Beckmann and Tom Kehoe. Missing DPW workers; Robert Baker, Philip Kowalski, Scott Hidden, Donald Poole, Derek Kowalski, David Doucette, Arthur Klebart and Mark Hammond.*

# 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 fourth day of April, two thousand and sixteen AD, at seven o'clock in the evening, for the purpose, to wit:

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

Per petition of the Board of Selectmen

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

**THE MOTION UNDER ARTICLE 1 WAS APPROVED, THE MOTION PREVAILED.**

**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

Selectman Tom Kehoe moved the article as written. Mory Creighton seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

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

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

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

Selectman Eli Boling moved that the town raise and appropriate \$86,657 and that it be funded by taxation, for the purpose stated in the article. Selectman Susan Beckmann seconded the motion.

**THE MOTION UNDER ARTICLE 3 WAS APPROVED, THE MOTION PREVAILED.**

**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, 2016, and appropriate the same.

Per petition of the Board of Selectmen

**DEPARTMENTAL REQUESTS AND  
FINANCE COMMITTEE RECOMMENDATIONS**

Item No.		Appropriations FY '16	Requests FY '17	Recommendations FY '17	Funding Sources	
<b>GENERAL GOVERNMENT</b>						
<b>31%</b>						
<b>SELECTMEN'S DEPARTMENT</b>						
1	Salaries	186,069	191,620	191,620	TAXATION	
2	Expenses	26,400	24,350	24,350	TAXATION	
3	Audit	35,000	36,000	36,000	TAXATION	
4	Information Technology	106,000	102,750	102,750	TAXATION	
<b>MODERATOR</b>						
5	Expenses	50	50	50	TAXATION	
<b>FINANCE COMMITTEE</b>						
6	Salaries	2,000	2,000	2,000	TAXATION	
7	Expenses	405	320	320	TAXATION	
8	Reserve Fund	170,000	175,000	175,000	TAXATION	50,000
					OVERLAY SUR.	125,000
<b>ELECTION &amp; REGISTRATION</b>						
9	Salaries	3,300	3,800	3,800	TAXATION	
10	Expenses	10,300	11,000	11,000	TAXATION	
<b>ACCOUNTING</b>						
11	Salaries	126,212	120,533	120,533	TAXATION	
12	Expenses	4,370	4,850	4,850	TAXATION	
<b>ASSESSORS</b>						
13	Salaries	137,365	142,537	142,537	TAXATION	
14	Expenses	39,820	39,675	39,675	TAXATION	
<b>TREASURER/COLLECTOR</b>						
15	Salaries	155,086	148,149	148,149	TAXATION	
16	Expenses	26,840	26,840	26,840	TAXATION	
<b>TOWN CLERK</b>						
17	Salaries	89,937	97,698	97,698	TAXATION	
18	Expenses	6,050	6,050	6,050	TAXATION	
<b>LEGAL &amp; Other Professional Services</b>						
19	Expenses	100,000	100,000	100,000	TAXATION	
<b>APPEALS BOARD</b>						
20	Salaries	17,800	18,245	18,245	TAXATION	
21	Expenses	13,600	13,600	13,600	TAXATION	
<b>PLANNING BOARD</b>						
22	Salaries	34,641	45,507	45,507	TAXATION	
23	Expenses	17,820	19,050	19,050	TAXATION	
<b>TOWN HALL &amp; COMMON</b>						
24	Expenses	61,650	70,650	70,650	TAXATION	

**PENSIONS**

25	Contributory	943,343	1,010,645	1,010,645	TAXATION	894,016
					SEWER RATES	71,251
					WATER RATES	45,378
26	Non-Contributory	2,400	2,200	2,200	TAXATION	

**INSURANCE**

27	Group Health Ins.	1,559,928	1,559,928	1,559,928	TAXATION	1,455,738
					SEWER RATES	65,209
					WATER RATES	38,981
28	Workers' Comp.	65,000	65,000	65,000	TAXATION	45,500
					SEWER RATES	9,000
					WATER RATES	10,500
29	Fire/Auto/Liability	125,000	125,000	125,000	TAXATION	103,450
					SEWER RATES	10,000
					WATER RATES	11,550
30	Unemployment Comp.	20,000	10,000	10,000	TAXATION	
31	FICA-Medicare	81,424	85,495	85,495	TAXATION	78,895
					SEWER RATES	3,300
					WATER RATES	3,300

Total General Government	4,167,810	4,258,542	4,258,542	TAXATION	3,865,073
				OVERLAY SUR.	125,000
				SEWER RATES	158,760
				WATER RATES	109,709
					4,258,542

**PUBLIC SAFETY**  
**23%****POLICE**

32	Salaries	1,518,207	1,552,253	1,493,867	TAXATION	
33	Expenses	112,450	114,250	114,250	TAXATION	

**PARKING CLERK/RESIDENT PARKING**

34	Salaries	8,727	11,518	11,518	TAXATION	
35	Expenses	10,355	11,955	11,955	TAXATION	

**FIRE**

36	Salaries	1,125,231	1,150,217	1,150,217	TAXATION	
37	Expenses	118,475	124,700	124,700	TAXATION	

**HARBOR MASTER**

38	Salaries	89,651	93,087	93,087	MOORING FEES	75,087
39	Expenses	18,800	18,800	18,800	BOAT EXCISE	18,000
					MOORING FEES	

**BUILDING DEPARTMENT**

40	BUILDING INSPECTOR	43,080	44,406	44,406	TAXATION	
41	GAS/PLUMBING INSPECTOR	12,049	12,351	12,351	TAXATION	
42	SEALER OF WIGHT'S & MEASURES	3,395	3,395	3,395	TAXATION	
43	ELECTRICAL INSPECTOR	12,049	12,351	12,351	TAXATION	
44	INSPECTORS' EXPENSES	4,800	4,800	4,800	TAXATION	



**EMERGENCY MANAGEMENT**

45	Salaries	8,931	6,000	6,000	TAXATION
46	Expenses	1,000	1,000	1,000	TAXATION
47	Emergency Notification	5,500	5,500	5,500	TAXATION

**ANIMAL CONTROL**

48	Salaries	13,985	-	-	TAXATION
49	Expenses	5,500	17,500	17,500	TAXATION

Total Public Safety	3,112,185	3,184,083	3,125,697	TAXATION	3,013,810
				MOORING FEES	93,887
				BOAT EXCISE	18,000
					3,125,697

**PUBLIC WORKS**  
**12%**

**DEPARTMENT OF PUBLIC WORKS**

50	Salaries	703,085	562,606	562,606	TAXATION
51	Expenses	235,800	394,850	394,850	TAXATION

**SNOW REMOVAL**

52	Salaries	31,775	32,000	32,000	TAXATION
53	Expenses	170,000	170,000	170,000	TAXATION

54	STREET LIGHTING	95,000	95,000	95,000	TAXATION
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**SANITATION/COMPOSTING/RECYCLING**

55	Salaries	22,550	22,550	22,550	TAXATION
56	Expenses	55,000	59,000	59,000	TAXATION

57	Rubbish Collection/Recycling	295,818	245,000	245,000	TAXATION
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58	Disposal	108,000	108,000	108,000	TAXATION
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Total Dept. of Public Works	1,717,028	1,689,006	1,689,006	TAXATION	1,689,006
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**OTHER ENVIRONMENTAL**  
**1%**

**HISTORIC DISTRICT COMMISSION**

59	Salaries	5,487	3,000	3,000	TAXATION
60	Expenses	1,200	1,200	1,200	TAXATION

**CONSERVATION COMMISSION**

61	Salaries	60,471	61,984	61,984	TAXATION	46,984
					WETLANDS FD.	15,000

62	Expenses	2,650	2,650	2,650	TAXATION
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63	CHEBACCO WOODS	1,250	1,250	1,250	TAXATION
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Total Other Environmental	71,058	70,084	70,084	TAXATION	55,084
				WETLANDS FD.	15,000
					70,084

**HUMAN SERVICES**  
**2%**

**HEALTH**

64	Salaries	60,868	62,355	62,355	TAXATION
65	Expenses	60,650	58,650	58,650	TAXATION

**VETERANS' SERVICES**

66	Veterans' Agent	12,534	-	-	TAXATION
67	Expenses	550	15,050	15,050	TAXATION
68	Veterans' Benefits	2,000	500	500	TAXATION

**COUNCIL ON AGING**

69	Salaries	134,388	140,431	140,431	TAXATION
70	Expenses	15,900	16,400	16,400	TAXATION

Total Human Services	286,890	293,386	293,386	TAXATION	293,386
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**LIBRARY**  
**3.27%****LIBRARY**

71	Salaries	293,393	296,955	296,955	TAXATION
72	Expenses	147,757	152,962	152,962	TAXATION

Total Culture and Informational	441,150	449,917	449,917	TAXATION	449,917
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**RECREATION**  
**3%****PARKS & RECREATION**

73	Salaries	125,884	134,930	134,930	TAXATION
74	Expenses	63,550	8,550	8,550	TAXATION

**SINGING BEACH OPERATIONS**

75	Salaries	62,325	63,884	63,884	TAXATION
76	Expenses	14,325	14,325	14,325	TAXATION

**LIFEGUARDS**

77	Salaries	50,160	51,414	51,414	TAXATION
78	Expenses	3,400	3,400	3,400	TAXATION

**TUCK'S POINT**

79	Salaries	4,000	6,000	6,000	TAXATION
80	Expenses	32,370	30,370	30,370	TAXATION

**BUILDINGS & GROUNDS**

81	Salaries	-	75,269	75,269	TAXATION
82	Expenses	-	45,000	45,000	TAXATION

**OTHER RECREATION**

83	MEMORIAL DAY	3,000	3,000	3,000	TAXATION
84	FOURTH OF JULY	10,000	11,000	11,000	TAXATION

Total Recreation	369,014	447,142	447,142	TAXATION	447,142
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**DEBT SERVICE**  
**14%****DEBT SERVICE**

PRINCIPAL ON BONDS	1,507,380	1,623,704	1,623,704
INTEREST ON BONDS	208,939	314,087	314,087
TEMPORARY			
LOANS/INTEREST	30,000	30,000	30,000
WPAT ADMINISTRATION			
FEES	1,783	1,025	1,025

85	Total Debt Service	1,748,102	1,968,816	1,968,816	TAXATION	1,629,001
					SEWER RATES	339,815
						1,968,816

ENTERPRISE FUNDS						
11%						
SEWER FUND						
86	Salaries	258,757	259,899	259,899	SEWER RATES	
87	Expenses	275,150	285,750	285,750	SEWER RATES	
WATER FUND						
88	Salaries	245,317	236,306	236,306	WATER RATES	
89	Distribution Expenses	91,500	144,300	144,300	WATER RATES	
90	Treatment Expenses	532,204	532,694	532,694	WATER RATES	
Total Enterprise Funds		1,402,928	1,458,949	1,458,949	SEWER RATES	545,649
					WATER RATES	913,300
						1,458,949
TOTAL ARTICLE 4		13,192,990	13,316,165	13,316,165		
EXPENSES BUDGET SUMMARY						
GENERAL GOVERNMENT 31% 4,167,810 4,258,542 4,258,542						
					TAXATION	3,865,073
					OVERLAY SUR.	125,000
					SEWER RATES	158,760
					WATER RATES	109,709
						4,258,542
PUBLIC SAFETY 23% 3,112,185 3,184,083 3,125,697						
					TAXATION	3,013,810
					MOORING FEES	75,887
					BOAT EXCISE	18,000
						3,125,697
DEPARTMENT OF PUBLIC WORKS 12% 1,717,028 1,689,006 1,689,006						
					TAXATION	1,689,006
OTHER ENVIRONMENTAL 1% 71,058 70,084 70,084						
					TAXATION	55,084
					WETLANDS FD.	15,000
						70,084
HUMAN SERVICES 2% 286,890 293,386 293,386						
					TAXATION	293,386
LIBRARY 3% 441,150 449,917 449,917						
					TAXATION	449,917
PARKS & RECREATION 3% 369,014 447,142 447,142						
					TAXATION	447,142
DEBT SERVICE 14% 1,748,102 1,968,816 1,968,816						
					TAXATION	1,629,001
					SEWER RATES	339,815
						1,968,816
ENTERPRISE FUNDS 11% 1,402,928 1,458,949 1,458,949						
					SEWER RATES	545,649
					WATER RATES	913,300
						1,458,949
TOTALS		100% 13,316,165	13,819,924	13,761,538	13,761,538	

**FUNDING SOURCES SUMMARY**

TAXATION	11,442,419
OVERLAY SURPLUS	125,000
MOORING FEES	93,887
BOAT EXCISE	18,000
WETLANDS FD	15,000
SEWER RATES	1,044,224
WATER RATES	1,023,009
TOTAL	13,761,538

**ARTICLE 4 MOTION**

Paul Barclay moves that the Town raise by taxation or otherwise to pay Town debts and charges for the ensuing 12 months, effective July 1, 2016, and appropriate the same, the amounts presented in the “Expenses Budget Summary” section under the “recommended” and “funding sources” columns of the Finance Committee Report, pages 25 and 26 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, within General Government). Mory Creighton seconds the motion. The Finance Committee recommends approval. The Board of Selectmen recommends approval but with an increase of \$58,386 in Item 32, Police Salaries, to maintain the current number of patrol officers.

There were holds placed on Items 32 and 34.

**ARTICLE 4, MOTION BY PAUL BARCLAY, SECONDED FROM THE FLOOR, TO AMEND ITEM 32 BY INCREASING THE AMOUNT BY \$58,386.00 WAS APPROVED, THE MOTION PREVAILED WITH 228 YES VOTES AND 170 NO VOTES.**

After discussion of Item 34, the meeting voted the Main Motion.

**MOTION TO APPROVE THE OPERATING BUDGET, AS AMENDED, APPROVED WITH 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	\$ 215,000	\$ 215,000	Taxation
2	DPW	Storm drain improvements	\$ 150,000	\$ 150,000	Taxation
3	DPW	Large Dump			
		Truck/sander/plow	\$ 198,000	\$ 198,000	Taxation
4	DPW	Pickup Truck with plow	\$ 55,000	\$ 55,000	Taxation
5	DPW	Truck with Plow			
		and Sander	\$ 75,000	\$ 75,000	Taxation
6	DPW	Trench Box, small			
		bucket, roller	\$ 43,000	\$ 43,000	Taxation
7	DPW	Facility Upgrades	\$ 500,000	\$ 0	
8	Town Hall	Voting Tabulating			
		Machines	\$ 13,000	\$ 13,000	Taxation
9	Town Hall	Town Hall Renovation			
		Work	\$ 100,000	\$ 100,000	Taxation
10	Library	Wiring/Office Upgrade	\$ 15,000	\$ 15,000	Fund Bal
11	Public Safety	Fire Engine Fund	\$ 60,000	\$ 60,000	Taxation
12	Public Safety	Fire Dept. Turn-out gear	\$ 56,000	\$ 34,000	Taxation
13	Public Safety	Paramedic Monitor			
		Replacement	\$ 34,000	\$ 34,000	Taxation
14	Public Safety	Police Cruiser			
		Replacement	\$ 65,000	\$ 39,500	Fund Bal
15	Public Safety	Police Station Repairs	\$ 50,000	\$ 50,000	Taxation
16	Public Safety	Dispatch Technology			
		up-grade	\$ 31,600	\$ 31,600	Fund Bal
17	Harbor	Harbor Dredging &			
		related work	\$ 500,000	\$ 500,000	WaterwayFund
18	Harbor	Reed Park Dock			
		Expansion	\$ 40,000	\$ 40,000	WaterwayFund
19	Harbor	Tuck's Point Float			
		Permitting	\$ 20,000	\$ 20,000	WaterwayFund
20	Water	General Plant/Pumps			
		Upgrades	\$ 150,000	\$ 150,000	Water Fund
21	Sewer	Plant Improvements	\$ 200,000	\$ 200,000	Taxation &
					Sewer Fund
		Total	\$2,570,600	\$2,023,100	

Per petition of the Board of Selectmen

**ARTICLE 5, MOTION BY PAUL BARCLAY, SECONDED BY MORY CREIGHTON 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, 6, 8, 9, 11, 12, 13 and 15; \$1,027,000 BE FUNDED BY TAXATION;**

**ITEMS 10, 14, and 16; \$86,100 BE FUNDED BY FUND BALANCE;**

**ITEMS 17, 18, and 19; \$560,000 BE FUNDED BY WATERWAY FUNDS;**

**ITEM 20; \$150,000 BE FUNDED BY WATER RATES;**

**ITEM 21; \$100,000 BE FUNDED BY TAXATION AND \$100,000 BE FUNDED FROM SEWER RATES.**

**MOTION APPROVED WITH A UNANIMOUS VOTE**

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

Per petition of the Manchester-Essex Regional School Committee

The Finance Committee and the Board of Selectmen recommended approval.

**MOTION 1 VOTED:** 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 sixteen.

**MOTION 1, MADE BY LINDA CROSBY, SECONDED BY SHANNON ERDMANN, APPROVED BY A UNANIMOUS VOTE.**

**MOTION 2 VOTED:** That the Town raise and appropriate \$13,320,239, to fund the Town's assessment from the Manchester Essex Regional School District for the fiscal year beginning July first, two thousand sixteen for the gross operating and maintenance budget.

**MOTION 2, MADE BY LINDA CROSBY, SECONDED BY SHANNON ERDMANN, APPROVED BY A UNANIMOUS VOTE.**

**MOTION 3 VOTED:** That the Town raise and appropriate \$1,465,285 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 sixteen.

**MOTION 3, MADE BY LINDA CROSBY, SECONDED BY SHANNON ERDMANN, APPROVED BY A UNANIMOUS VOTE.**

**ARTICLE 7.** To see if the Town will appropriate \$302,042, which represents its apportioned share of the Manchester Memorial Elementary School feasibility study, authorized by the Manchester Essex Regional School District (MERSD), for the purpose of paying costs of the Manchester Memorial Elementary School feasibility study, for the school located at 43 Lincoln Street in Manchester-by-the-Sea, Massachusetts, and further described in a deed recorded in Book 3507 pages 137 and 38 in the Essex South Registry of Deeds and depicted on Map 47, lot 6 of the Town of Manchester by the Sea Assessors’ maps, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended at the direction of MERSD School Building Committee. The MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Study costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Study shall be as set forth in the Feasibility Study Agreement that may be executed between the District and the MSBA.

Per petition of the Manchester-Essex Regional School Committee

The Finance Committee and the Board of Selectmen recommended approval.

**ARTICLE 7, MOTION BY LINDA CROSBY, SECONDED BY SHANNON ERDMANN, APPROVED, THE MOTION PREVAILED BY A MAJORITY VOTE.**

**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 2017 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 2017; 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 2017 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. Community Preservation Committee Expenses (studies, etc.) (administrative)	\$ 21,000*
2. Town Hall Boat Ramp Remediation (recreation/open space)	\$ 150,000
3. Morss Pier Seawall Repairs (recreation/open space)	\$ 200,000
4. Park and Recreation Park Improvements (recreation/open space)	\$ 104,000**
5. Affordable Housing Trust Technical Support (community housing)	\$ 30,000***
6. Cemetery Restoration Work (historic preservation)	\$ 25,000
7. Town Hall Exterior Painting and related work (historic preservation)	\$ 57,500
8. Crowell Chapel Safety Improvements (higher occupancy) (historic preservation)	\$ 90,000
9. Tuck’s Point Rotunda Restoration (historic preservation)	\$ 5,000
10. Historic Beach Cabana Restoration (Historical Museum) (historic preservation)	\$ 15,000
11. Library Director’s Office Rehabilitation (historic preservation)	\$ 15,000
12. Community Housing Reserve (community housing)	\$ 15,000
TOTAL	\$ 727,500

\*Administrative amount limited to 5% of total annual revenue

\*\*For recreational improvements at Reed Park (walkway and irrigation), Masconomo Park (signage, landscaping, ADA accessibility, parking lot striping, trash barrels), Sweeney Park (basketball hoops), Tucks Point Park (picnic tables) and Singing Beach (signage, parking lot striping, picnic tables, street light, and cell phone service to enhance public safety).

\*\*\* Contingent on the approval of Article 18 which proposes the creation of the Affordable Housing Trust; otherwise the \$30,000 will be allocated to the Community Housing Reserve.

Per petition of the Community Preservation Committee

The Finance Committee and the Board of Selectmen recommended approval

ARTICLE 8, Christopher Kelly of the Community Preservation Committee moved, and Sue Thorne seconded that the Town appropriate the following sums of money pursuant to the provisions of the Community Preservation Act for the following purposes:

- 1) To appropriate \$21,000 from the Community Preservation Fund FY-2017 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 \$200,000 from the Community Preservation Fund FY-2017 estimated annual revenues for recreation; for seawall restoration at Morss Pier.
- 3) To appropriate \$150,000 from the Community Preservation Fund - FY-2016 undesignated fund balance for recreation; for Town Hall boat ramp rehabilitation.
- 4) To appropriate \$104,000 from the Community Preservation Fund FY-2016 undesignated fund balance for recreation; for recreational improvements at Reed Park (walkway and irrigation), Masconomo Park (signage, landscaping, ADA accessibility, parking lot striping, trash barrels), Sweeney Park (basketball hoops), Tucks Point Park (picnic tables) and Singing Beach (signage, parking lot striping, picnic tables, street light, ADA accessibility, and cell phone service to enhance public safety).
- 5) To appropriate \$30,000 from the Community Preservation Fund FY-2016 undesignated fund balance for community housing; for technical assistance and support (contingent upon the passage of Article 18 creating the Affordable Housing Trust otherwise the funds will be allocated to the Community Housing Reserve account).
- 6) To appropriate \$25,000 from the Community Preservation Fund FY-2017 estimated annual revenues for historic preservation; for continued cemetery restoration work.
- 7) To appropriate \$57,500 from the Community Preservation Fund FY-2017 estimated annual revenues for historic preservation; Town Hall exterior painting.
- 8) To appropriate \$15,000 from the Community Preservation Fund FY-2016 undesignated fund balance for historic preservation; for Manchester Historic Museum Singing Beach cabana restoration.
- 9) To appropriate \$90,000 from the Community Preservation Fund FY-2016 undesignated fund balance for historic preservation; for Crowell Chapel fire safety improvements per Massachusetts Building Code Appeals Board variance.

- 10) To appropriate \$5,000 from the Community Preservation Fund FY-2017 estimated annual revenues for historic preservation; for rotunda bench restoration.
- 11) To appropriate \$15,000 from the Community Preservation Fund FY-2017 estimated annual revenues for historic preservation; for Directors office electrical safety improvements at the Manchester Town Library.
- 12) To appropriate \$12,000 from the Community Preservation Fund FY-2017 estimated annual revenues for community housing; for to meet the annual 10% requirement.

**ARTICLE 8, MOTION MADE BY CHRISTOPHER KELLY, SECONDED BY SUE THORNE, WAS APPROVED BY A UNANIMOUS VOTE.**

**ARTICLE 9.** To see what action the town will take, if any, to implement electronic voting at future Town Meetings, including to authorize the Board of Selectmen to take the steps necessary to implement electronic voting at future Town Meetings, including entering into any purchase, lease or rental agreements and/or service contracts related to electronic voting, and to raise and appropriate, borrow or transfer from available funds a sum of money for such purpose, or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval

**TOM KEHOE MOVED AND ELI BOLING SECONDED THAT THE TOWN VOTE TO SUPPORT THE IMPLEMENTATION OF ELECTRONIC VOTING AT FUTURE TOWN MEETINGS, AND TO AUTHORIZE THE BOARD OF SELECTMEN AND MODERATOR, IN CONSULTATION, TO DETERMINE WHETHER ELECTRONIC VOTING IS FEASIBLE AND APPROPRIATE, AND IF SO DETERMINED, TO AUTHORIZE THE BOARD OF SELECTMEN TO PURCHASE, RENT OR LEASE NECESSARY EQUIPMENT AND SERVICES, AND TO RAISE AND APPROPRIATE THE SUM OF \$15,000 FOR THIS PURPOSE.**

**ARTICLE 9, MOTION BY TOM KEHOE, SECONDED BY ELI BOLING, APPROVED, THE MOTION PREVAILED BY A MAJORITY VOTE.**

**ARTICLE 10.** To see if the Town will vote to require that all individual spending articles to raise and appropriate funds, including to fund the Town's assessment from the Manchester Essex Regional School District, in excess of \$500,000 be subject to a ballot vote held at the same time as Town Elections. Such vote must equal or exceed a two thirds majority for the spending to be approved. If the vote is less than two thirds, spending for such individual spending articles for the following year will remain at the level of the present year. Spending for pensions and debt service, but not new debt, is to be exempt from this requirement. If the Board of Selectmen, by unanimous vote, declares an unforeseen emergency, such as a natural disaster, which requires spending in excess of \$500,000, approval of such spending will be exempt from this requirement.

Per Petition of 10 or more Residents

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

**ARTICLE 10, MOTION BY WILLIAM SHIPMAN, SECONDED BY CHUCK**

**FURLONG, WAS NOT APPROVED. A SECRET BALLOT WAS REQUESTED BY MORE THAN 20 VOTERS AND WAS CONDUCTED. THE MOTION WAS REJECTED WITH 110 YES BALLOTS CAST AND 313 NO BALLOTS CAST.**

**ARTICLE 11.** To see if the Town will vote to transfer from the Water Enterprise Undesignated Fund Balance a total of \$50,000 as a supplemental appropriation to the FY16 Water Department to defray unexpected expenses, or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval

**SUSAN BECKMANN MOVED AND PAUL BARCLAY SECONDED THAT THE TOWN TRANSFER \$50,000 FROM THE WATER ENTERPRISE UNDESIGNATED FUND BALANCE TO THE WATER DEPARTMENT OPERATING BUDGET FOR FY16 TO COVER THE COSTS OF UNEXPECTED EXPENSES.**

**ARTICLE 11, MOTION BY SUSAN BECKMANN, SECONDED BY PAUL BARCLAY, APPROVED BY A UNANIMOUS VOTE.**

**ARTICLE 12.** 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 repairs to Morss Pier and adjacent seawalls and the renovation of the Town’s boat ramp, as permitted by Chapter 44, Section 20 of the General Laws; or take any other action relative thereto.

<i>Unexpended Amount</i>	<i>Date of Approval</i>	<i>Warrant Article</i>	<i>Original Purpose</i>
\$ 60,000	May 22, 2013	Article 2	Seawall repairs

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

**MARGARET DRISCOLL MOVED AND ELI BOLING SECONDED THAT THE TOWN APPROPRIATE THE FOLLOWING UNEXPENDED AMOUNT OF MONEY THAT WAS INITIALLY BORROWED TO FINANCE CAPITAL PROJECTS THAT ARE 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>
\$ 60,000	May 22, 2013	Article 2	Seawall repairs

**ARTICLE 12, MOTION BY MARGARET DRISCOLL, SECONDED BY ELI BOLING, APPROVED, THE MOTION PREVAILED BY A MAJORITY VOTE.**



**ARTICLE 13.**

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow \$2,000,000 to pay costs of capital improvements to the Town's water and wastewater systems, including the payment of all costs incidental and related thereto; and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing, or otherwise, or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

**PAUL BARCLAY MOVED AND ELI BOLING SECONDED THAT THE TOWN APPROPRIATE \$2,000,000 TO PAY COSTS OF CAPITAL IMPROVEMENTS TO THE TOWN'S WATER AND WASTEWATER SYSTEMS AS FOLLOWS: I) \$1,500,000 TO PAY COSTS OF NEW WATER MAINS, METERS AND VALVES, FOR THE TOWN'S WATER SYSTEM, INCLUDING THE PAYMENT OF ALL COSTS INCIDENTAL AND RELATED THERETO, II) \$500,000 TO PAY COSTS OF REPLACING OR REPAIRING SEWER PIPES, INCLUDING THE PAYMENT OF ALL COSTS INCIDENTAL AND RELATED THERETO, AND TO MEET THIS APPROPRIATION, THE TREASURER, WITH THE APPROVAL OF THE SELECTMEN, IS AUTHORIZED TO BORROW SAID AMOUNTS UNDER AND PURSUANT TO CHAPTER 44 SECTIONS 7 AND 8 OF THE GENERAL LAWS, OR PURSUANT TO ANY OTHER ENABLING AUTHORITY, TO ISSUE BONDS OR NOTES OF THE TOWN THEREFORE; AND FURTHER THAT THE INCURRENCE OF SUCH INDEBTEDNESS SHALL BE SUBMITTED TO THE VOTERS AS A BALLOT QUESTION AT A TOWN ELECTION IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 270 OF THE ACTS OF 1991 AND ARTICLE II, SECTION 18 OF THE TOWN'S GENERAL BY-LAW. NO AMOUNT SHALL BE BORROWED OR EXPENDED HEREUNDER UNLESS AND UNTIL VOTERS APPROVE EXCLUDING THE AMOUNTS REQUIRED TO REPAY ANY BORROWING PURSUANT TO THE VOTE FROM THE LIMITATION ON TOTAL PROPERTY TAXES CONTAINED IN CHAPTER 59, SECTION 21C OF THE GENERAL LAWS (ALSO KNOWN AS PROPOSITION 2 ½.) ALL OR ANY PORTION OF THE AMOUNTS AUTHORIZED TO BE BORROWED PURSUANT TO THIS VOTE MAY BE BORROWED THROUGH THE MASSACHUSETTS WATER POLLUTION ABATEMENT TRUST.**

**ARTICLE 13, MOTION BY PAUL BARCLAY, SECONDED BY ELI BOLING WAS APPROVED, THE MOTION TO PLACE ON THE BALLOT PREVAILED BY A MAJORITY VOTE.**

**AT THE MAY 17, 2016 ELECTION, THE AUTHORIZATION TO BORROW \$2,000,000 WAS QUESTION 1, WHICH PASSED 465 YES VOTES TO 42 NO VOTES. MORE THAN TWO-THIRDS.**

**AT THE MAY 17, 2016 ELECTION, THE PROPOSITION 2 ½ DEBT EXCLUSION FOR \$2,000,000.00 WAS QUESTION 2, WHICH PASSED 401 YES VOTES TO 83 NO VOTES.**

At 10:54 P.M. Selectman Tom Kehoe moved that the meeting be adjourned until 7:00 P.M. the following evening, Tuesday, April 5, 2016. Selectman Margaret Driscoll seconded the motion. The vote to adjourn was unanimous.

A quorum was reached at 6:53 P.M on April 5, 2016. The Moderator called the meeting to order at 7:02 P.M.

**ARTICLE 14.** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow \$1,000,000 to pay costs of dredging and other improvements to the Town's harbor, including the payment of all costs incidental and related thereto; and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing, or otherwise, or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

**SUSAN BECKMANN MOVED AND MARGARET DRISCOLL SECONDED THAT THE TOWN APPROPRIATE \$1,000,000 TO PAY COSTS OF DREDGING AND OTHER IMPROVEMENTS TO THE TOWN'S HARBOR, INCLUDING THE PAYMENT OF ALL COSTS INCIDENTAL AND RELATED THERETO, AND THAT TO MEET THIS APPROPRIATION, THE TREASURER, WITH THE APPROVAL OF THE SELECTMEN, IS AUTHORIZED TO BORROW SAID AMOUNT UNDER AND PURSUANT TO CHAPTER 44, SECTION 7(17A) OF THE GENERAL LAWS, OR PURSUANT TO ANY OTHER ENABLING AUTHORITY, AND TO ISSUE BONDS OR NOTES OF THE TOWN THEREFOR. WHILE CONSTITUTING A GENERAL OBLIGATION OF THE TOWN, IT IS INTENDED THAT ANY BORROWING PURSUANT TO THIS MOTION SHALL BE REPAID, IN THE FIRST INSTANCE, FROM WATERWAY FUNDS.**

**ARTICLE 14, MOTION BY SUSAN BECKMANN, SECONDED BY MARGARET DRISCOLL WAS APPROVED BY A UNANIMOUS VOTE**

**ARTICLE 15.** To see if the Town will vote to authorize the Board of Selectmen to grant and convey, in, on and under portion(s) of the Town-owned parcel of land known as the Mosses Hill Water Tank lot located on Pine Street, shown on Assessors Map 58 as Lot 56, and described in an instrument recorded with the Essex South Registry of Deeds in Book 1962, Page 405, such permanent and/or temporary access, utility and related easements as may be necessary or convenient to serve said property and/or the telecommunications equipment thereon, or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval

**TOM KEHOE MOVED AND ELI BOLING SECONDED THAT THE TOWN VOTE TO AUTHORIZE THE BOARD OF SELECTMEN TO GRANT AND CONVEY, IN, ON AND UNDER PORTION(S) OF THE TOWN-OWNED PARCEL OF LAND KNOWN AS THE MOSES HILL WATER TANK LOT LOCATED ON PINE STREET, SHOWN AS ASSESSORS MAP 58 AS LOT 56, AND DESCRIBED IN AN INSTRUMENT RECORDED WITH THE ESSEX SOUTH REGISTRY OF DEEDS IN BOOK 1952, PAGE 405, SUCH PERMANENT AND/OR TEMPORARY ACCESS, UTILITY AND RELATED EASEMENTS AS MAY BE NECESSARY OR CONVENIENT TO SERVE SAID PROPERTY AND/OR THE TELECOMMUNICATIONS EQUIPMENT THEREON.**

**ARTICLE 15, MOTION BY TOM KEHOE, SECONDED BY ELI BOLING WAS APPROVED, THE MOTION PREVAILED BY MORE THAN 2/3 VOTE.**

**ARTICLE 16.** To see if the Town will vote to raise and appropriate or transfer from available funds \$238,703 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.

**PAUL BARCLAY MOVED AND TOM KEHOE SECONDED THAT THE TOWN TRANSFER FROM THE UNDESIGNATED FUND BALANCE \$238,703 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.**

**ARTICLE 16, MOTION BY PAUL BARCLAY, SECONDED BY TOM KEHOE, APPROVED, THE MOTION PREVAILED.**

**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, 2016, said fund to be expended by the Recreation Director for costs associated with Town of Manchester-by-the-Sea 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 2016 tax levy, or \$249,000; or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

**PAUL BARCLAY MOVED AND ELI BOLING SECONDED THAT THE TOWN 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, 2016, 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 2016 TAX LEVY, OR \$249,000.**

**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 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 Article XXI, or to take any other action relative thereto.

### **Town of Manchester-by-the-Sea General By-laws Article XXI**

#### **Section 1                    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.

#### **Section 2                    Name of the Trust**

This trust shall be called the "Manchester-by-the-Sea Affordable Housing Trust", herein referred to as the Trust.

#### **Section 3                    Purposes**

The purpose of this Trust 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 furtherance of this purpose, to acquire by gift, purchase, or otherwise real estate and personal property, both tangible and intangible, of every sort and description; to use such property, both real and personal, in such manner as the Trustees shall deem most appropriate to carry out such purpose, provided however, that all property comprising this Trust and the net earnings thereof shall be used only in the Town exclusively for the benefit of all of the inhabitants of the Town of Manchester-by-the-Sea for the creation and preservation of affordable housing for which this Trust was formed and no part of the activities of the Trust shall consist of propaganda or otherwise attempting to influence legislation or participation in or intervention in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office and no part of the net earnings of this Trust shall inure or be payable to or for the benefit of any private individual or corporation.

#### **Section 4                    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 (5 members) and the Town Moderator (2 members). 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 selected by the Town Moderator

## Section 5 Tenure of Trustees

Only persons who are residents of the Town shall be eligible to hold the office of Trustee. Trustees shall serve for a term not to exceed two years and may be re-appointed at the discretion of the Board of Selectmen or Town Moderator, as applicable. Any Trustee who ceases to be a resident of the Town shall cease to be a Trustee hereunder provided that a written notification of the change in residence has been filed with the Town Clerk. Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk and recorded with the Registry of Deeds and filed with the Land Registration Office. If a Trustee shall die, resign, or for any other reason cease to be a Trustee hereunder before his/her term of office expires, a successor shall be appointed by a joint meeting of the appointing authority and the remaining Trustees to fill such vacancy, provided that in each case the said appointment and acceptance in writing by the Trustee so appointed is filed with the Town Clerk and recorded with the Registry of Deeds and filed with the Land Registration Office. Upon the appointment or election of any succeeding Trustee and the filing of such appointment or a certificate of such election 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. Of the original Trustees, four shall hold office until July 1, 2017 and three shall hold office until July 1, 2018.

## Section 6 Meetings of the Trust

Meetings of the Trust shall be held not less than quarterly and at all other times deemed advisable at such time and at such place as the Trustees shall determine. A written notice stating the place, day, hour and agenda of each Meeting of the Trust shall be posted at Town Hall at least two (2) business days before the date of such meeting. A quorum at any meeting shall be a majority of the Trustees qualified. Meetings may be scheduled as needed in conformance with the requirements of the Massachusetts open meeting laws.

## Section 7 Powers of Trustees

The Trustees, for the carrying out of the above purposes and except as herein otherwise specifically provided, shall have the same powers with respect to all real and personal estate at any time held by them as if they were the absolute owners thereof, and without limiting the foregoing generality:

- a) to solicit and accept grants, gifts, devises and bequests or otherwise acquire real or personal property;
- b) to invest any of the trust property in such manner as they may deem advisable without being limited as to the kind or amount of any investment;
- c) to sell and exchange any real or personal property or any interest therein for such consideration and upon such terms and conditions as they deem advisable;
- d) to join with others in the acquisition of real property or any interest therein;
- e) to borrow money and mortgage or pledge any part of the trust estate assets and issue notes or other indebtedness;
- f) to join with others in borrowings, mortgages and pledges and to guarantee and become surety on obligations of others, in transactions in

- g) which the Trust has an interest;
- h) to execute, as lessor or lessee, leases;
- i) to restore, construct, repair and maintain buildings and other improvements and establish such reserves as they deem necessary therefore;
- j) to pay, compromise or adjust all obligations incurred and rights acquired in the administration of the Trust;
- k) to obtain advice of counsel and to rely thereon;
- l) to employ such other persons, agents, brokers, managers, accountants, or advisors as they may deem advisable;
- m) and to execute, acknowledge and deliver all such contracts, deeds, mortgages, leases, discharges, and partial releases of mortgages, or other instruments as they may deem advisable in the course of the administration of the Trust.

The Trustees shall refrain from exercising any powers in such manner as to violate the provisions of said Chapter 44, Section 55C.

#### Section 8 Limitations on the Powers of Trustees

These powers shall be subject to the following limitations:

- a) any purchase, sale, lease, exchange, transfer, or conveyance of any interest in real property must be approved by five of the seven voting members.
- b) the Trustees may incur debt, borrow money, grant mortgages, and pledge Trust assets only in an amount not to exceed 80% of the Trust's total assets.
- c) no debt incurred by the Trustees shall constitute a pledge of the full faith and credit of the Town of Manchester-by-the-Sea and all documents related to any debt shall contain a statement that the holder of any such debt shall have no recourse against the Town of Manchester-by-the-Sea with an acknowledgement of said statement by the holder.

#### Section 9 Acts of Trustees

A majority of Trustees may exercise any or all of the powers of the Trustees hereunder and may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees. The Trustees may, by instrument executed by all the Trustees, delegate to any attorney, agent or employee such other powers and duties as they deem advisable, including power to execute, acknowledged or deliver instruments as fully as the Trustees might themselves and to sign and endorse checks for the account of the Trustees of the Trust. The Trustees shall not delegate the authority to amend or terminate the Trust and no such delegation shall be effective. 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. No one dealing with the Trustees need inquire concerning the validity of anything the Trustees purport to do or see to the application of anything paid to or upon the order of the Trustees. No Trustee shall be liable for the acts, negligence or defaults of any other Trustee or any employee, agent, or representative of the Trustees selected



with reasonable care, nor for errors in judgment, nor mistakes of law or fact made in good faith nor in reliance in good faith on advice of counsel not for other acts or omissions in good faith.

Section 10                      Liability

Neither the Trustees nor any agent or officer of the Trust shall have the authority to bind the Town of Manchester-by-the-Sea. The Trust is a public employer and the Trustees are public employees for the purposes of G. L. Chapter 258. The Trust shall be deemed a municipal agency and the Trustees special municipal employees for the purposes of G.L. Chapter 268A.

Section 11                      Amendments

This Declaration of Trust may be amended from time to time except as to those provisions specifically required under G. L. Chapter 44 Section 55C and Manchester-by-the-Sea By-laws, by an instrument in writing signed by all of the Trustees and approved at a meeting called for that purpose, provided that in each case, a certificate of amendment has been recorded with the Registry of Deeds and filed with the Land Registration Office.

Section 12                      Accounts

The books and records of the Trust shall be maintained by the Town Treasurer and audited annually by an independent auditor in accordance with accepted accounting practices. The results of the audit shall be provided to the Town.

Section 13                      Duration of the Trust

This Trust shall be of indefinite duration. However, it may be terminated by a vote of Town Meeting provided that an instrument of termination, together with a certified copy of the Town Meeting vote, are duly recorded with the Registry of Deeds and the Land Registration Office.

Upon termination of the Trust, subject to the payment of or making provision 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 sell all or any portion of the Trust property and distribute the net proceeds thereof or they may distribute any of the assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.

Section 14                      Authority shown by Record to be Conclusive; Certificate as to Facts

Every contract, deed, mortgage, lease and other instrument executed by a majority of the Trustees as appears from instruments or certificates recorded with said Registry of Deeds and Land Registration Office to be Trustees hereunder shall be conclusive evidence in favor of any person relying thereon or claiming thereunder, that at the time of the delivery thereof this Trust was in full force and effect and that the execution and delivery of such instrument was duly authorized by the Trustees except that delegations of authority pursuant to Section 9 hereof and instruments of amendment pursuant to Section 10 hereof and an instrument of termination pursuant to Section 12 hereof shall be conclusive only if it appears that

the delegations, amendments or termination have been executed by all of the Trustees. Any person dealing with the Trust property or the Trustees may always rely on a certificate signed by any person appearing from instruments or certificates so recorded to be a Trustee hereunder as to the identity of the then current Trustees or as to the existence or non-existence of any fact or facts which constitute conditions precedent to acts by the Trustees or in any other manner germane to the affairs of the Trust.

#### Section 15                      Titles

The titles to the various Sections herein are for convenience only and are not to be considered part of said Sections nor shall they affect the meaning or the language of any such Section.

Per petition of the Board of Selectmen

The Finance Committee recommended approval with a vote of 5 to 4.  
The Board of Selectmen recommended approval.

**ELI BOLING MOVED AND MARGARET DRISCOLL SECONDED THAT THE TOWN 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 VOTES TO AMEND THE TOWN'S MANCHESTER-BY-THE-SEA GENERAL BY-LAWS BY ADDING A NEW ARTICLE XXI AS PRESENTED IN THE WARRANT.**

**MOTION TO AMEND BY TIM GATES, BY DELETING IN ITS ENTIRETY THE TEXT OF THE PROPOSED SECTION 12 ACCOUNTS AND SUBSTITUTE THEREFORE THE FOLLOWING, WAS ACCEPTED BY ELI BOLING AS PART OF HIS MAIN MOTION:**

“The Town Treasurer shall be responsible for:

- a) the preparation, maintenance and fair presentation of the books and records of the Trust in accordance with accounting principles generally accepted in the United States of America; which includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. And
- b) to have these Trust accounts and statements audited annually by an independent auditor in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States of America together with the auditor's Opinions and Management Letter.

**ARTICLE 18, MOTION BY ELI BOLING, SECONDED BY MARGARET DRISCOLL, APPROVED, AMENDED MAIN MOTION PREVAILED WITH 136 YES VOTES AND 100 NO VOTES.**

**ARTICLE 19.** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the purpose of financing the following water pollution facility projects: repair, replacement and/or upgrade of septic systems pursuant to agreements with the Board of Health and residential property owners, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; to determine whether this appropriation shall be raised by borrowing from the Massachusetts Clean Water Trust or otherwise and repaid by property owners, or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval

**SUSAN BECKMANN MOVED AND ELI BOLING SECONDED THAT THE TOWN APPROPRIATE \$200,000 TO PAY COSTS OF THE FOLLOWING WATER POLLUTION FACILITY PROJECTS: REPAIR, REPLACEMENT AND/OR UPGRADE OF SEPTIC SYSTEMS PURSUANT TO AGREEMENTS WITH THE BOARD OF HEALTH AND RESIDENTIAL PROPERTY OWNERS, INCLUDING WITHOUT LIMITATION THE PAYMENT OF ALL COSTS THEREOF AS DEFINED IN SECTION 1 OF CHAPTER 29C OF THE GENERAL LAWS, AND THAT TO MEET THIS APPROPRIATION, THE TREASURER, WITH THE APPROVAL OF THE SELECTMEN, IS AUTHORIZED TO BORROW SAID AMOUNT UNDER AND PURSUANT TO CHAPTER 11I, SECTION 127B1/2 OF THE GENERAL LAWS, OR PURSUANT TO ANY OTHER ENABLING AUTHORITY. ANY BORROWING PURSUANT TO THIS VOTE MAY BE OBTAINED THROUGH THE MASSACHUSETTS CLEAN WATER TRUST, AND IN CONNECTION THEREWITH, THE SELECTMEN, THE TREASURER AND ANY OTHER APPROPRIATE OFFICERS OF THE TOWN ARE AUTHORIZED TO EXECUTE ALL SUCH DOCUMENTS THAT THE MASSACHUSETTS CLEAN WATER TRUST AND DEPARTMENT OF ENVIRONMENTAL PROTECTION OF THE COMMONWEALTH OF MASSACHUSETTS MAY REQUIRE TO IMPLEMENT THIS BORROWING. THE SELECTMEN ARE AUTHORIZED TO ASSESS BETTERMENTS TO SECURE THE REPAYMENT OF FUNDS PROVIDED TO HOMEOWNERS PURSUANT TO THIS MOTION.**

**ARTICLE 19 MOTION BY SUSAN BECKMANN, SECONDED BY ELI BOLING, APPROVED WITH A UNANIMOUS VOTE.**

**ARTICLE 20.** To see if the Town will amend the Manchester by the Sea Town General By-laws by adding a new Section 20C to Article X: Short Term Paying Guests in Homes as follows, or take any other action relative thereto.

**Article X Section 20C: Short Term Paying Guest in Homes**

**Purpose:** The rental of residential premises to short term paying guests, not otherwise expressly licensed for such purpose by the Town of Manchester by the Sea or other proper authority, shall be allowed only in properties whose owners have obtained an annual license in accordance with the requirements of this by-law from the Board of Selectmen. The licensing process is designed to protect the health and welfare of the short term paying guests, to ensure an orderly and trans-

parent process for operating small-scale rental services, and to protect the tranquility of residential neighborhoods.

**Applicability:** The rental of residential premises to short term paying guests is allowed in owner-occupied residential premises pursuant to being licensed in accordance with this by-law and consistent with the Town's Zoning By-law. Short term paying guests are those who are staying in a dwelling unit for less than 6 consecutive nights. The Board may allow short term paying guests provided suitable accommodations exist as determined by the Board in accordance with this by-law.

**Process:** Every owner of residential premises who offers rentals to short term paying guests must first obtain a license to do so from the Board of Selectmen. Licenses are valid for a calendar year and must be renewed annually. Application for a license can be made at any time but the license shall expire December 31 of the subject year. A completed application will be reviewed and a decision rendered at a public meeting of the Board of Selectmen.

**Applications:** Application shall be made on a form approved by the Board of Selectmen and shall contain sufficient information to determine the exact nature of the proposed short term rental operation, including location, number of rooms to be rented and whether food will be served to the guests.

By completing the application, applicants will be confirming the following:

1. The property complies with applicable Board of Health regulations and Fire Department safety measures (fire/smoke alarms and CO monitors)
2. A certificate of occupancy for the property is on file
3. Name of a local authorized agent who can act on behalf of the owner in the absence of the owner in the case of any problems, violations or emergencies should they arise while the owner is not present.
4. Agreement to maintain a guest registry showing the name of each guest and the night(s) of their stay. The registry shall be made available for review at any time at the request of the Enforcement Agent and/or Board of Selectmen.

**Application Fee:** The Board of Selectmen shall annually set a fee for applying for a Short Term Guest Rental Home License. The fee must be paid at time of application.

The Board of Selectmen may grant licenses to those persons submitting applications in compliance with the requirements of this by-law. A license issued under this by-law shall not be deemed to supersede the application of any other lawful requirements applicable to the use authorized therein, including the necessity of obtaining other licenses or permits.

Owners are encouraged to adhere to guidelines for the short term rental of rooms that the Selectmen shall promulgate from time to time.

#### **Complaints and Enforcement:**

1. The Board of Selectmen may designate such Town officials as they deem appropriate to carry out the enforcement duties under this by-law. The Town Administrator shall supervise enforcement actions.

2. If the Enforcement Agent, as designated by the Board of Selectmen, concludes that there has been a violation of this by-law or of the conditions of any license issued hereunder, the agent shall send notice to the license holder, by registered mail to the address stated on the initial Application, a notice ordering cessation of the improper activities.
3. If a license holder persists in such violation, the Enforcement Agent may seek enforcement of this bylaw through the mechanisms set forth in Article I, Section 4 of the General By-laws, and the penalty for violations of this by-law shall be a fine of \$300 for each day an offense occurs.
4. In the event that a license holder persists in such violations, the Board may notify the license holder by mail, as above, of a hearing to be held not less than four (4) days thereafter to show cause why said license should not be revoked, and following said hearing, may in its discretion, modify, revoke or amend the license.
5. Upon petition of the property owner and/or license holder, abutters, or upon its own initiative, the Board of Selectmen may hold a hearing to determine whether or not the terms of this by-law, any other applicable state, federal or local law, or the license itself are being complied with, and/or whether or not activities conducted pursuant to a license issued under this bylaw constitute a nuisance or adversely impact the public health, safety or welfare.
6. The Board of Selectmen may, after hearing, mandate licensure, or modify, revoke or suspend a license issued hereunder. In addition, should the Board of Selectmen, after conducting a hearing, determine that a violation has occurred, it may direct the Enforcement Agent to seek enforcement of this by-law as set forth in paragraph 3, above.

**Validity:** The invalidity of any section or provision of this bylaw shall not invalidate any other section or provision thereof. This bylaw shall go into effect January 1, 2017.

Per petition of the Board of Selectmen

The Finance Committee took no position.

The Board of Selectmen recommended approval.

**SUSAN BECKMANN MOVED AND MARGARET DRISCOLL SECONDED THAT THE TOWN AMEND THE MANCHESTER BY THE SEA TOWN GENERAL BY-LAWS BY ADDING A NEW SECTION 20C TO ARTICLE X: SHORT TERM PAYING GUESTS IN HOMES AS PRESENTED IN THE HANDOUT WHICH DIFFERS SLIGHTLY FROM THE PROPOSED VERSION IN THE FINANCE COMMITTEE ANNUAL REPORT.**

### **Town By-law Article X Section 20C: Short Term Paying Guest in Homes**

**Purpose:** The rental of residential premises to short term paying guests, not otherwise expressly licensed for such purpose by the Town of Manchester by the Sea or other proper authority, shall be allowed only in properties whose owners have obtained an annual license in accordance with the requirements of this by-law from the Board of Selectmen. The licensing process is designed to protect the health and welfare of the short term paying guests, to ensure an orderly and transparent process for operating small-scale rental

services, and to protect the tranquility of residential neighborhoods.

**Applicability:** The rental of residential premises to short term paying guests is allowed in owner-occupied residential premises pursuant to being licensed in accordance with this by-law and consistent with the Town's Zoning By-law. Short term paying guests are those who are staying in a dwelling unit for less than 6 consecutive nights. The Board may allow short term paying guests provided suitable accommodations exist as determined by the Board in accordance with this by-law.

**Process:** Every owner of residential premises who offers rentals to short term paying guests must first obtain a license to do so from the Board of Selectmen. Licenses are valid for a calendar year and must be renewed annually. Application for a license can be made at any time but the license shall expire December 31 of the subject year. A completed application will be reviewed and a decision rendered at a public meeting of the Board of Selectmen.

**Applications:** Application shall be made on a form approved by the Board of Selectmen and shall contain sufficient information to determine the scope of the proposed short term rental operation, including location, number of rooms to be rented and whether meals prepared at the house will be served. Completed applications will be reviewed and acted upon within 3 weeks of submittal.

By completing the application form, applicants shall be confirming the following:

1. The property complies with applicable Board of Health regulations and Fire Department safety measures (fire/smoke alarms and CO monitors)
2. Name of a local authorized agent who can act on behalf of the owner in the absence of the owner in the case of any problems, violations or emergencies should they arise while the owner is not present.
3. Agreement to maintain a guest registry showing the name of each guest and the night(s) of their stay. The registry shall be made available for review at any time at the request of the Enforcement Agent and/or Board of Selectmen.

**Application Fee:** The Board of Selectmen annually shall set a fee for applying for a Short Term Guest Rental Home License. Said fee initially shall be set at \$100.

The Board of Selectmen shall grant licenses to those persons submitting applications in compliance with the requirements of this by-law. A license issued under this by-law shall not be deemed to supersede the application of any other lawful requirements applicable to the use authorized therein, including the necessity of obtaining other licenses or permits.

Owners are encouraged to adhere to guidelines for the short term rental of rooms that the Selectmen shall promulgate from time to time.

**Complaints and Enforcement:**

1. The Board of Selectmen may designate such Town officials as they deem appropriate to carry out the enforcement duties under this by-law. The Town Administrator shall supervise enforcement actions.
2. If the Enforcement Agent, as designated by the Board of Selectmen, concludes that there has been a violation of this by-law or of the conditions of any license issued hereunder, the agent shall send notice ordering cessation of the improper activities to the license holder, by registered mail to the address stated on the initial Application, .



3. If a license holder persists in such violation, the Enforcement Agent may seek enforcement of this bylaw through the mechanisms set forth in Article I, Section 4 of the General By-laws, and the penalty for violations of this by-law shall be a fine of \$300 for each day an offense occurs.
4. In the event that a license holder persists in such violations, the Board may notify the license holder by mail, as above, of a hearing to be held not less than four (4) days thereafter to show cause why said license should not be revoked, and following said hearing, may in its discretion, modify, revoke or amend the license.
5. Upon petition of the property owner and/or license holder, abutters, or upon its own initiative, the Board of Selectmen may hold a hearing to determine whether or not the terms of this by-law, any other applicable state, federal or local law, or the license itself are being complied with, and/or whether or not activities conducted pursuant to a license issued under this bylaw constitute a nuisance or adversely impact the public health, safety or welfare.
6. The Board of Selectmen may, after hearing, mandate licensure, or modify, revoke or suspend a license issued hereunder. In addition, should the Board of Selectmen, after conducting a hearing, determine that a violation has occurred; it may direct the Enforcement Agent to seek enforcement of this by-law as set forth in paragraph 3, above.

**Validity:** The invalidity of any section or provision of this bylaw shall not invalidate any other section or provision thereof. This bylaw shall go into effect January 1, 2017.

**WENDY DIXON MOVED, AND DENNIS DIXON SECONDED,  
TO AMEND THE FOLLOWING SECTIONS IN THE MAIN MOTION UNDER  
ARTICLE 20 AS DETAILED BELOW:**

- Under “**Applicability**”, replace “may” with “shall” so that the sentence reads

“The Board shall allow short term paying guests provided suitable accommodations exist as determined by the Board in accordance with this by-law.”

- Under “**Process**”, delete the last sentence so that the paragraph ends with the sentence

“Application for a license can be made at any time, but the license shall expire December 31 of the subject year.”

- Under “**Applications**”, amend the first paragraph to insert “*by the owner for the guests*” to clarify that guests cooking for themselves is not prohibited. The new paragraph would read

“Application shall be made on a form approved by the Board of Selectmen and shall contain sufficient information to determine the scope of the proposed short term rental operation, including location, number of rooms to be rented, and whether meals prepared at the house by the owner or the owner’s employee or agent for the guests will be served.”

and in item “3.”, substitute “and/or Board of Selectmen.” with “Manchester Public Safety officers.” so that the line now reads

“The registry shall be made available for review at any time at the request of the Enforcement Agent and/or Manchester Public Safety officers.”

- Under “**Application Fee**”, amend the first sentence to add “*and shall at no time exceed \$150*” so that the sentence now reads

“Said fee initially shall be set at \$100 and shall at no time exceed \$150.”

- Under **Complaints and Enforcement** item “2.”, add “stated in items 1, 2, and 3 on the application form for” so that the paragraph now reads

“If the Enforcement Agent, as designated by the Board of Selectmen, concludes that there has been a violation of this by-law or of the conditions *stated in items 1, 2 and 3 on the application form for* any license issued hereunder, the agent shall send notice ordering cessation of the improper activities to the license holder, by registered mail to the address stated on the initial Application.”

**Rationale:** We don’t want Article 20 to pass, but if it does, we think this amendment tightens up the article.

These amendments are recommended to **protect the homeowner** who finds himself or herself in straitened circumstances and who needs to rent out some rooms or the whole house from time to time to help himself or herself financially.

The amendment

- does not leave to chance whether the Board will or will not allow short term paying guests provided suitable accommodations exist. Changing the word from “may” to “shall” in the Applicability section ensures that the Board must act if the specified conditions in the license are met.
- clears up any confusion about the time frame of when an applicant will hear back about the license.

The amendment

- leaves in the phrase “within three weeks of submittal” as stated in the Applications” section
- and removes the other sentence about notification in the Process section which stipulates no time limit as to when the public meeting must take place.

If the sentence is not removed, a homeowner could technically be left hanging for months after the application is received.

- sets a limit on the fee the BOS can levy. With no stated limit, the BOS would technically be free to set a fee so high as to deter the rental of rooms at all.
- protects the privacy of the guests. If any guest runs afoul of the law, the amendment would now say that only Manchester Public Safety officers and the Enforcement Agent have access to the guest registry. The BOS doesn’t need to have access to these names.
- in the Enforcement section, removes the open-ended nature of the word “conditions” and specifies which “conditions” exactly are just cause for the Complaints and Enforcement Agent to get involved. The application which leads to a license and the Enforcement must both have the same list of requirements, clearly stated.

Note: (Zoning By-law referred to in Article 20 SECTION 4.0 USE REGULATIONS

4.1.5 The taking of boarders or the leasing of rooms for not more than four (4) persons by a family residing on the premises with common cooking and living facilities, providing there is no sign or display to advertise such use. (But it shall not be permissible to construct or operate overnight camps.)

## **ARTICLE 20, MOTION TO AMEND DID NOT PREVAIL.**

**MAIN MOTION BY SUSAN BECKMANN, SECONDED BY MARGARET DRISCOLL, APPROVED, THE MOTION PREVAILED BY 148 YES VOTES AND 80 NO VOTES.**

Moderator Alan Wilson then explained that Articles 21 through 24 were all closely related and represented a package of measures proposed by the Board of Assessors. He allowed them to be taken up in the form of a single motion to take action under all four articles, and also allowed discussion of them together.

### **ARTICLE 21.**

To see if the Town will vote to increase the gross receipts that seniors may have in the prior calendar year to be eligible to defer property taxes under G. L. Chapter, 59, Section 5, Clause 41A from \$40,000 to the amount established annually by the Commissioner of Revenue as the income limit for single seniors who are not heads of households to qualify for the “circuit breaker” state income tax credit for the preceding state tax year, with such increase to be effective for deferrals granted for taxes assessed for any fiscal year beginning on July 1, 2016, or take any other action relative thereto.

Per petition of the Board of Selectmen

### **ARTICLE 22.**

To see if the Town will accept G.L Chapter 59, Section 5, Clause 17E, which authorizes an annual increase in the asset (whole estate) limit for exemptions granted to senior citizens, surviving spouses and surviving minors under G.L. Chapter 59, Section 5, Clause 17D, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2016, or take any other action relative thereto.

Per petition of the Board of Selectmen

### **ARTICLE 23.**

To see if the Town will accept G.L. Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the income (gross receipts) and asset (whole estate) limits for exemptions granted to senior citizens under G.L. Chapter 59, Section 5, Clause 41C, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2016, or take any other action relative thereto.

Per petition of the Board of Selectmen

### **ARTICLE 24.**

To see if the Town will accept G.L. Chapter 59, Section 5C1/2, which provides for an additional real estate exemption for taxpayers who are granted personal exemptions on their domiciles under G.L. Chapter 59, Section 5, including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemption shall be up to 100% of the personal exemption, to be effective for

exemptions granted for any fiscal year beginning on or after July 1, 2016, or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

**PAUL BARCLAY MOVED AND ELI BOLING SECONDED THAT: THE TOWN VOTES TO INCREASE THE GROSS RECEIPTS THAT SENIORS MAY HAVE IN THE PRIOR CALENDAR YEAR TO BE ELIGIBLE TO DEFER PROPERTY TAXES UNDER G. L. CHAPTER, 59, SECTION 5, CLAUSE 41A FROM \$40,000 TO THE AMOUNT ESTABLISHED ANNUALLY BY THE COMMISSIONER OF REVENUE AS THE INCOME LIMIT FOR SINGLE SENIORS WHO ARE NOT HEADS OF HOUSEHOLDS TO QUALIFY FOR THE “CIRCUIT BREAKER” STATE INCOME TAX CREDIT FOR THE PRECEDING STATE TAX YEAR, WITH SUCH INCREASE TO BE EFFECTIVE FOR DEFERRALS GRANTED FOR TAXES ASSESSED FOR ANY FISCAL YEAR BEGINNING ON JULY 1, 2016.**

**THE TOWN ACCEPTS G.L CHAPTER 59, SECTION 5, CLAUSE 17E, WHICH AUTHORIZES AN ANNUAL INCREASE IN THE ASSET (WHOLE ESTATE) LIMIT FOR EXEMPTIONS GRANTED TO SENIOR CITIZENS, SURVIVING SPOUSES AND SURVIVING MINORS UNDER G.L. CHAPTER 59, SECTION 5, CLAUSE 17D, BY THE PERCENTAGE INCREASE IN THE U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS, CONSUMER PRICE INDEX FOR THE**

**PREVIOUS YEAR AS DETERMINED BY THE COMMISSIONER OF REVENUE, TO BE EFFECTIVE FOR EXEMPTIONS GRANTED FOR ANY FISCAL YEAR BEGINNING ON OR AFTER JULY 1, 2016.**

**THE TOWN ACCEPTS G.L. CHAPTER 59, SECTION 5, CLAUSE 41D, WHICH AUTHORIZES AN ANNUAL INCREASE IN THE INCOME (GROSS RECEIPTS) AND ASSET (WHOLE ESTATE) LIMITS FOR EXEMPTIONS GRANTED TO SENIOR CITIZENS UNDER G.L. CHAPTER 59, SECTION 5, CLAUSE 41C, BY THE PERCENTAGE INCREASE IN THE U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS, CONSUMER PRICE INDEX FOR THE PREVIOUS YEAR AS DETERMINED BY THE COMMISSIONER OF REVENUE, TO BE EFFECTIVE FOR EXEMPTIONS GRANTED FOR ANY FISCAL YEAR BEGINNING ON OR AFTER JULY 1, 2016.**

**THE TOWN ACCEPTS G.L. CHAPTER 59, SECTION 5C1/2, WHICH PROVIDES FOR AN ADDITIONAL REAL ESTATE EXEMPTION FOR TAXPAYERS WHO ARE GRANTED PERSONAL EXEMPTIONS ON THEIR DOMICILES UNDER G.L. CHAPTER 59, SECTION 5, INCLUDING CERTAIN BLIND PERSONS, VETERANS, SURVIVING SPOUSES AND SENIORS, AND TO PROVIDE THAT THE ADDITIONAL EXEMPTION SHALL BE UP TO 100% OF THE PERSONAL EXEMPTION, TO BE EFFECTIVE FOR EXEMPTIONS GRANTED FOR ANY FISCAL YEAR BEGINNING ON OR AFTER JULY 1, 2016.**

**ARTICLE 21 - 24, MOTION BY PAUL BARCLAY, SECONDED BY ELI BOLING, APPROVED WITH A UNANIMOUS VOTE.**

**ARTICLE 25.** To see if the Town will vote to amend the Zoning By-law of the Town of Manchester by the Sea by replacing Section 6.1.2 in its entirety with the following; or take any other action relative thereto:

**Changes, Extensions and Alterations:**

6.1.2.: An existing non-conforming structure or use may be changed, extended, or altered, provided that the Board of Appeals grants a special permit for the change, extension, or alteration based upon a finding that the resulting structure or use would not be substantially more detrimental to the neighborhood than the existing non-conforming structure or use as defined in Section 6.1.1 in the Zoning By-laws. This requirement does not apply to a change, extension, or alteration of a single or two-family residential structure on a lot with insufficient area, frontage, or width, provided that the lot contains at least 60% of the required area, frontage, and width and that the total footprint of the building will not increase by more than 25% from that of the existing footprint, and as long as the resulting structure will comply with all the other area and dimensional requirements of Section 5.4 of the Zoning By-laws.

Per Petition of 10 or more Residents

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

**GARY GILBERT MOVED TO AMEND THE ZONING BYLAW OF THE TOWN OF MANCHESTER BY THE SEA BY ALTERING SUB-SECTION 6.1.2 AS FOLLOWS**

**6.1.2 Changes, Extensions and Alterations:**

A nonconforming structure or use may be changed, extended or altered, provided that in each case the Board of Appeals grants a special permit therefore after finding that such change, extension or alteration is not substantially more detrimental or injurious to the neighborhood than the existing nonconforming structure or use. The above requirement does not apply to such an extension, alteration, reconstruction, or structural change to a single family or two family residential structure that does not increase the nonconforming nature of that structure, or to an extension, alteration, re-construction or structural change to a single-family or two-family residential structure on a lot with insufficient area, frontage, or width where the lot contains at least 60% of the required area, frontage, and width, the total footprint of the residential structure will not increase by more than 25% from its current size as of the date of passage of this by-law amendment, and the resulting residential structure will comply with all other area and dimensional requirements as defined in the town's zoning by-laws.

**ARTICLE 25, MOTION BY GARY GILBERT, SECONDED BY AXEL MAGNUSON, THE MOTION DID NOT PREVAIL.**

**ARTICLE 26.** 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.

**TOM KEHOE MOVED AND MORY CREIGHTON SECONDED THAT THE TOWN TRANSFER FROM THE UNDESIGNATED FUND BALANCE \$100,000 TO THE STABILIZATION FUND.**

**ARTICLE 26, MOTION BY TOM KEHOE, SECONDED BY MORY CREIGHTON, APPROVED WITH A UNANIMOUS VOTE.**

**ARTICLE 27.** 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.

**TOM KEHOE MOVED AND MORY CREIGHTON SECONDED THAT THE TOWN PASS OVER (DO NOTHING) UNDER ARTICLE 27.**

**ARTICLE 27, MOTION BY TOM KEHOE, SECONDED BY MORY CREIGHTON, TO PASS OVER, TAKE NO ACTION, APPROVED WITH A UNANIMOUS VOTE.**

At 9:50 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



# PRESIDENTIAL PRIMARY ELECTION MANCHESTER-BY-THE-SEA MARCH 1, 2016

The ballot box was checked and found to be empty by Town Clerk Denise Samolchuk, Warden Lee Simonds. A tape showing a zero balance for each office was run before voting began. The Town Clerk gave the oath of office to the following officers throughout the day: Wardens-Lee Simonds and Gretchen Wood, Clerks-Martha Gubbins and Carol Powers, Tellers- Jayne Pomeroy, Carolyn Kelly, Sheila McCarthy, Linda Feuerbach, Bruce Warren, Rebecca Jaques, Carole O'Neil, Allison Anholt-White and Sally Curry. Ballot box attendants-Tim Logue, Adele Q. Ervin and John Kenney. The officer on duty was Michael Richard until 8:40 when Officer Robert Desantis replaced him. Officer Richard returned at 8:30. The Town Clerk opened the polls at 7:00 AM and Warden Gretchen Wood closed them at 8:00 PM. The absentee ballots were cast into the computer during the morning. At 2:45 PM Officer Desantis replaced Officer Richard. At 3:45 Officer Richard returned. At the close of voting, the ballot box read 2155, which represented 55% of the 3883 registered voters at the close of registration. The results of the voting were announced at 8:10 and the workers were dismissed at 8:30. There were 2155 votes cast; 903 Republican, 1249 Democratic, 0 Green-Rainbow and 3 United Independent Party. At 9:00 p.m. election workers were dismissed.

	Democrat		Republican
<b>Presidential Preference</b>			
Bernie Sanders	605	Jim Gilmore	2
Martin O'Malley	2	Donald J. Trump	305
Hillary Clinton	641	Ted Cruz	68
Roque De La Fuente	1	George Pataki	0
		Ben Carson	17
		Mike Huckabee	0
		Rand Paul	1
		Carly Fiorina	2
		Rick Santorum	0
		Chris Christie	2
		Marco Rubio	202
		Jeb Bush	13
		John R. Kasich	283
<b>State Committee Man</b>			
		Lucas J. Noble	541
		Lawrence Brennan	147
<b>State Committee Woman</b>			
Kathleen Pasquina	731	Angela Q. Hudak	382
		Janet A. Vincze	298
<b>Town Committee</b>			
Group	466	Group	372
Michele M. Kulick	539	Byron L. Winn	473
M. Jeannine Gosnell	518	Matthew J. Amorello	421
Regina M. Villa	648	Jared W. Stansfield	414
Margaret E. Nix	544	Christina A. Bain	457
Isabella H. Bates	538	Carole A. Mastendino	449
Llewellyn P. Smith	519	Jeffrey C. Mastendino	456
Alison L. Anholt-White	536	Silvia L. Coulter	413
Richard A. Magnuson	554	Barry M. Ramos	502
Christine M. Gagne	512	George A. Nickless	520
James S. Gagne	510		
Eli G. Boling	585		
Penelope A. Boling	553		
Judith F. Epstein	508		

PRESIDENTIAL PRIMARY ELECTION  
MARCH 1, 2016, continued

Town Committee, continued

Melvin B. Crockett	499
Gretchen A. Wood	740
Adele Q. Ervin	597
Stephen D. Bates	535

	Green Rainbow	United Independent Party
<b>Presidential Preference</b>		
Sedenam Kinamo C. M. Curry	0	
Jill Stein	0	
William P. Kreml	0	
Kent Mesplay	0	
Darryl Cherney	0	
		3 write-ins

<b>State Committee Mann</b>	0
<b>State Committee Woman</b>	0
<b>Town Committee</b>	0

A True Copy, Attest:

C. Denise Samolchuk  
Town Clerk



*Posing at the new beach ramp handrail are members of the ADA committee (left to right), Lisa Bon-neville, Gretchen Wood, Beth Heisey, Laurie Werle, and Dick Costello, who made use of the beach wheelchair donated by the Manchester Rotary Club. Also pictured is town resident Dorothy Ander-son who suggested a handrail be installed.*

# ANNUAL TOWN ELECTION

## MANCHESTER-BY-THE-SEA, MASSACHUSETTS

### MAY 17, 2016

The ballot box was checked and found to be empty by Town Clerk Denise Samolchuk, Warden Lee Simonds and Officer Kevin Clary. A tape showing a zero balance for each office was run before voting began. The Town Clerk gave the oath of office to the following officers throughout the day: Wardens-Lee Simonds and Michelle Baer, Clerks- Beth Heisey and Susan Mirak, Tellers - Jane Pomeroy, Carolyn Kelly, Bruce Warren, Linda Feuerbach, Alison Anholt-White, Kathy Ryan, Sue Thorne and Liz Dozier. 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. At 2:00 p.m. Office Chris Locke reported for duty. Alan Wilson announced the result of the voting at 8:05, and the workers were dismissed at 8:20. 545 votes were cast, which represented 14% of the 3923 registered voters at the close of registration.

#### **\*Elected**

Constable for three years – Vote for not more than three

Joseph P. Aiello	408
Stephen T. Driscoll	365
G. David MacDougall	382
Blanks	479
Write-ins	1

Housing Authority for five years-Vote for not more than two

Gretchen A. Wood	469
Blanks	617
Write-ins	4

Library Trustee for three years – Vote for not more than one

Dorothy J. Sieradzki	447
Blanks	97
Write-ins	1

Moderator for one year – Vote for not more than one

Alan Wilson	459
Blanks	84
Write-ins	2

Planning Board for three years - Vote for not more than three

Peter P. Canny, Jr.	357
Ronald S. Mastrogiacomo	338
Constance Sullivan	365
Blanks	574
Write-ins	1

School Committee for three years - Vote for not more than two

Julie Keil Riordan	303
John N. Julian	275
Kenneth D. Warnock, Jr.	328
Blanks	184
Write-ins	0

Selectman for three years - Vote for not more than two

Susan M. Beckmann	418
Eli G. Boling	375
Blanks	289
Write-ins	8

**ANNUAL TOWN ELECTION**  
**MAY 17, 2016, continued**

**Question 1.**

Do you approve the measure summarized below?

That the Town appropriate \$2,000,000 to pay costs of capital improvements to the Town’s water and waste-water systems as follows: i) \$1,500,000 to pay costs of new water mains, meters and valves for the Town’s water system, including the payment of all costs incidental and related thereto, and ii) \$500,000 to pay costs of replacing or repairing sewer pipes, including the payment of all costs incidental and related thereto, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amounts under and pursuant to G.L. c. 44, §§7 and 8, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided that no amount shall be borrowed or expended hereunder unless voters approve excluding the amounts required to repay any borrowing pursuant to the vote from the limitation on total property taxes contained in G.L. c. 59, §21C (also known as Proposition 2 ½).

Yes	465
No	42
Blanks	38

**Question 2.**

Shall the Town of Manchester-by-the-Sea be allowed to exempt from the provisions of Proposition two and one-half, so-called, the amounts required to pay for the bonds to be issued if Question 1 is approved in order to pay costs of i) new water mains, meters and valves, for the Town’s water system, including the payment of all costs incidental and related thereto, and ii), replacing or repairing sewer pipes, including the payment of all costs incidental and related thereto?

Yes	401
No	83
Blanks	61

A True Copy, Attest:

C. Denise Samolchuk  
Town Clerk

# STATE PRIMARY ELECTION MANCHESTER-BY-THE-SEA SEPTEMBER 8, 2016

The ballot box was checked and found to be empty by Town Clerk Denise Samolchuk, Warden Lee Simonds, and Officer Kevin Clary. A tape showing a zero balance for each office was run before voting began. The Town Clerk gave the oath of office to the following officers throughout the day: Wardens-Lee Simonds and Gretchen Wood, Clerks-Susan Mirak, Mary Jane Brown and Susan Thorne, Tellers- Jayne Pomeroy, Carolyn Kelly, Liz Dozier, Linda Feuerbach, Bruce Warren, Sheila McCarthy, Sally Scott, Carol Powers, Pat Plummer and Carole O'Neil, Ballot Box Attendants-Tim Logue, Adele Q. Ervin and John Kenney. The Town Clerk opened the polls at 7:00 AM and closed them at 8:00 PM. The absentee ballots were cast into the computer during the afternoon. The results of the voting were announced at 8:05 and the workers were dismissed at 8:30. There were 295 votes cast; 209 Democrat, 0 Green-Rainbow, 86 Republican, and 0 United Independent Party.

Democrat		Republican	
Representative in Congress Sixth District			
Seth Moulton	186	No nomination	
Councilor Fifth District			
Eileen R. Duff	158	Richard A. Baker	55
Senator in General Court First Essex & Middlesex District			
No Nomination		Bruce E. Tarr	80
Representative in General Court Fourth Essex District			
No Nomination		Bradford R. Hill	79
Sherriff Essex County			
William Castro	5	Kenneth H. Berg	12
Kevin F. Coppinger	29	Jeffrey J. Gallo	2
Michael J. Marks	29	James P. Jajuga, Jr.	12
Edward J. O'Reilly	132	Craig G. Lane	4
Jerry P. Robito	3	Anne M. Manning-Martin	41
Paul L.D. Russell Jr.	5		

A True Copy, Attest:

C. Denise Samolchuk  
Town Clerk

# PRESIDENTIAL ELECTION MANCHESTER-BY-THE-SEA NOVEMBER 8, 2016

The ballot box was checked and found to be empty by Town Clerk Denise Samolchuk, Warden Lee Simonds, and Sergeant Mark McCoy. A tape showing a zero balance for each office was run before voting began. At 6:45 the Town Clerk gave the oath of office to the following officers throughout the day: Wardens- Lee Simonds and Gretchen Wood, Clerks- Martha Gubbins and Susan Mirak, Tellers- Michelle Baer, Carolyn Kelly, Rebecca Jaques, Caroline Johnson, Jayne Pomeroy, Alison Anholt-White, Linda Feuerbach, Sally Curry, Bruce Warren, Kathy Ryan, Beth Heisey, Carol Shepard, Pat Plummer and Sally Scott. I; Ballot box attendants- Tim Logue, Tom Kehoe and John Kenney. The Town Clerk opened the polls at 7:00 AM and closed them at 8:00 PM. Detective Chris Locke reported at 2:30 to replace Sergeant McCoy. The Wardens and Clerks cast 333 absentee ballots and 1200 early ballots into the tabulator as time allowed during the day. At the close of voting, the ballot box read 3547, and there were 72 ballots to be hand-counted for a total of 3619 ballots. This represented 88% of the 4097 registered voters at the close of registration. The results of the voting were announced at 8:11 PM and the workers were dismissed at 9:20 PM.

On Monday, November 21st the Board of Registrars met to count the overseas ballots which had been postmarked by Election Day and received in the Town Clerk's office by November 18, 2016, as well as any provisional ballots which were eligible. There were four ballots counted which brought the total vote to 3623.

## **Electors of President & Vice President**

Blanks	79
Clinton and Kaine	2249
Johnson and Weld	227
Stein and Baraka	34
Trump and Pence	954
Write-In	80
<b>TOTALS</b>	<b>3623</b>

## **Representative in Congress**

Blanks	769
Seth Moulton	2821
Write-In	33
<b>TOTALS</b>	<b>3623</b>

## **Councillor**

Blank	352
Eileen R. Duff	1934
Richard A. Baker	1333
Write-In	4
<b>TOTALS</b>	<b>3623</b>

## **Senator in General Court**

Blanks	896
Bruce E. Tarr	2712
Write-In	15
<b>TOTALS</b>	<b>3623</b>

## **Representative in General Court**

Blanks	871
Bradford R. Hill	2741
Write-In	11
<b>TOTALS</b>	<b>3623</b>



**PRESIDENTIAL ELECTION**  
**NOVEMBER 8, 2016, continued**

<b>Sheriff</b>		
Blanks		453
Kevin F. Coppinger		1043
Anne M. Manning-Martin		1100
Mark E. Archer		119
Kevin J. Leach		905
Write-In		3
	TOTALS	3623

<b>QUESTION 1</b>		
Blanks		141
Yes		883
No		2599
	TOTALS	3623

<b>QUESTION 2</b>		
Blanks		79
Yes		1855
No		1689
	TOTALS	3623

<b>QUESTION 3</b>		
Blanks		57
Yes		2944
No		622
	TOTALS	3623

<b>QUESTION 4</b>		
Blanks		37
Yes		1814
No		1772
	TOTALS	3623

A True Copy, Attest:

C. Denise Samolchuk  
Town Clerk

# **TAX COLLECTOR'S REPORT** **FISCAL YEAR 2016**

## **REAL ESTATE OUTSTANDING AS OF 6/30/2016**

FISCAL YEAR 2015	-
FISCAL YEAR 2016	187,838.81

## **PERSONAL PROPERTY OUTSTANDING AS OF 6/30/2016**

FISCAL YEAR 2008	122.24
FISCAL YEAR 2009	303.45
FISCAL YEAR 2010	630.37
FISCAL YEAR 2011	108.70
FISCAL YEAR 2012	461.32
FISCAL YEAR 2013	326.67
FISCAL YEAR 2014	61.13
FISCAL YEAR 2015	436.22
FISCAL YEAR 2016	809.71

## **MOTOR VEHICLE EXCISE OUSTAND- ING AS OF 6/30/2016**

CALENDAR YEAR 2004	43.96
CALENDAR YEAR 2009	2,424.06
CALENDAR YEAR 2010	2,558.03

CALENDAR YEAR 2011	2,183.04
CALENDAR YEAR 2012	1,072.93
CALENDAR YEAR 2013	2,980.52
CALENDAR YEAR 2014	2,515.65
CALENDAR YEAR 2015	8,678.02
CALENDAR YEAR 2016	23,499.93

## **BOAT EXCISE OUTSTANDING AS OF 6/30/2016**

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	355.00
FISCAL YEAR 2011	678.02
FISCAL YEAR 2012	789.15
FISCAL YEAR 2013	53.00
FISCAL YEAR 2014	897
FISCAL YEAR 2015	902.78
FISCAL YEAR 2016	1639.94



*Members of the Teen Advisory Board visited Barnes and Noble and purchased lots of new books to add to the YA collection. Pictured: Juliette, Sydney, Garrett, Shannon, Faith in the back row. Rebekah, Bella S., Bella P., and Drew in front.*

**TREASURER'S TRUST FUND REPORT  
FISCAL YEAR 2016**

**CEMETERY PERPETUAL CARE FUND**

	General Ledger	Bank Balance	Due to (Due from)
Balance June 30, 2015	\$349,060.09		
Income from perpetual care	\$13,800.00		
Interest Earned	\$22,709.74		
Withdrawals			
Balance June 30, 2016	\$385,569.83	\$384,339.83	\$(1,230.00)

**CEMETERY SALE OF LOTS FUND**

Balance June 30, 2015	\$96,393.02		
Income from sale of lots	\$13,800.00		
Interest Earned	\$6,848.81		
Withdrawals			
Balance June 30, 2016	\$117,041.83	\$115,291.83	\$(1,750.00)

**MISCELLANEOUS FUNDS**

6/30/15 General Ledger	INCOME	DEPOSITS	EXPENDITURES	6/30/16 General Ledger	6/30/16 Bank Balance	Due to (Due from)
B.L. Allen Fund						
\$1,317.69	\$135.43		\$(50.00)	\$1,403.12	\$1,403.12	\$-
Tuck's Point Invest						
\$8,888.74	\$576.26			\$9,465.00	\$9,465.00	\$-
Post War Rehab						
\$4,690.72	\$304.13			\$4,994.85	\$4,994.85	\$-
Essex Woods Park						
\$15,063.47	\$976.61			\$16,040.08	\$16,040.08	\$-
Clara Winthrop						
\$42,743.14	\$2,771.14	\$11,000.00	\$(2,287.98)	\$54,226.30	\$45,514.28	\$(8,712.02)
Susan Crowell						
\$11,170.53	\$724.25			\$11,894.78	\$11,894.78	\$-
Knight Cemetery						
\$7,293.10	\$472.83			\$7,765.93	\$7,765.93	\$-
Julia Ware Fund						
\$2,618.59	\$169.77			\$2,788.36	\$2,788.36	\$-
Odd Fellows						
\$3,864.28	\$250.54			\$4,114.82	\$4,114.82	\$-
Stabilization Fund						
\$1,263,801.59	\$86,659.15	\$100,000.00		\$1,450,460.74	\$1,450,460.74	\$-
OPEB						
\$815,847.82	\$2,017.21	\$238,703.00		\$1,056,568.03	\$1,056,568.03	\$-

**DEBT SERVICE  
FISCAL YEAR 2016**

Date of Issue 4/1/1997	Principal	Interest
FY 2015 Ending Balances	\$903,581.00	\$71,013.14
FY 2016 Payments	\$(444,954.00)	\$(48,045.55)
<b>Total Balances Outstanding</b>	<b>\$458,627.00</b>	<b>\$22,967.59</b>

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

Date of Issue 10/1/1999	Principal	Interest
FY 2015 Ending Balances	\$315,000.00	\$40,400.54
FY 2016 Payments	\$(60,000.00)	\$(14,536.77)
<b>Total Balances Outstanding</b>	<b>\$255,000.00</b>	<b>\$25,863.77</b>

**Municipal Purpose Loan**

Date of Issue 2/15/03	Principal	Interest
FY 2015 Ending Balances	\$1,505,000.00	\$122,574.50
FY 2016 Payments	\$(230,000.00)	\$(29,537.50)
<b>Total Balances Outstanding</b>	<b>\$1,275,000.00</b>	<b>\$93,037.00</b>

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

Date of Issue 7/1/2005	Principal	Interest
FY 2015 Ending Balances	\$925,000.00	\$39,262.50
FY 2016 Payments	\$(515,000.00)	\$(30,037.50)
<b>Total Balances Outstanding</b>	<b>\$410,000.00</b>	<b>\$9,225.00</b>

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

Date of Issue 5/26/2011	Principal	Interest
FY 2015 Ending Balances	\$2,400,000.00	\$679,112.24
FY 2016 Payments	\$(135,000.00)	\$(80,168.76)
<b>Total Balances Outstanding</b>	<b>\$2,265,000.00</b>	<b>\$598,943.48</b>

**Municipal Pupose Loan of 2014 (G.O.)**

Date of Issue 2/13/14	Principal	Interest
FY 2015 Ending Balances	\$2,380,000.00	\$488,999.65
FY 2016 Payments	\$(270,000.00)	\$(59,100.00)
<b>Total Balances Outstanding</b>	<b>\$2,110,000.00</b>	<b>\$429,899.65</b>

**ACCOUNTANT'S REPORT  
FISCAL YEAR ENDING JUNE 30, 2016  
RECEIPTS GENERAL FUND**

**RECEIPTS GENERAL FUND**

**TAXES**

REAL ESTATE TAXES	24,186,889.26
PERSONAL PROPERTY TAXES	551,674.41
TAX LIENS REDEEMED	89,875.40
SEWER BETTERMENT	2,668.29

MOTOR VEHICLE EXCISE	977,412.52
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BOAT TAX	17,338.59
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AMBULANCE CHARGES	245,286.18
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INTEREST/CHARGES RE & PP TAXES	54,186.29
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INT. CHGS. REL. MV TAXES	16,009.42
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INTEREST/SEWER BETTERMENTS	2,268.04
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INTEREST/CHARGES ON BOAT TAXES	403.36
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INTEREST ON TAX LIENS	19,584.69
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**FEES AND CHARGES**

FEES-BOARD OF APPEALS	6,540.00
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FEES-CABLE	930.50
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FEES-COMM-FLU CLINIC REIMB.	9,179.34
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FEES-CONSERVATION COMMISSION	12,422.50
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FEES-COPIES-ZONING BY-LAWS	30.00
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FEES-COPYING	318.95
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FEES-FILM/PHOTO	5,600.00
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FEES-HISTORIC DISTRICT	500.00
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FEES-INSURANCE REPORTS	410.00
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FEES-MISCELLANEOUS-FIRE DEPT.	1,130.20
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FEES-MISCELLANEOUS-TOWN CLERK	265.00
-------------------------------	--------

FEES-MOORING WAITING LIST FEES	6,950.00
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FEES-MUNICIPAL LIENS	7,150.00
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FEES-OIL BURNER INSPECTIONS	450.00
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FEES-PLANNING BOARD	4,850.00
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FEES-SALE OF MAPS	95.20
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FEES-SPECIAL DUTY-ADMIN.	17,755.59
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FEES-STREET LISTS	1,800.00
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FEES-UNDERGROUND STORAGE	50.00
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FEES-VITAL CERTIFICATES	3,870.00
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**RENTALS**

RENTALS-SPRINT-SCHOOL ANTENNA	78,586.99
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RENTALS- STATION CELL TOWER	51,123.79
-----------------------------	-----------

RENTALS-WATER TOWER ANTENNA	37,450.80
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RENTALS-TUCK'S POINT	29,275.00
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RENTALS-SINGING BEACH CANTEEN	15,000.00
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RENTALS-LANDFILL	6,400.00
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RENTALS-ATHLETIC FIELD	2,820.00
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RENTALS-KAYAK RACK	4,420.00
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RENTALS-CROWELL CHAPEL RENTAL	136.35
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**CEMETERIES**

CEMETERIES-BURIALS/CREMATIONS	15,450.00
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CEMETERIES-FOUNDATIONS	3,920.00
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**FINES & FORFEITURES**

FINES-PARKING	32,891.50
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FINES-COURT	23,207.50
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FINES-DOGS	1,770.00
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FINES-LIBRARY	1,027.31
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FINES-MARIJUANA	1,100.00
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FINES-HARBOR VIOLATIONS	25.00
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**STATE AID**

COMM.-CSI-STATE AID UNRESTRICTED	205,009.00
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COMM.-CSI-LOSS OF TAXES ELDERLY	7,317.00
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**TRANSFERS INTO GENERAL FUND**

TRANSFERS FROM SEWER	460,753.00
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TRANSFERS FROM WATER	104,665.00
----------------------	------------

TRANSFER FROM SPECIAL REVENUES	15,000.00
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MEALS TAX COLLECTIONS	63,098.00
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RECREATION-BEACH PASSES	164,069.20
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RECREATION-NON-RESIDENT PARKING	44,200.00
---------------------------------	-----------

RECREATION-PARKING STICKERS	85,849.00
-----------------------------	-----------

INVESTMENT INCOME	17,242.07
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NON-RECURRING-MISCELLANEOUS	22,520.45
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**LICENSES AND PERMITS**

LICENSES-BUSINESS CERTIFICATES	1,560.00
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LICENSES-CAMP	405.00
---------------	--------

LICENSES-COMMON VICTUALERS	550.00
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LICENSES-DOG	18,257.00
--------------	-----------

LICENSES-FIREARMS	1,400.00
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LICENSES-FISH TRAP	-
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LICENSES-INN HOLDERS	50.00
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LICENSES-LIQUOR	13,350.00
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LICENSES-MARRIAGE INTENTIONS	740.00
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LICENSES-ONE(1)-DAY LIQUOR	25.00
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LICENSES-SEPTIC PUMP	9,230.00
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LICENSES-SEPTIC SYSTEMS	2,420.00
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*Continued . . .*

LICENSES-SUNDAY ENTERTAINMENT	200.00
LICENSES-SWIMMING POOL	475.00
LICENSES-TAXI AND LIVERY	25.00
LICENSES-USED CAR DEALER	100.00
PERMITS-BLASTING	200.00
PERMITS-BUILDING	138,863.29
PERMITS-BUSINES/BOATER PLACARD	4,175.00
PERMITS-DEMOLITION	-
PERMITS-DIS. WORK CONSTRUCTION	8,615.00
PERMITS-ELECTRICAL	68,833.87
PERMITS-FOOD SERVICE PERMITS	6,620.00
PERMITS-GAS	8,465.05
PERMITS-KEEPING OF ANIMALS	-
PERMITS-LODGING HOUSE	100.00
PERMITS-LPG	1,000.00
PERMITS-OPEN BURNING	1,370.00
PERMITS-PERC TESTING	5,280.00
PERMITS-PLUMBING	13,542.34
PERMITS-ROAD OPENING	6,704.33
PERMITS-SMOKE ALARM INSPECTION	4,850.00
PERMITS-TANK REMOVAL	675.00
PERMITS-TITLE V INSPECTION REV	6,015.00
PERMITS-WELL	-
PAYMENTS IN LIEU OF TAXES	4,749.08
TRASH-RUBBISH STICKERS \	
TRANSFER STATION STICKERS	193,642.61

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TOTAL RECEIPTS GENERAL FUND	28,260,708.26
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#### **RECEIPTS ALL OTHER FUNDS**

<b><u>HARBOR MASTER FUND</u></b>	
TRANSFER TO HARBOR IMPROV.	396,451.00
MOORING FEES	242,851.79
BOAT EXCISE TAX	17,564.00

#### **COMMUNITY PRESERVATION ACT**

R.E. TAXES-COMMUNITY PRESERV.	332,909.16
COMM.-COMMUNITY PRESERVATION	241,495.00
EARNINGS ON INVESTMENTS	47,327.52
INTEREST/R.E. TAXES	1,008.23

#### **RECREATION REVOLVING**

RECREATION RECEIPTS	298,111.12
PLAYGROUND RECEIPTS	40,719.25
CONCERTS RECEIPTS	6,965.00

#### **HIGHWAY IMPROVEMENT FUND**

CHAPTER 90 REIMBURSEMENT	22,300.00
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#### **CAPITAL IMPROVEMENTS ATM 04/14**

BORROWING	1,058,806.00
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#### **SEWER FUND**

UTILITY USAGE RECEIVABLES	1,108,826.18
SEWER HOOKUP	4,950.00
TRANSFER FROM GENERAL FUND	242,000.00

#### **WATER FUND**

UTILITY USAGE RECEIVABLES	711,623.34
WATER HOOKUP	500.00
SALE OF WATER METERS	24,948.00
OTHER UTILITY CHARGES	2,710.82
TRANSFER FROM GENERAL FUND	30,000.00

#### **WATER TREATMENT**

UTILITY USAGE RECEIVABLES	527,497.21
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#### **WATER TREATMENT ROOF**

INSURANCE REIMBURSEMENTS	1,253,267.11
OTHER RECEIPTS	38,111.51

#### **STABILIZATION FUND**

EARNINGS ON INVESTMENTS	86,654.24
TRANSFERS IN	100,000.00

#### **OTHER POST EMPLOYEE BENEFITS**

EARNINGS ON INVESTMENTS	2,017.21
TRANSFERS IN	238,703.00

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TOTAL RECEIPTS ALL OTHER FUNDS	7,078,316.69
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GRAND TOTAL ALL RECEIPTS	35,339,024.95
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**SPECIAL REVENUE FUNDS  
FISCAL YEAR ENDING JUNE 30, 2016**

SPECIAL REVENUE FUNDS	BALANCE 06/30/15	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2016
<b><u>Gift's Accounts Fund 200</u></b>					
Library Gifts	10,899.50	7,785.28	15,125.00	-	18,239.22
Library Children's Room Gifts	105.65	557.30	3,290.69	-	2,839.04
Winthrop Field	37,843.72	15,472.50	14,200.00	-	36,571.22
Debeaumont Fund	36,371.43	-	-	-	36,371.43
Selectmen Veterans Honor	1,046.12	-	-	-	1,046.12
Tuck's Point Gift Account	4,617.15	-	-	-	4,617.15
Library 125th Anniversary Gifts	4,148.34	-	-	-	4,148.34
Police Gifts Account	13,633.06	3,035.35	1,525.00	-	12,122.71
Adopt A Bench Gifts	8,003.68	6,126.76	-	-	1,876.92
Selectmen's Gifts	16,775.20	2,430.10	3,780.92	-	18,126.02
Fire Gifts	3,636.06	-	1,000.00	-	4,636.06
Fire CPR Gifts	3,002.69	91.50	6,340.00	-	9,251.19
Recreation 4TH OF JULY GIFTS	19,714.38	56,155.32	48,747.00	-	12,306.06
Friends of COA	460.47	5,986.59	7,745.00	-	2,218.88
Fire Engine Gift Fund	-	-	500.00	-	500.00
Pedestrian Sign/Safety Gifts	-	-	1,050.00	-	1,050.00
Selectmen - Street light conversion	-	-	40,000.00	-	40,000.00
Total	160,257.45	97,640.70	143,303.61	0.00	205,920.36

*Continued . . .*

**SPECIAL REVENUE FUNDS  
FISCAL YEAR ENDING JUNE 30, 2016**

SPECIAL REVENUE FUNDS	BALANCE 06/30/15	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2016
<b><u>Performance Bonds &amp; Deposit's Fund 260</u></b>					
Zoning 40 Masconomo Street Bond	800.00	-	-	-	800.00
Zoning Board - 601 Summer Street Bond	1,299.75	-	-	-	1,299.75
Zoning Masconomo Park Performance Bond	1,940.00	794.00	-	-	1,146.00
Planning Board - Windover	3,376.50	-	-	-	3,376.50
Conservation Tennis Court Escrow	218.27	-	-	-	218.27
Conservation Beaver Dam Bond	1,260.00	-	-	-	1,260.00
Conservation Brookwood School Bond	14,749.07	-	-	-	14,749.07
Conservation 10 Boardman	7,500.00	-	-	-	7,500.00
Conservation Commission-10 Boardman Ave.	182.52	-	-	-	182.52
Conservation Commission-Kings Way	3,237.50	3,237.50	-	-	-
Conservation Windover Bond	25,000.00	-	-	-	25,000.00
Zoning Athletic Club Bond	10,000.00	-	-	-	10,000.00
Planning Marina Antenna-Terrasearch	5,384.38	-	10.82	-	5,395.20
Zoning First Parish Church Antenna-T Mobile	3,201.77	-	6.41	-	3,208.18
Appeals Board-Omni point	964.20	-	-	-	964.20
Planning Board Athletic Club	5,902.22	-	21.34	-	5,923.56
Appeals Board-Eisgrau	750.00	-	-	-	750.00
Conservation Windover Bond	431.21	431.21	-	-	(0.00)
Conservation Commission-Kings Way	50,000.00	50,000.00	-	-	-
Appeals Board-Kinball	1,500.00	-	-	-	1,500.00
Appeals Board-Crooked Lane	100.00	-	-	-	100.00
Planning 601 Summer Street Bond	7,346.63	820.45	-	-	6,526.18
Planning - Nolly/Kings Way	2,653.22	2,720.00	66.78	-	(0.00)
Planning - Surf Village	-	-	2,000.00	-	2,000.00
Total	147,797.24	58,003.16	2,105.35	0.00	91,899.43

**SPECIAL REVENUE FUNDS  
FISCAL YEAR ENDING JUNE 30, 2016**

SPECIAL REVENUE FUNDS	BALANCE 06/30/15	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2016
<b><u>State and Federal Grants Fund 290</u></b>					
FEMA Hazard Mitigation Grant	7,850.00	42,968.97	27,791.52	-	(7,327.45)
CZM Resiliency Grant	(20,229.48)	124,651.70	143,992.82	-	(888.36)
MassPort Mooring Replacements	46,563.80	46,563.80	-	-	-
Bulletproof Vests Grant	2,837.50	15,583.47	7,791.74	-	(4,954.23)
Law Enforcement Grant	17,600.04	14,728.07	2,500.00	-	5,371.97
Law Enforcement Canine Grant	14,664.71	3,731.02	100.00	-	11,033.69
Mass. Technology Grant	1,800.75	-	-	-	1,800.75
Police Community Policing Grant	4,027.04	2,550.94	-	-	1,476.10
MAPC Fire Training Grant	-	3,769.28	4,340.00	-	570.72
Fire Local Prepared Grant	6,053.88	7,591.50	4,237.00	-	2,699.38
Library Children's Room Grant	2,199.77	2,105.85	-	-	93.92
State Aid for Libraries	2,638.86	7,051.20	5,183.63	-	771.29
Cultural Council-State Grant	3,787.08	2,695.00	4,677.82	-	5,769.90
H.M. Pump Out Grant Program	(6,627.35)	1,650.27	8,341.62	-	64.00
Senior Home Care Grant	147.39	-	-	-	147.39
Council on Aging State Formula Grant	-	12,854.41	12,915.00	-	60.59
DPW - Recycling Dividends	4,563.44	1,493.69	6,350.00	-	9,419.75
CZW MASS, DIP Grant	(78,956.88)	33,079.12	112,036.00	-	-
Fire Senior Safe Grant	-	-	2,716.00	-	2,716.00
Green Communities State Grant	-	34,773.00	34,712.50	-	(60.50)
Council on Aging Falls Prevention Grant	-	245.00	360.00	-	115.00
Harbor Boating Infrastructure Grant	-	27,115.00	23,808.95	-	(3,306.05)
Fire - MEMA - Emergency Management Grant	-	4,435.00	4,435.00	-	-
FEMA Storm Reimbursement	-	-	94,299.27	-	94,299.27
<b>Total</b>	<b>8,920.55</b>	<b>389,636.29</b>	<b>500,588.87</b>	<b>-</b>	<b>119,873.13</b>

*Continued . . .*

**SPECIAL REVENUE FUNDS  
FISCAL YEAR ENDING JUNE 30, 2016**

SPECIAL REVENUE FUNDS	BALANCE 06/30/15	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2016
<b><u>Other Special Revenue Fund 320</u></b>					
Special Detail Police	8,792.73	409,057.78	382,085.70	-	(18,179.35)
Special Detail Fire	6,908.00	19,840.00	13,560.00	-	628.00
Insurance Reimbursement Water Treatment Plant	38,111.51	-	-	(38,111.51)	-
Commonwealth - Extended Polling Hours	-	-	561.00	-	561.00
Town Technology Fund	78,785.88	-	29,638.43	-	108,424.31
Tuck's Point Deposits	7,086.39	265.00	-	-	6,821.39
Conservation Fund	35,614.68	1,527.04	361.65	-	34,449.29
Wetlands Protection Fund	66,423.85	1,518.31	5,995.50	(15,000.00)	55,901.04
Police Cell Block Fees	13,747.66	1,475.01	-	-	12,272.65
Police Narcotic Fund	5,539.62	-	359.22	-	5,898.84
Tax Collector Agency Account	-	9,675.00	9,675.00	-	-
Fire Hazmat	4,883.10	9,089.16	11,771.98	-	7,565.92
Loading Place Road	-	39,587.58	39,587.58	-	-
Total	265,893.42	492,034.88	493,596.06	(53,111.51)	214,343.09
<b><u>Highway Improvements Fund (Ch90) Fund 230</u></b>					
	(22,300.00)	206,006.39	22,300.00	-	(206,006.39)
<b><u>Recreation Revolving Account Fund 220</u></b>					
Recreation Programs	223,585.42	168,132.59	298,111.12	-	353,563.95
Playground	(19,062.07)	63,581.83	40,719.25	-	(41,924.65)
Concert Gifts	3,187.79	6,979.30	6,965.00	-	3,173.49
Total	207,711.14	238,693.72	345,795.37	-	314,812.79



*Manchester Parks & Recreation teamed up with Crystal Entertainment for a fun-packed Early Release Day at Memorial School. During the Interaction Day program the kids enjoyed an elephant themed bounce house, inflatable Twister game, the latest hits played by a DJ, and delicious snow cones. What a way to spend an afternoon!*



*MERMS performed Shrek Jr. the Musical three times in 2016 to very appreciative audiences. Shrek was directed by Brittany Paskos under the auspices of the YMCA of the North Shore.*

# **RECAPITULATION** **FISCAL YEAR ENDING JUNE 30, 2016**

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2015	APPROPRIATIONS ANNUAL FY-2015 TOWN MEETING	SPECIAL TOWN MTNG SEPT. - 2015	TRANSFERS RECEIPTS In + Out (-)	REVISED BUDGET FY-2016	EXPENDITURES FY-2016	RESERVED FOR ENCUMBRANCES FY-2016	TRANSFERRED TO UNRESERVED FUND BALANCE
<u>GENERAL GOVERNMENT</u>								
<u>EXECUTIVE/LEGISLATIVE</u>								
Selectmen's Department								
Salaries	-	186,069.00	-	7,100.00	193,169.00	192,399.99	-	769.01
Expenses	2,500.00	26,400.00	-	-	28,900.00	23,542.59	-	5,357.41
Audit	-	35,000.00	-	-	35,000.00	32,000.00	3,000.00	-
Information Technology	4,916.15	106,000.00	-	-	110,916.15	106,955.29	3,960.86	-
Moderator								
Expenses	-	50.00	-	-	50.00	20.00	-	30.00
Finance Committee								
Salaries	-	2,000.00	-	-	2,000.00	2,000.00	-	-
Expenses	-	405.00	-	-	405.00	301.34	-	103.66
Reserve Fund	-	170,000.00	-	(164,933.00)	5,067.00	-	-	5,067.00
Election & Registration								
Salaries	-	3,300.00	-	-	3,300.00	2,946.50	-	353.50
Expenses	-	10,300.00	-	-	10,300.00	8,953.15	-	1,346.85
<u>FINANCIAL ADMINISTRATION</u>								
Accounting Department								
Salaries	-	126,212.00	-	-	126,212.00	126,212.00	-	-
Expenses	-	4,370.00	-	-	4,370.00	4,322.19	-	47.81
Assessors Department								
Salaries	-	137,365.00	-	1,336.00	138,701.00	138,699.60	-	1.40
Expenses	-	39,820.00	-	-	39,820.00	39,820.00	-	-
Treasurer and Collector's Department								
Salaries	-	155,086.00	-	(13,167.00)	141,919.00	137,068.58	-	4,850.42
Expenses	-	26,840.00	-	-	26,840.00	26,532.08	-	307.92
Town Clerk's Department								
Salaries	-	89,937.00	-	1,646.00	91,583.00	91,240.40	-	342.60
Expenses	-	6,050.00	-	-	6,050.00	5,054.73	-	995.27



[illegible]

PUBLIC SAFETY

[illegible]

*Continued...*







	-	245,317.00	-	-	245,317.00	233,902.98	-	11,414.02
SALARIES	-	91,500.00	-	-	91,500.00	173,307.09	-	114.11
TREATMENT EXPENSES	86.98	532,204.00	-	-	532,290.98	527,497.21	-	4,793.77
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TOTAL ENTERPRISE FUNDS	4,348.18	1,402,928.00	-	-	97,000.00	1,504,276.18	3,417.04	23,445.63
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TOTAL ARTICLE 4 OPERATING	152,380.51	13,316,165.00	-	-	(50,000.00)	13,418,545.51	12,823,339.86	168,212.78
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TREASURES TAX LIENS (tax title)								
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Tax Title Purposes	-	10,000.00	-	-	-	10,000.00	4,109.00	-
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ARTICLE 3 & 7 - Education								
North Shore Regional Vocational School Dist	-	80,307.00	-	-	-	80,307.00	80,222.00	-
Manchester Essex Regional School	-	12,849,743.00	-	-	-	12,849,743.00	12,849,743.04	-
Manchester Essex Regional School Debt	-	1,566,122.00	-	-	-	1,566,122.00	1,566,121.71	-
Total Education	-	14,496,172.00	-	-	-	14,496,172.00	14,496,086.75	-
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CAPITAL PROJECTS GENERAL FUNDS								
Selectmen								
Town hall Roof Replacement & Repair	5,178.00	-	-	-	-	5,178.00	-	-
Pine Street Land Closer	382.63	-	-	-	-	382.63	-	-
Computer Network Replacement	28,935.76	-	-	-	-	28,935.76	-	-
Town hall upgrades/alarm system	-	20,000.00	-	-	-	20,000.00	20,000.00	-
POLICE								
Police Station Upgrades	-	54,000.00	-	-	-	54,000.00	31,042.96	-
Police Car	-	37,000.00	-	-	-	37,000.00	37,000.00	-
FIRE								
Fire Engine Fund	50,000.00	60,000.00	-	-	-	110,000.00	-	-
Fire Station Renovations	-	140,000.00	-	-	-	140,000.00	-	-
PUBLIC WORKS								
Cat Walkway	1,029.00	-	-	-	-	1,029.00	-	-
Electrical Upgrades	20,000.00	-	-	-	-	20,000.00	-	-
Road Maintenance & Construction	-	178,000.00	-	-	-	178,000.00	75,731.64	-
Loading Place Road - Art-22 ATM 04/14	18,739.99	-	-	-	-	18,739.99	18,643.12	-
DWP Office & Garage								96.87
Continued . . .								

Replacement & Repairs	241,210.94	300,000.00	-	-	541,210.94	5,184.71	536,026.23	-
DPW Mower	8,201.00	-	-	-	8,201.00	4,295.00	3,906.00	-
Mechanic Equipment	860.95	8,000.00	-	-	8,860.95	6,307.88	2,553.07	-
Central Street Culvert Article 19 -								
ATM 04/2013	31,016.45	-	-	-	31,016.45	25,475.76	5,540.69	-
Storm Drains	-	100,000.00	-	-	100,000.00	100,000.00	-	-
Compressor	-	18,000.00	-	-	18,000.00	-	-	18,000.00
Conservation								
Chebacco Woods Trail Restoration	5,000.00	-	-	-	5,000.00	450.00	4,550.00	-
Library								
Exterior Painting	2,650.00	-	-	-	2,650.00	55.26	2,594.74	-
Library Wiring/Office Upgrade	-	10,000.00	-	-	10,000.00	-	10,000.00	-
Recreation								
Sweeney Parking Lot Re-paving	40,000.00	-	-	-	40,000.00	-	40,000.00	-
Harbor Master								
Dock Replacements	30,529.21	-	-	-	30,529.21	24,201.76	6,327.45	-
Boat Ramp	-	-	-	-	100,000.00	100,000.00	-	-
Harbor Dredging Account	216,422.33	188,000.00	-	-	404,422.33	6,550.54	-	397,871.79
TOTAL CAPITAL GENERAL FUND	700,156.26	1,113,000.00	-	-	1,913,156.26	509,052.39	986,723.58	417,380.29
<u>NON-APPROPRIATED EXPENSES</u>								
MV PARK SURCHARGE	-	4,540.00	-	-	4,540.00	4,540.00	-	-
MOSQUITO CONTROL	-	35,436.00	-	-	35,436.00	35,436.00	-	-
AIR POLLUTION CONTROL	-	3,322.00	-	-	3,322.00	3,322.00	-	-
MET. AREA PLANNING COUNCIL	-	2,597.00	-	-	2,597.00	2,597.00	-	-
MBTA	-	112,405.00	-	-	112,405.00	112,405.00	-	-
TOTAL NON-APPROPRIATED EXPENSES	-	158,300.00	-	-	158,300.00	158,300.00	-	-
<u>GENERAL FUND TRANSFERS OUT</u>								
Sewer Capital & Reserve fund transfer	-	225,000.00	-	-	17,000.00	242,000.00	242,000.00	-
Water Reserve fund transfer	-	-	-	-	30,000.00	30,000.00	30,000.00	-
OPEB Trust Fund	-	-	-	-	238,703.00	238,703.00	238,703.00	-
Stabilization Fund	-	-	-	-	100,000.00	100,000.00	100,000.00	-
Harbor Capital	-	-	-	-	100,000.00	100,000.00	100,000.00	-
TOTAL GENERAL FUND TRANSFERS OUT	-	225,000.00	-	-	485,703.00	710,703.00	710,703.00	-



Community Preservation Fund

ARTICLES

Title Examiner to Research Certain Parcels	25,000.00	-	-	-	25,000.00	11,262.50	13,737.50	-
Environmental Resource Assessment of Gordon Woods Trail-head and Trail Enhancements	5,000.00	-	-	-	5,000.00	-	-	5,000.00
Agassiz Rock Reservation Housing Production Plan	20,000.00 14,925.00	-	-	-	20,000.00 14,925.00	-	20,000.00	-
Winthrop Fields	17,800.00	-	-	-	17,800.00	10,398.96	-	4,526.04
Historic Museum Repairs	140.00	-	-	-	140.00	17,800.00	-	-
First Parish Church Steeple Bell Tower	1,550.00	-	-	-	1,550.00	-	-	140.00
First Parish Church Steeple Clock	48,200.00	-	-	-	48,200.00	1,550.00	-	-
Singing Beach & Masconomo Park Signs	-	-	-	-	4,000.00	48,200.00	-	-
Sweeney Park Basketball Hoops	-	-	-	-	4,000.00	2,229.20	1,770.80	-
Masconomo Park Landscaping Phase 2	-	-	-	-	15,000.00	-	15,000.00	-
Handicap at Singing Beach & Masconomo Park	-	-	-	-	4,000.00	-	4,000.00	-
Trash Barrels for Masconomo Park	-	-	-	-	7,000.00	-	7,000.00	-
Picnic Tables at Reed Park	-	-	-	-	7,500.00	-	7,500.00	-
Reed Park Irrigation	-	-	-	-	12,000.00	-	12,000.00	-
Singing Beach Enhanced Cell and Safety Service	-	-	-	-	3,500.00	3,250.00	250.00	-
Reed Park Pavers	-	-	-	-	11,000.00	7,761.00	3,239.00	-
Parking Signs (Various Locations)	-	-	-	-	9,000.00	7,050.00	1,950.00	-
Comm. Housing Tech. Asst. & Support	-	-	-	-	10,000.00	913.48	9,086.52	-
CPC Administrative Costs	431.81	-	-	-	30,000.00	-	30,000.00	-
Historic Preservation of Town Records	9,244.78	19,250.00	-	-	19,681.81	5,423.06	14,258.75	-
Crowell Chapel Phase (5)	1,789.15	-	-	-	9,244.78	1,935.45	7,309.33	-
Preservation of Town Hall Records	-	5,000.00	-	-	1,789.15	885.00	904.15	-
Train Canopy Design Efforts	25,000.00	-	-	-	5,000.00	5,000.00	-	-
Tuck's Point Chowder House	-	-	-	-	25,000.00	-	25,000.00	-
Trask House Climate Control,	39,760.04	-	-	-	39,760.04	11,128.09	28,631.95	-
Manchester Historical Museum	8,000.00	-	-	-	8,000.00	7,085.82	914.18	-
Singing Beach Septic System Engineering Study	25,000.00	-	-	-	25,000.00	17,855.00	7,145.00	-
Sweeney Park Engineering Study	85,000.00	-	-	-	85,000.00	-	85,000.00	-

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Town Hall Boat Ramp	281,548.32	-	-	150,000.00	431,548.32	260,140.95	171,407.37	-
Singing Beach Street Light Replacement	-	-	-	21,000.00	21,000.00	-	21,000.00	-
Cabana Restoration	-	-	-	15,000.00	15,000.00	-	15,000.00	-
Crowell Chapel Fire Safety Improvements	-	-	-	90,000.00	90,000.00	15,284.33	74,715.67	-
Historic Property Survey	3,000.00	-	-	-	3,000.00	-	-	3,000.00
Beach Rake	50,000.00	-	-	-	50,000.00	-	-	50,000.00
Crowell Chapel Safety Improvements	-	15,000.00	-	-	15,000.00	15,000.00	-	-
Veteran's Honor Roll/Memorial	-	50,000.00	-	-	50,000.00	-	50,000.00	-
Masconomo Bandstand Weathervane	-	1,000.00	-	-	1,000.00	850.00	-	150.00
Library Wiring/Office Upgrade	-	25,000.00	-	-	25,000.00	1,318.28	23,681.72	-
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	10,720.00	-	-	-	10,720.00	-	10,720.00	-
Generator at the Plains	-	-	-	-	-	-	-	-
Sewer Pump Lift Station	8,800.00	-	-	-	8,800.00	4,280.00	4,520.00	-
Cemetery Restoration Work	9,705.33	45,000.00	-	-	54,705.33	33,086.85	21,618.48	-
Restore Doughboy Statue	2,615.00	-	-	-	2,615.00	-	-	2,615.00
Cedar Swamp Wetlands	23,284.45	-	-	-	23,284.45	23,191.98	92.47	-
Crowell Chapel Windows	3,500.00	-	-	-	3,500.00	-	3,500.00	-
Singing Beach Bath House Floors	34,538.35	-	-	-	34,538.35	22,068.89	12,469.46	-
Library Retaining Wall	3,310.00	-	-	-	3,310.00	-	-	3,310.00
Total Community Preservation Fund	846,329.26	185,250.00	-	389,000.00	1,420,579.26	643,448.84	708,389.38	68,741.04
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<b>HARBOR IMPROVEMENT FUND</b>								
Transfer to Harbor Master (Budget fund 019) -	-	296,451.00	-	-	296,451.00	296,451.00	-	-
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HARBOR IMPROVEMENT FUND	-	296,451.00	-	-	296,451.00	296,451.00	-	-
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STORM DAMAGE REPAIRS ATM 04/2014

Storm Damage Repairs	324,564.55	(60,000.00)	-	-	264,564.55	42,426.88	222,137.67	-
Seawall/Morss Pier/Boat Ramp	-	60,000.00	-	-	60,000.00	-	60,000.00	-
STORM DAMAGE REPAIRS ATM 04/2014	324,564.55	-	-	-	324,564.55	42,426.88	282,137.67	-

HARBOR DREDGING	-	-	-	1,000,000.00	1,000,000.00	-	1,000,000.00	-
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PINE STREET CLEANUP AND CLOSE	211,586.14	-	-	-	211,586.14	184,830.13	26,756.01	-
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WATER/SEWER PIPE REPLACEMENT ATM 4/2015	375,000.00	-	-	-	375,000.00	253,676.30	121,323.70	-
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CAPITAL PROJECTS ENTERPRISE FUNDS

<u>Sewer Fund</u>								
VARI Drive Upgrades	12,000.00	-	-	-	12,000.00	11,500.00	-	500.00
Sewer Plant Fencing	3,400.00	-	-	-	3,400.00	-	3,400.00	-
Rockwood Heights Lift Station	16,459.94	-	-	-	16,459.94	7,710.58	8,749.36	-
Portable Gensets	3,270.80	-	-	-	3,270.80	3,270.80	-	-
Vacuum Aeration Tank Grit	5,903.30	-	-	-	5,903.30	-	5,903.30	-
Sewer Plant Grit Pump	3,500.00	-	-	-	3,500.00	3,500.00	-	-
Infiltration & Inflow Improvements	168,867.57	250,000.00	-	-	418,867.57	306,510.09	112,357.48	-
Sewer Lift Station Wash System	4,388.81	-	-	-	4,388.81	4,388.81	-	-
Sewer Waste Sludge Thickener	4,635.77	-	-	-	4,635.77	-	4,635.77	-
Sewer Treatment Plant Improvements	37,716.26	75,000.00	-	-	112,716.26	112,716.26	-	-
TOTAL SEWER	260,142.45	325,000.00	-	-	585,142.45	449,596.54	135,045.91	500.00

<u>Water Fund</u>								
General Water Updates	7,015.48	150,000.00	-	-	157,015.48	82,252.58	74,762.90	-
Lincoln Street Well Compliance	1,250.00	-	-	-	1,250.00	1,250.00	-	-
Truck	6,536.46	-	-	-	6,536.46	-	-	6,536.46

*Continued . . .*

Lincoln St. Well equip upgrades	5,347.06	-	-	5,347.06	-	5,347.06	-
Round/Gravelly Pond Dredging	14,250.00	-	-	14,250.00	-	14,250.00	-
Rebuild Round Pond Pumping Station	15,707.84	-	-	15,707.84	-	15,707.84	-
Lincoln Street Well Equipment Upgrade	22,200.30	-	-	22,200.30	19,360.90	2,839.40	-
TOTAL WATER	72,307.14	150,000.00	-	222,307.14	102,863.48	112,907.20	6,536.46
<u>Sewer</u>							
Transfers to the General fund	-	460,753.00	-	460,753.00	460,753.00	-	-
<u>Water</u>							
Transfers to the General fund	-	104,665.00	-	104,665.00	104,665.00	-	-
<u>Capital Improvements 04/14</u>							
Water Main Improvements	1,440,000.00	-	-	1,440,000.00	1,430,387.47	9,612.53	-
Wastewater Management Plan	273,740.00	-(250,000.00)	-	23,740.00	6,170.00	17,570.00	-
Sewer Pipe Replacement & Repairs	250,000.00	-	-	250,000.00	248,469.01	1,530.99	-
Water Pipe Replacement & Repairs	-	-	250,000.00	250,000.00	168,207.62	81,792.38	-
Capital Improvements 04/13	1,963,740.00	-	-	1,963,740.00	1,853,234.10	110,505.90	-
<u>CAPITAL IMPROVEMENTS 04/2016</u>							
Water System Improvements	-	-	-	1,500,000.00	61,446.00	1,438,554.00	-
Sewer System Improvements	-	-	-	500,000.00	-	500,000.00	-
STORM DAMAGE REPAIRS ATM 04/2014 -	-	-	-	2,000,000.00	61,446.00	1,938,554.00	-
<u>WATER TREATMENT PLANT REPAIR</u>							
WATER TREATMENT PLANT REPAIR	-	-1,750,000.00	-	1,750,000.00	1,246,163.28	503,836.72	-



# RESERVE FUND FISCAL YEAR 2016

	Account Number	Date	Amount
RESERVE FUND	001-100-013-57810	FY-2016	
<u>APPROPRIATIONS</u>			
ORIGINAL BUDGET FY-2016		04/06/15	170,000.00
<u>TRANSFERS</u>			
<u>Account Description</u>			
DPW - Interim DPW director salaries	001-400-301-53050	09/21/15	(100,000.00)
Water main breaks	610-000-000-52010	01/04/16	(30,000.00)
Recension of DPW transfer 9/21/15	001-400-301-51000	05/11/16	100,000.00
Sewer salary and operating - electricity increase	Sewer various	05/11/16	(17,000.00)
Boat Ramp	019-000-001-58012	06/15/16	(100,000.00)
Park & Rec - additional hours for Singing Beach	001-600-631-51000	06/29/16	(9,833.00)
Park & Rec - additional hours for Lifeguards	001-600-632-51000	06/29/16	(8,100.00)
		Total	(164,933.00)
		<b>Balance 06/30/2016</b>	<b>5,067.00</b>



*During the dedication of the Sherry Proctor bike rack at Manchester Memorial School former and current members of the Bicycle/Pedestrian Committee - John Carlson, Terry Cowman, Andrew Harris, Luc Levensohn, and Kurt Svetaka - shared stories about a great man and Manchester citizen, Sherry Proctor. A new bike rack, requested by Principal John Willis, was provided by the Committee in memory of Sherry and his many contributions to our community.*



**TRUST FUNDS**  
**FISCAL YEAR ENDING JUNE 30, 2016**

	BALANCE 06/30/15	ADJUSTMENTS & TRANSFERS (-)/+	RECEIPTS	EXPENDITURES	RESERVED FOR JULY 1, 2016
<b><u>Non-Expendable Trust Funds</u></b>					
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	336,600.51	0.00	12,050.00	0.00	348,650.51
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	355,627.30	0.00	12,050.00	0.00	367,677.30
<b><u>Expendable Trust Funds</u></b>					
B.L. Allen Interest Fund	17.68	0.00	135.44	(50.00)	103.12
Tuck's Point Interest Fund	2,888.63	0.00	576.37	0.00	3,465.00
Post War Rehabilitation Fund	770.08	0.00	304.18	0.00	1,074.26
Essex Woods Park Fund	15,063.31	0.00	976.77	0.00	16,040.08
Perpetual Care Interest Fund	14,207.08	0.00	23,232.24	(520.00)	36,919.32
Cemetery Sale of Lots Fund	98,143.31	0.00	18,898.52	0.00	117,041.83
Winthrop Library Fund	42,742.67	0.00	13,771.61	(2,287.98)	54,226.30
Crowell Cemetery Interest Fund	8,170.41	0.00	724.37	0.00	8,894.78
Knight Cemetery Fund	5,486.82	0.00	472.91	0.00	5,959.73
Julie Ware Library Fund	2,618.56	0.00	169.80	0.00	2,788.36
Cemetery Odd Fellows Fund	864.24	0.00	250.58	0.00	1,114.82
Expendable Trust Funds	190,972.79	0.00	59,512.79	(2,857.98)	247,627.60
<b><u>Other Trust Funds</u></b>					
Stabilization Fund	1,263,806.50	100,000.00	86,654.24	0.00	1,450,460.74
Other Post Employee Benefits (OPEB)	815,847.82	238,703.00	2,017.21	0.00	1,056,568.03
TOTAL TRUST FUNDS	2,626,254.41	338,703.00	160,234.24	(2,857.98)	3,122,333.67

**TOWN OF MANCHESTER**  
**COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS**  
**JUNE 30, 2016**

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	PROPRIETARY FUND TYPES	ACCOUNT GROUP	TOTALS
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	ENTERPRISE FUND	LONG-TERM OBLIGATIONS	
<b>ASSETS</b>							
Cash	5,373,523.14	2,705,079.68	2,628,554.69	3,104,782.32	1,029,386.35		14,841,326.18
Petty Cash	585.00						585.00
Property Tax Receivable:							
Real Estate	187,838.81	1,229.08					189,067.89
P/P Tax	3,259.81						3,259.81
Other Accounts Receivable:							
Motor Vehicle Excise	45,956.14						45,956.14
Boat Excise	6,184.89						6,184.89
Tax Liens	186,165.77						186,165.77
Water & Sewer User Charges					107,188.20		107,188.20
Departmental	279,693.48						279,693.48
Tax Foreclosure	11,792.45						11,792.45
Amount Provided Bond Payments						8,058,693.00	8,058,693.00
Total Assets	6,094,999.49	2,706,308.76	2,628,554.69	3,104,782.32	1,136,574.55	8,058,693.00	23,729,912.81

**TOWN OF MANCHESTER**  
**COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS**  
**JUNE 30, 2016**  
*continued*

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES		PROPRIETARY FUND TYPES	ACCOUNT GROUP	TOTALS
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	ENTERPRISE FUND	LONG-TERM OBLIGATIONS		
<b>LIABILITIES</b>								
Accounts Payable	126,766.17	35,577.63	508,996.07		67,101.14			738,441.01
Accrued Payroll	238,589.65							238,589.65
Payroll Withholdings	31,642.81							31,642.81
Other Liabilities	18,358.54							18,358.54
Deferred Revenue	277,267.33	1,229.08						278,496.41
Reserve for Abatements	443,624.02		2,500,000.00			8,058,693.00		443,624.02
Bonds and Notes Payable								10,558,693.00
Total Liabilities	1,136,248.52	36,806.71	3,008,996.07		67,101.14	8,058,693.00		12,307,845.44
<b>Fund Equity</b>								
Fund Balances:								
Retained Earnings					818,103.26			818,103.26
Reserved for Encumbrances	1,045,191.87	832,936.59	3,983,114.00		251,370.15			6,112,612.61
Reserved for Expenditures	388,142.00							388,142.00
Reserved for Petty Cash	585.00							585.00
Reserved for Special Duty				(17,551.35)				(17,551.35)
Reserved for Open Space		100,455.00						100,455.00
Reserved for Community Housing	125,000.00	169,028.00						169,028.00
Designated Overlay Surplus	3,399,832.10	1,567,082.46	(4,363,555.38)	3,122,333.67				125,000.00
Undesignated								3,725,692.85
Fund Equity (Deficit)	4,958,750.97	2,669,502.05	(380,441.38)	3,104,782.32	1,069,473.41	-		11,422,067.37
Total Liabilities & Fund Equity	6,094,999.49	2,706,308.76	2,628,554.69	3,104,782.32	1,136,574.55	8,058,693.00		23,729,912.81

# 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