

# Manchester-by-the-Sea Town Report 2019





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# ANNUAL REPORT For The Year 2019

## In Memoriam

**JOHN STAVASKI**

**KATHRYN MCDONOUGH**

**SGT. LEONARD “NEIL” ANDREWS**

**ANDREW S. HARRIS**

**DR. ROBERT ELIOT HOWARD**

**LINDA J. WHEELOCK**

**MYLES CARROLL**

**LAWRENCE HALL**

**THOMAS ANTHONY KIELY**

**MADELEINE S. MCLEAN**

**GEORGE PUTNAM, SR.**

**CHARLES E. CAPELLO**

**CAROLE FALLER**

**WILLIAM H. “BILL” HATCHER**

**CAROLYN HARDWICK**

**DR. JOHN RANDOLPH ADAMS**

**CRAIG STEVEN FORSLEY**

**ATHENA E. THIBODEAU**

Town Report edited by Tiffany Marletta, Sonja Nathan and Town Hall Staff

***Front Cover:*** Sunset at Reed Park  
Photo courtesy of Peter A. Twombly

***Back Cover:*** Manchester Essex Hornets

The editors are grateful to those citizens who contributed photographs to the 2019 Report.

Daily Printing, Beverly Farms, Massachusetts

2020

**MANCHESTER-BY-THE-SEA**  
**FY2020 ELECTED AND APPOINTED OFFICIALS**  
(Chairs shown in **boldface**)

**1. ELECTED OFFICIALS**

**Constables**

Joseph P. Aiello	2022	3 Yr. Term
G. David MacDougall	2022	
Stephen T. Driscoll	2022	

**Housing Authority**

Susan W. Thorne	2020	5 Yr. Term
<b>Gretchen A. Wood(Chair)</b>	<b>2021</b>	
Nancy Hammond (Governor's App)	2021	(Expires 6/11)
John F. Kenney	2022	
Elizabeth Heisey	2023	

**Library Trustees**

David Shaw	2020	3 Yr. Tern
Ric Rogers	2021	
Dorothy Sieradzki	2022	

**Moderator**

Alan Wilson	2020	1 Yr. Term
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**Planning Board**

Andrea Fish	2020	3 Yr. Term
Christopher Olney	2020*	
Mary Foley	2020	
Christine DeLisio	2021	
Loren G. Coons	2021	
<b>Ronald Mastrogiacomio (Chair)</b>	<b>2022</b>	
Gary Russell	2022	

*\*Partial Term due to a vacancy. Full term expiration is 2020*

**School Committee**

Caroline C. Weld	2020 (M)	3 Yr. Term
Rachel Fitzgibbon	2020 (E)	
<b>Shannon O. Erdmann (Chair)</b>	<b>2021 (M)</b>	
<b>Anne Cameron (Chair)</b>	<b>2021 (E)</b>	
Eric A. Bourke	2022 (M)	
Kenneth D. Warnock	2022 (M)	
Sarah Wolfe	2022 (E)	

**Selectmen, Board of**

Arthur Steinert	2020	3 Yr. Term
<b>Margaret F. Driscoll (Vice Chair)</b>	<b>2020</b>	
Becky Jaques	2021	
<b>Eli G. Boling (Chair)</b>	<b>2022</b>	
Jeffrey Bodmer-Turner	2022	

**2. APPOINTED OFFICIALS**

**Action, Inc. Representative**

Gretchen Wood	2021	5 Yr. Term
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**ADA Committee**

Laurie Werle	2020	3 Yr. Term
Lisa Bonneville	2021	
Gretchen Wood	2021	
Joan Snow	2022	
<b>Beth Heisey(Chair)</b>	<b>2022</b>	
Vacancy	2020	
Town Administrator (ex officio)		

**Affordable Housing Trust**

Sarah Mellish (FinCom Rep)	2020	2 Yr. Term
<b>Margaret Driscoll (BOS Rep)</b>	<b>2021</b>	
Chris Olney (Planning Board)	2021	
Nancy Hammond (Housing Authority)	2021	
Joan McDonald (CPC/Designee)	2021	
<b>John Feuerbach(At-Large)(Chair)</b>	<b>2021</b>	
Peggy Hegarty-Steck(At-Large)	2021	

**Animal Control Board**

Sally Curry	2020	3 Yr. Term
Kerri Bisner	2022	
Vacancy	2021	
Vacancy	2021	
Vacancy	2022	

**Animal Inspector**

Hayes DeMuelle (Board of Health App)2020

**Appeals, Board of**

Brian Sollisy (2nd alternate position)	2020	3 Yr. Term
<b>Bridget Murray (Chair)</b>	<b>2021</b>	
James Mitchell (1st alternate)	2021	
Sarah Mellish	2021	
John Binieris (Full Member)	2021	
Katherine Howe	2022	

**Assessors**

<b>Louis R. Logue (Chair)</b>	<b>2020</b>	3 Yr. Term
Jeffrey McAvoy	2021	
Timothy P. Girian	2022	

**Bike/Pedestrian Committee**

Aileen O'Rourke	2020	3 Yr. Term
Parker Harrison	2020	
Amy M. Coleman	2021	
Terry Cowman	2021	
Freddy Cicerchia	2022	
Kurt Svetaka	2022	
Susan Centner	2022	
<b>Albert Centner (Chair)</b>	<b>2022</b>	

**Building Inspector**

Paul Orlando	2022	3 Yr. Term
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**Cable Access Corp. Rep.**

Paul Jermain	2022	3 Yr. Term
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**Cape Ann Regional Planning Committee**

**Emergency Response Coordinator**

Thomas P. Kehoe	2021	3 Yr. Term
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**Chebacco Woods Land Management Committee**

(H) Hamilton (M) Manchester		
(M) DPW Director (ex officio)		
(M)Michael Mack	2020	3 Yr. Term
(H)Virginia Cookson	2020	
(H/M)Susanna McLaughlin	2021	
<b>(M)Ralph Smith (Chair)</b>	<b>2022</b>	
(H) Russell Camp	2022	

**Community Preservation**

Ronald Mastrogiacomio (PB)	2020	3 yr. Term
Sari Oseasohn (Con Com)	2020	
Sean Daly (Parks & Rec.)	2020	
<b>John F. Burke, Jr. (at large) (Chair)</b>	<b>2021</b>	
<b>Sue Thorne (at large)(Chair)</b>	<b>2021</b>	
Mark Weld (FinCom)	2021	
Joseph Sabella (HDC)	2021	
Vacancy(at large)	2021	
John Kenney (Housing Authority)	2022	

**Conservation Commission**

Olga Hayes	2020	3 yr. Term
David Lumsden	2020	
<b>Steve Gang, Chairman</b>	<b>2021</b>	
Henry Oettinger	2021	
Joseph Puopolo	2021	
Sari Oseasohn	2022	
Steven Jaworski, (Vice Chair)	2022	

**Council on Aging**

Mary G. Hull	2020
Su Kwedor	2020
Mary Ann McGovern	2020
<b>Steven Gillespie, MD (Chair)</b>	<b>2021</b>
Deb Fraize	2021
Vacancy	2021
George Nickless	2022
Kathy Bothwick	2022
Jane Metrano	2022
Vacancy	2022

**Cultural Council**

Jennifer Doane	2020	3 Yr. Term
Katherine Arthur	2020	
Amy Carlin	2020	
Lisa Watt-Bucci	2020	
Margaret Maher	2020	
<b>Susan Poswistilo (Chair)</b>	<b>2021</b>	
Julia Bishop	2022	
Ashling Reilly	2022	
Vacancy	2022	

**Downtown Improvements Project Committee**

Kurt Svetaka	2020	1 Yr. Term
<b>Steve Carhart (Chair)</b>	<b>2020</b>	
Gar Morse	2020	
Ben Rossi	2020	
Chris Shea	2020	
Carley Cook	2020	

**Emergency Mgmt. Dir.**

Todd Fitzgerald	contracted
Thomas P. Kehoe, Asst. Dir	2020 1 Yr. Term

**Essex Technical High School**

Jeff Delany	December 31, 2020
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**Finance Committee**

Michael Pratt (appt. by Town Moderator)	2020	3 Yr. Term
Andy Oldeman	2020	
Mark Weld	2020	
Ann Harrison	2021	
Michael Even	2021	
<b>Albert M. Creighton, III (Chair)</b>	<b>2021</b>	
Sarah Mellish (appt. by Town Moderator)	2022	

**Gas/Plumbing Inspector**

Joseph Guzzo	2022	3 Yr. Term
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**Harbor Advisory Committee**

Christopher Comb	2020	3 Yr. Term
<b>Carl Doane (Chair)</b>	<b>2020</b>	
Stephen Lauber	2021	
Philip Leahy	2021	
Edward Conway	2022	
Daniel Gray	2022	
Daniel Lane (commercial fisherman)	2022	

**Health, Board of**

Joan Cottler	2020	3 Yr. Term
Deborah A. Bradley	2020	
<b>Paula Polo-Filias (Chair)</b>	<b>2021</b>	
Beverly Melvin	2022	
Peter Colarusso	2022	

**Historical District**

Don Halgren (resident)	2020	3 Yr. Term
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**Historical Commission**

Tracie Gothie (realtor)	2020
Joe Sabella (resident)	2021
Richard Smith (resident)	2021
Rosemary Costello (resident)	2021
Robert Coppola (Architect)	2021
<b>John Round (Historical Society-Chair)</b>	<b>2022</b>

**July 4th Committee****(Re-appoint in fall)**

Hope Watt-Bucci
Lisa Watt-Bucci
Karen Cunningham
Sallie Belle Davis
Donna Brewster
Ryan Ackerman
Cheryl Marshall Parks and Recreation Director (ex officio)

**Manchester Coastal Stream**

Lynn Atkinson	2020	3 Yr. Term
Carolyn Kelly	2020	
<b>Jessica Lamothe (Chair)</b>	<b>2020</b>	
Joan Nesbit	2020	
Francie Caudill	2021	
Deb Fraize	2022	
Patricia Mitchell	2022	

**Memorial Day Observance**

American Legion	2020	1 Yr. Term
Legion Auxiliary	2020	

**M.A.P.C. Representative**

Christine DeLisio	2022	3 Yr. Term
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**MBTA Advisory Board**

Mark Gustavson	2020	3 Yr. Term
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**Man. Energy Efficiency Programs Advisory Board (MEEP)**

Stephen Carr	2020	1 Yr. Term
<b>Dennis Dixon (Chair)</b>	<b>2020</b>	
Sean Stallings	2020	
David Walls	2020	
William Vachon	2020	
Andre Kuehnemund	2020	
Vacancy	2020	

**North Shore HOME Consortium Representative**

George Record	2022	3 Yr. Term
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**North Shore Task Force Rep.**

Christine DeLisio, Planning Board	2020	1 Yr. Term
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**Open Space & Recreation**

Francie Caudill (Coastal Stream)	2020	3 Yr. Term
<b>Mike Chapman (At Large) (Chair)</b>	<b>2020</b>	
Helen Bethell (At Large)	2021	
Nicola McHugh (At Large)	2021	
Steve Gang (Con Com Rep)	2022	
Olga Hayes (Park & Rec Rep)	2022	
Parker Harrison (Bike/Pedestrian)	2022	

**Parks and Recreation Comm**

Olga Hayes	2020	3 Yr. Term
<b>Sean Daley (Chair)</b>	<b>2021</b>	
Joseph Demeo	2021	
Michael Coyne	2022	
Tod Johnson	2022	

**Registrars, Board of**

Gary P. Giusto	2020	3 Yr. Term
Bruce Warren	2021	
<b>Eileen Buckley (Chair)</b>	<b>2022</b>	
Christina Wright-St. Pierre (ex officio)		

**Seaside One Committee**

Carl Anderson	2020	3 Yr. Term
Merritt Miller	2021	
<b>Thomas Durkin (Chair)</b>	<b>2022</b>	
Jeff Parker	2022	

**Shellfish Constable**

James Elder	2020	1 Yr. Term
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**Sustainability Committee**

<b>Alison Anholt (Chair)</b>	<b>2020</b>
Nadia Wetzler	2020
Melissa Flinn	2020
Su-Yin Mittermaier	2021
Allison Ste. Marie	2021
Carley Cook	2022
Dana Spang Menon	2022

**Tree Warden**

Thomas Henderson	2020	1 Yr. Term
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**Welcome to Manchester**

<b>Patrick Meehan (Chair)</b>	<b>2020</b>	<b>3 Yr. Term</b>
Judy Shipman	2021	
Frederick Johnson	2022	
Ryan Ackerman	2022	
Vacancy	2022	
Vacancy	2022	
Vacancy	2022	

**Winthrop Field Committee**

Gar Morse	2020	3 Yr. Term
George Nickless	2020	
Matthew Brzezinski	2021	
Michael Carvalho	2021	
Sue Thorne	2021	
<b>Michael Chapman (Chair)</b>	<b>2022</b>	
James E. Moroney	2022	

**Wiring Inspector**

Joseph Novello	2022	3 Yr. Term
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*Halloween 2019*

## ANNUAL REPORTS



*From left to right: Becky Jaques, Jeffrey Bodmer-Turner, Margaret Driscoll, Vice-Chairman  
Standing from left to right: Arthur Steinert, Eli Boling, Chair*

### BOARD OF SELECTMEN REPORT

Manchester's Board of Selectmen consists of five elected volunteers. Working with the advice of various administrative staff, 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 a myriad of issues that come up along the way. The current board consists of Arthur Steinert, Eli Boling, Muffin Driscoll, Becky Jaques and Jeffrey Bodmer-Turner. Mr. Bodmer-Turner joined the board this year, after being elected in the spring of 2019.

This year, both Muffin and Arthur will be retiring from the board. Arthur has been a strong presence on the board, and has offered a perspective and support that have been invaluable. Muffin has served on the board for 9 years, and has been the board's representative to

the Affordable Housing Trust. She has worked tirelessly for the town's residents in many roles. We will miss both of them as board members, and would like to extend our thanks for their time, their contributions, and their dedication to the town.

As in previous years, the town has maintained a focus on infrastructure repair. We continue to advance our rolling 5 year capital plan, making repairs to our roads, water and sewer systems, among others. Our proposed new budget will continue to reflect this effort.

The School District is currently well into the building project for the Memorial Elementary School replacement. The project has gone very smoothly thus far, and remains on time and on budget. We look forward to its completion in 2021, and would like to thank the many volunteers whose efforts have helped make this project run so well.

In the spring, we will be undertaking an update to the town common, to make walkways

more navigable, as well as making changes to the front of Town Hall to improve handicapped access.

We are continuing excellent progress to shore up our water and sewer systems. Efforts are nearing completion on the relining of sewer pipes that prevents rain and groundwater from entering the sewer collection system. New water pipes and valves are improving the reliability and volume of our drinking water system. We are finalizing the design and permitting process for the major reconstruction of the Central Street dam and culvert which is still a couple years out.

With the completion of the master plan update, the town has begun to work on implementation. We have begun the work of re-codifying our zoning laws, with a long needed update to simplify, clarify and modernize it where appropriate. The changes will be the subject of multiple public meetings over the coming months and will be presented to you at a future town meeting for your approval. The Planning Board has approved studying the option of a 40-R district (mixed residential use) for the limited commercial district, and efforts are underway to determine what development may be done there, and how to manage that development to best improve the area while maintaining the integrity of critical ecological resources. A multi-board effort has been underway to formulate a plan for expanding our conservation efforts in the Western Woods with a focus on long term management of those resources, including how to better make them available to residents for recreational and educational uses.

In the fall, Todd Fitzgerald replaced Ed Conley as our new Police Chief. The Board would like to offer congratulations to Todd who has served for most of his career with the Manchester Police Department. He has worked long and hard to receive this promotion. The town will be well served with Todd at the helm of the Police Department.

By early summer we expect to have finalized our selection of a new Fire Chief as well. In the meantime Al Beardsley remains our very capable interim chief.

This year, the owners of the Cornerstone Church property approached the town with an offer on an option to purchase the property at 20 School Street. They have obtained land for

a new location at the corner of Mill and School Street, and intend to build there. The town is looking at the church property as a location for a senior center – something that the town has been sorely lacking – and additional public meeting spaces. In the coming months, the town will develop detailed plans for the center, and will share these with the public. Once the church has finalized their building project, the town will take up the issue of purchasing the property, and developing it as a senior center. As always, with any expenditure, or real estate action, the matter will be brought before you, the voters, for approval before any final action may be taken. We look forward to updating you on the progress of this project soon.

Finally, the Board would like to thank all the members of the public for providing input and suggestions on matters that affect us all. We encourage all of you to attend our meetings, and to give us your thoughts on how we may better serve the needs of the town. We also extend our appreciation for the work Town Staff does each day to ensure the smooth running of our community.

## **TOWN ADMINISTRATOR REPORT**

I am frequently asked what I consider to be the biggest challenges facing the Town. To be sure, like every community, we have a host of issues we need to address. And, depending on the time horizon used, different issues come to the fore.

Long term I believe that rising seas, greater storm surges, and more extreme weather events pose significant challenges. Currently, the parking lot behind Town Hall already floods during a king tide. The seawalls at Reed and Masconomo Parks have only a foot to spare before they would be overtopped sending water through the Village core area. Most winters a couple of storms make Ocean Street impassable. Thus even small increases in sea levels and storm strength will likely result in greater damage.

The long-term future of our sewer treatment plant is in question given that it sits at sea level now. We are embarking on a grant funded study to see if it would be feasible to pump our wastewater through a new force main to Beverly for treatment. Route 127 runs alongside salt marches at either end of Town and thus are vulnerable to encroaching seas. Managing storm



water runoff all along Sawmill Brook could become increasingly critical given the rise in storm intensity that has been occurring.

While we have time to look at various options to become more resilient to the changes we might face, it behooves us to be thinking of solutions and how we will pay for the improvements we ultimately decide are needed. The newly formed Cape Ann Climate Coalition is a resource we can tap as they research solutions to improve resiliency as well as how we can transition to more sustainable energy future.

Nearer term, growing our non-residential tax base while preserving town character both in the natural and build environments is front and center. The top priorities residents articulated through the recently completed master planning process were for strong protection of our natural resources, well planned growth in the Limited Commercial District (lands to the north of Route 128) and creation of more diversified housing options. These three priorities are the focus of current efforts.

A new initiative is underway to preserve up to 500 acres of the “Western Woods”. This area of town, bounded by Route 128 to the north, Route 127 to the south, Crooked Lane and the end of Walker Road to the east and the Beverly city line to the west, is undeveloped with no readily available road access. Roughly 300 acres of the total 500 acres are already owned by conservation organizations (namely the Manchester Essex Conservation Trust) or the Town. The remaining 200 acres are privately held in mostly small old “woodlots” – narrow strips of land that used to belong to village homes for harvesting wood for home heating. Preserving these lands, much of which is in the watershed of the Town’s drinking supply, for passive recreation use, natural habit, nature study, and as an important carbon sink for taking greenhouse gases out of the atmosphere is a worthy goal. It may well take many years to place into conservation the remaining unprotected lands but the goal has been identified and the incremental progress can be viewed in this bigger context.

Allowing greater flexibility in the type and density of development that occurs in the Limited Commercial District (LCD) while still upholding strict environmental standards offers the potential to grow the Town’s tax base and provide much needed revenues. The lands up

near the MAC or out towards the Town’s Transfer Station provide good opportunities for new development without negatively impacting the look and feel of the village area. These lands are also within the Town’s water supply watershed thus great care in storm water management must be exercised.

The Planning Board has initiated an examination of the current zoning of the LCD and, among other ideas, is researching the option of creating what is called a “40R” overlay district. 40R refers to a state statute that provides financial incentives from the state to create housing, and, in our case, mixed with commercial uses. Land owners in the District have expressed a desire to work with the Town to create new guidelines that allow for new options while protecting the natural functions of the area.

On the housing diversity front, our Affordable Housing Trust continues to explore options to expanding housing choices and price ranges. The Trust has teamed up with the Manchester Housing Authority, an agency of the state, to pursue new ways to renovate and expand both Newport Park and the Plains, the two housing complexes that the Authority manages.

A citizen’s group is exploring a possible zoning bylaw amendment that could come before voters next Fall which would make it easier to build small accessory apartments in conjunction with existing homes as an efficient and relatively low impact way to diversify and expand the housing stock in town.

Strong avenues of communication are fundamental to the success of these initiatives along with all the work we do at the community level. Voters supported adding a part time Community Engagement and Communications Coordinator to bolster communications with all residents and Town Hall. We hired the very capable and talented Tiffany Marletta to fill this new role. Re-establishing the Selectmen’s newsletter, consistent messaging through social media platforms, and a revamped Town website are just a few of the early accomplishments Tiffany has made.

The Town’s finances remain strong though I am writing this as the stock market has tumbled and fears of a recession loom with news of the spreading coronavirus. The two most challenging areas of our budget in the short term are the Fire Department and the School District.

As noted in the Finance Committee Report,

the loss of a robust call fire fighter pool means that we struggle to muster the necessary personnel for fires or back to back medical calls. The decline in call firefighter ranks is a national trend. The higher training demands and family life that just seems to get busier all the time make it hard to recruit new volunteers. Ramping up the number of career firefighters is expensive. Ensuring four on duty 24/7 without relying on call firefighters would require the hiring of 3 or 4 new full-time firefighters at an all in cost (salary, benefits, etc.) of \$100,000 each. And this would be in addition to a Fire/Ambulance budget that already is at the high end for similar communities due to the fact we are providing advanced life support ambulance service in-house and a relatively high career staff count already.

The School District is the other, and even more challenging budget to try to manage. It seems schools are asked to do more and more each year. Expectations are very high and providing a breadth of services for a wide range of student needs is expensive. With town departmental costs that grow in the 2-2.5% range and revenues growing in the 3-3.5% range (assuming a 2.5% annual tax hike and new taxes from new development) means we can provide the district with a 3-3.3% increase in funds annually. However, school expenses typically grow in the 3.5 to 4.0% range given teacher contract requirements, health insurance increases, and the demands to serve the needs of all children. Schools are asked to do so much more than teach the “three R’s”. The reality is the District struggles to meet these demands and stay within the confines of Proposition 2 ½. A frank discussion is needed – can we expand our commercial base to provide for the needed new revenues? Would voters prefer to see smaller, more frequent override votes? Or are there new regional models that could be pursued that could realize greater efficiencies?

And then there are the capital needs of the Town. We significantly improved our funding of critical infrastructure over the past 5 years and, while there remains much to do, we allocate a healthy amount of funds every year that have us on the right path toward proper maintenance. We have taken advantage of declining debt payments by substituting annual capital exclusion payments (cash) for annual debt payments. While this has meant taxes have not

been reduced as debt is retired, it also means taxes are not increasing under more debt and we are not paying interest on new debt. This pay as you go approach using capital exclusions combined with general funds and cash reserves allows us to allocate \$3-4 million annually for capital investments. Barring any major disasters, this should meet our needs for the next 12 years or so.

Come the early 2030’s the Town will be debt free (though still paying School District debt) and will have fully funded its retiree health and pension obligations. This frees up significant financial resources, some of which can be put toward new debt for larger infrastructure projects (e.g.: sewer plant solution, major seawall rebuilding, public safety building.) The middle-high school debt will also be retired at this time allowing for funds to be redirected toward a renovated or new Essex Elementary School and possibly upgrades to the middle-high school.

The improved trajectory for capital improvements places us in a much better position to make the needed investments in the infrastructure we all rely on for daily living. No doubt surprises will come along that will require adjustments to the long range planning we are doing but the strong foundation created will make such adjustments easier to handle.

Managing the affairs of the Town requires a combination of day to day operational care as well as thinking ahead trying to anticipate future needs and trends. A small army of citizen volunteers serving on an array of committees and boards as well as a group of dedicated employees all work hard to accomplish this. I am extremely thankful to both groups, applauding the care and passion all bring to the table. I remain a firm believer in the power of community building. With your continued support and important input we will continue to make our corner of the world a great place to be.

Respectfully submitted, Gregory T. Federspiel  
Administrator

## **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.

In 2019, the ADA Advisory Committee met four times. As part of the Open Space and

Recreation Plan we reviewed and updated the ADA Goals. One of the goals was to update the ADA Transition Plan and to identify actions that need to be taken. The Committee started that process but a more complete plan will be done in 2020 with the help of a consultant.

The Committee also reviewed and provided recommendations for the proposed renovations to the Town Common. That work is scheduled to be started in 2020.

The Committee looks forward to continuing its mission in 2020 and welcomes new members to the Committee. If you are interested in joining, please see the Town's website for a Committee Volunteer Application.

Beth Heisey, ADA Coordinator

**ANIMAL CONTROL BOARD**

The Animal Control Board consists of three members appointed by the Board of Selectmen for one, two and three year terms. The responsibilities of the Animal Control Board is to ensure 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, 2019, for Fiscal Year 2020, which begins on July 1, 2019 and ends on June 30, 2020 the following assessed values for the town, as required by law.

**FY2020 - Real Estate & Personal Property**

Residential Property - 2166 parcels -	\$2,343,011,245
Commercial Property - 98 parcels -	103,227,703
Industrial Property - 14 parcels -	7,027,400
Personal Property - 137 accounts -	55,720,290
Total Taxable - 2417 par/acc. -	2,508,986,638
Exempt Property - 357 parcels -	188,192,300
Tax Rate per \$1,000 of value -	\$11.70
Total Taxes Raised -	\$29,355,143.67

**FY2019 - Real Estate & Personal Property**

Exemptions approved (elderly,veterans, blind,etc.) -	28
Deferrals -	2
Senior Workoff -	3
Abatement applications filed -	13
Personal Property apps. approved -	0
Personal Property apps. Denied -	1
Real Estate apps. approved -	11
Real Estate applications denied -	1
Withdrawn -	0
Deemed Denied -	0
Late Filing -	0

**Motor Vehicle & Boat Excise Abatements (processed in 2019)**

2019 Motor Vehicle Excise abatements – 279, 2018-29, 2017-6 , 2016-6, 2015-19, 2014-22, 2013-20, 2012-15, 2011-22, 2010-26, 2009-39

FY20 Boat Excise abatements – 167, FY19-18, FY15-13, FY14-23, FY13-1, FY12-16, FY11-8, FY10-5, FY09-5, FY08-4, FY07-2, FY06-1, FY05-1

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 website.

Thank you for your assistance and cooperation throughout the year.

Louis R. Logue, Chairman

**BICYCLE/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 and to work with the Manchester Essex Regional School District to implement and sustain a Safe Routes to School program at all schools in Manchester-by-the-Sea.*

**Committee members:**

Terry Cowman, Parker Harrison, Freddie Cicerchia, Kurt Svetaka, Amy Coleman, Aileen O'Rourke, Susan Centner, Al Centner

For 2019, the committee continued building on the safety initiatives from previous years focusing on general pedestrian and crosswalk safety issues.

The Bicycle/Pedestrian Committee was formed in early 1998. At that time no official charter was developed for the committee. As a remedy, members requested that the Board of Selectman approve an official charter for the committee, one that would include the work we have been doing for the past few years with the Massachusetts Safe Routes to School program. In October the BOS approved this request and it is now part of our mission statement.

#### **Safety Initiatives:**

Crosswalk safety continued to be a primary focus for the committee in 2019. As part of this initiative, the committee coordinated a Walk-Boston assessment of pedestrian and bicycle safety, with a focus on the 1/2 mile radius around the Manchester public schools. The walking assessment was attended by the middle and elementary school principals, representatives from the Manchester Police Department and Manchester Department of Public Works, the Town Administrator, a representative from the Massachusetts Safe Routes to School program and Bicycle/Pedestrian Committee members. As a result of the assessment, a comprehensive list of infrastructure improvement recommendations were given to the town for consideration. Also from the assessment, we were able to work with the Memorial School principal to publicize safe walking and bicycling routes around the school during the new school construction phases.

An additional aspect of our crosswalk safety initiative was to advocate for the implementation of crossing guards at key crosswalks in town, with a focus on where the majority of student foot traffic would occur during the morning and afternoon timeframes.

#### **Educational Initiatives:**

In 2019, the committee worked closely with the principal of the Middle School to set up a bicycle and walking safety presentation. Members of the committee, with assistance from Massachusetts Safe Routes to School Outreach Coordinator Judith Crocker, gave a presentation to Middle School students at the start of the school year. In addition to the Middle School presentation, the committee also worked with Ms. Crocker on the annual Touch a Truck event sponsored by the Manchester Public Library. The committee coordinated a mini-bike rodeo at the event as another opportunity to educate participants on best practices related to safe bicycling.

#### **Advocacy:**

In 2019 the committee continued to work closely with the Manchester Police Department as well as the Manchester Department of Public Works. We submitted to both town departments our recommendations on the placement of the electronic speed feedback signs and the electronic pedestrian crosswalk signs. Members of the committee also participated in a special Speed Limit Study Group. This group was formed by Town Administrator Greg Federspiel with representation from members of the MPD, DPW, BOS, Downtown Improvement Committee, Bicycle/Pedestrian Committee and members of the general public to study and make recommendations on revising the safety zone and speed limits throughout town.

In addition to the above recommendations to the MPD, the committee supported the department's initiative to place a School Resource Officer in the Manchester Public Schools.

We continued our advocacy for the Complete Streets projects throughout the year and worked with the Board of Selectman and the Downtown Improvement Committee on recommendations for re-designs of the various projects that were approved for the first round of funding. As part of the approved projects under the Complete Streets grant, the committee suggested that the proper and legally accepted crosswalk parking setbacks be included in any re-designs submitted for bid. The committee is also studying the list of available projects for recommendation as part of the next round of Complete Streets funding should that become available.

#### **The year ahead:**

In 2020 the committee will continue to support the Complete Streets projects, work to improve pedestrian and bicycle safety throughout town, and coordinate with the Manchester Essex Regional School District in conjunction with the regional Safe Routes to School program to advocate best practices related to walking and bicycling for students.

The committee will continue to seek input and participation from the residents of MBTS in order to help make the streets and sidewalks of Manchester safer.

Respectfully submitted February 2020  
Manchester-by-the-Sea Bicycle/Pedestrian  
Committee



## **CABLE ACCESS CORPORATION REPRESENTATIVE**

Formerly Cape Ann TV, 1623 Studios is a 501(c)3 nonprofit organization dedicated to producing community programming for Cape Ann and to providing a forum for the free exchange of information and ideas. The organization also provides a full spectrum of creative services to support its mission.

1623 Studios serves the City of Gloucester, and the Towns of Essex, Rockport, and Manchester-by-the-Sea, on Comcast Cable Channels 12, 20, & 67, and the Internet.

The organization moved to a new location in downtown Gloucester to enable easier access by residents, non-profits, and companies. The organization will offer services from three studios and provide members with portable field equipment; and editing suites. The station uses live broadcast equipment that supports the broadcasting of multi-camera shoots live from virtually any location. This equipment enhances the organization's ability to cover Manchester events in a timely, relevant manner. Membership and training are pre-requisites for equipment and facility use which are available on a first-come, first-served, basis.

Twelve short informational videos for social media were produced by 1623 Studios about Manchester. And, more than 53 significant local events were covered during the 2019 calendar year including: Selectmen and Town Hall meetings; school committee meetings; MERHS sports games; MERHS graduation; Cape Ann Symphony performances and live coverage of the Festival-by-the-Sea.

Paul Jermain, 1623 Studios Treasurer -  
Manchester Representative

## **CHEBACCO WOODS LAND MANAGEMENT COMMITTEE**

This past year was fairly uneventful for the Chebacco Woods Land Management Committee. Dan Stendahl removed a few branches and trees which were blocking various trails. Sue McLaughlin kept trail maps and dog bags available at the kiosk and regularly emptied the trash barrel. Rosemary Kennedy was appointed by Hamilton's Chairmen of the Board as their liaison to our committee. We purchased a new supply of trail maps and two benches to be installed at scenic locations by the Hamilton DPW in the spring of 2020 at no cost to the

committee. Jack Haas' valuable service will be missed as he retired from the committee. He was replaced by Russell Camp, who eagerly joined us last summer.

Respectfully submitted,  
Ralph C. Smith, Chair

## **COASTAL STREAM TEAM**

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

We received approval at Town Meeting for a grant from the Community Preservation Committee to do a film survey of the Sawmill Brook watershed, focusing on the brook as it is today and looking for areas that need work or further protections.

We worked in collaboration with Salem Sound Coastwatch, monitoring the intertidal areas of Black and White Beach for marine invasive species and conducting biweekly water collections over the summer in four locations that flow into Kettle Cove to gather information regarding possible sources of bacterial contamination. We also continued research and data collection on shellfish beds, including an initial shellfish survey at Black Beach cove, to see if the beds might be able to be reopened in Manchester.

We entered a partnership with a local chapter of Trout Unlimited focusing on brook trout in Sawmill Brook and its tributaries. Studies have shown that brook trout are present and appear to be breeding in the brook. We want to understand what aspects of the brook are making it a good habitat.

We continued our work with the Coastal Resilience Advisory Group (CRAG) to conduct stream measurements of Sawmill Brook on a monthly basis to aid in data collection for various grants the town has received. We continued to work on issues of mutual interest with the Board of Health including the bacterial counts in the marshes and mosquito control.

We joined the Manchester 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 website calendar.

## **COMMUNITY PRESERVATION COMMITTEE**

Now in its fourteenth 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 Park and Recreation facilities improvements, Drone Film Survey of Saw Mill Brook Watershed, Masconomo Park entrance and parking lot paving, continued cemetery restoration, additional funds for the Town Common Restoration, and support for the Affordable Housing Trust. As required by the State Community Preservation Act, we committed spending a minimum of 10% of local CPA receipts to the three areas of our jurisdiction and are allowed up to 5% for CP Administration.

Since Manchester adopted the Community Preservation Act in 2005, CP revenues are approximately \$4.5 Million which includes about \$1.2 million in State matching funds. Recently the State Legislature modified the funding formula which will now provide a minimum of 33% matching funds which will equate to about \$125,000 annually. We are grateful to Representative Brad Hill and State Senator Bruce Tarr for their support of this State legislation.

We will be working on updating our Community Preservation Master Plan and coordinating it with the Town's Master Plan as we continue to study the future needs of Manchester.

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,

JJack Burke and Sue Thorne,  
CPC Co-Chairs

## **CONSERVATION COMMISSION**

First and foremost, we wish to recognize and thank each member of the Manchester-by-the-Sea Conservation Commission for their dedicated service to the community. The Commis-

sion conducted 17 regular and 1 special public meetings and continued its regulatory and non-regulatory activities in the year 2019.

Wetlands permit applications remained steady compared to 2018, including nearly double the number of Determinations of Applicability issued for moderate-sized projects. These permit applications are reviewed under both the Massachusetts Wetlands Protection Act and the Town Wetlands Bylaw. The Commission issued 23 Determinations of Applicability and approved 8 de minimis Change requests. The Commission also issued 20 Orders of Conditions, 12 Amended Orders, 20 Certificates of Compliance, and 1 Enforcement Order. A number of Letter/Tree Permits were issued by the Administrator.

The permitting process for construction of the new Memorial Elementary School took place in 2019 including engineer plans peer review and site visits. The Commission issued the Order of Conditions permitting the project near Sawmill and Causeway Brooks, vegetated wetlands and the Town Well. Concerns and possible mitigation regarding the loss of eelgrass in Manchester waters were explored. As a result of residents passing two Warrant Articles at Town Meeting, the Commission accepted management of a gift of land to the Town for conservation land, and a transfer of a Town-owned parcel in Manchester Western Woods as conservation land.

In 2019, the Town completed additional studies and plans required for Central Pond/Sawmill Brook which was funded under a state Municipal Vulnerability and Preparedness Action (MVP) grant. This included test borings, geotechnical evaluations, and conceptual and permit-level plans for both the Central Pond wall replacement and the restoration of the pond to a natural, free-flowing stream.

In addition, the Town was awarded a new MVP Action Grant to fund the required federal and state permitting required for the replacement of the Central Pond walls and restoration of Central Pond. Work has started on this project and is expected to be completed by the end of June, 2021.

The Town completed the necessary steps and reporting in order to remain in good standing with the MVP Program, allowing us to apply for funding for projects that address potential impacts of Climate Change using

environmentally sensitive techniques.

Beaver activity along upper Sawmill Brook again caused concerns for abutters along the stream in 2019 and the Commission again approved a solution to have the beavers removed by a professional trapper, and the dams removed by Town personnel. Preventative beaver fencing was professionally installed along the upgradient banks near the Atwater Street Culvert. Commission Chair Steve Gang led a team of volunteers to protect approximately 25 trees along Saw Mill Brook from beaver damage.

In 2019, Commission received the completed "Preservation of Dexter Pond Project" study, a CPA-funded project. The study resulted in an ecological assessment of Dexter Pond and will help determine short and long-term management strategies. Future implementation discussions are ongoing.

Chris Bertoni, Conservation Administrator, staffs the Commission. Eva Palmer continues as part-time Administrative Assistant and acting minute-taker for the department. Mary Reilly, Grants Administrator, also staffs the Open Space Committee. The Commissioners are eternally grateful to these able staff for their energy, output and insights.

The Commission enjoys the continued service of its full seven member complement. Commission members and Administrator participate on other committees, including the Community Preservation Committee and the Open Space and Recreation Committees, and work cooperatively with other boards. In December the Commission Chair joined the Chairs of the Board of Selectmen, Finance Committee, Planning Board and ZBA in an ad hoc project spearheaded by Town Manager Greg Federspiel to formulate plans for long-term use of the 500 acres of Manchester's "Western Woods". 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 by-The-Sea has a senior population of 1,936. This represents 35% of the Town population being 60 or over; census projections

continue to trend toward our senior population growing to over 38% by the year 2035, while the overall Town census drops significantly. The mission of the Council on Aging continues to be development of more far-reaching programs to meet and serve the ever-increasing needs of our senior citizens.

## ***DOES MANCHESTER NEED A SENIOR CENTER?***

A Senior Center is little noticed by many and misunderstood by more. Until you spend time in a center or know someone who does, the benefits cannot be appreciated. The purpose of a Senior Center is to provide accessible daily programs to keep folks active as they age. By staying active, both mentally and physically, one stays stronger which helps support independent living. Socialization, stimulation, friendships, and the chance to get involved in the community are huge benefits of a center, fulfilling a need for those who elect to stay and age in place in their own homes.

The following are some of the highlights of the services provided by the COA in 2019:

- Monthly "Lunch of the Month" for 40-50 senior citizens, partially funded by The Friends of the Council on Aging
- Provided over 7100 units of transportation to senior and disabled citizens; over 34,000 miles
- Provided over 575 units of outreach service to senior and disabled citizens
- Multiple cultural and social outings for seniors
- Offered musical/theatrical events at Crowell Chapel
- Delivered (by volunteers) 5014 Meals on Wheels to 42 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 70 to 75 participants for each 12 week session
- Weekly Zumba Gold Class with 20 to 25 participants
- Co-hosted an all community shredding day
- Annual summer luncheons/events at Tuck's Point
- The new COA newsletter is mailed and/or emailed to over 1100 senior citizens 6 times a

year. The Friends of the Council on Aging fund the mailing.

- Provide Tax-Aide in a partnership with AARP and SeniorCare to over 85 senior and disabled citizens
- Provide SHINE (Serving Health Information Needs of Everyone) Counseling
- Develop and promote TRIAD programs

A very big part of the continued growth and success of the COA goes to the 77 or so active volunteers who donated thousands of hours in 2019. 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 promoting excellence in the arts, humanities and sciences, by funding cultural and educational programs for the benefit of residents of all ages. In Fiscal Year 2020, the Massachusetts Cultural Council allocated Manchester a total of \$5,253 to fund the cultural programs.

Interest from the community was high this year, and the Council was unable to award funding to all of the worthy applicants. The applicants that received funding include: Stop Motion Animation at the Manchester Public Library, Jack Zuzanski, Puppet show-Jack and the Beanstalk; PTO Enrichment, Clap Your Hands; Northeast Massachusetts Youth Orchestras; Manchester Women's Club, Tony Malinko, pianist; Davis Bates and Roger Tincknell, This Land is your Land performance for seniors; Seaside Garden Club; Paul Speidel, Jazzin' the Blues; Kestrel Educational Adventures; Cape Ann Symphony; Delvena Theatre Company; North Shore Horticultural Society, and Denis Cormier, Hands on History program.

The Cultural Council is currently comprised of eight members, appointed by the Board of Selectmen to serve three-year terms. The MCC anticipates that it will be seeking new members and we encourage anyone with interest to contact us at any time.

Susan M. Poswistilo, Chair

## **DOWNTOWN IMPROVEMENT PROJECTS COMMITTEE**

The principal focus of the Downtown

Improvement Project Committee during 2019 was facilitation of the Town's participation in the Complete Streets Program. Complete Streets is a state sponsored grant program intended to assist local governments with improving their streets and sidewalks to increase access and safety, particularly for bicycles and pedestrians.

Based on previous conceptual plans developed by professional engineers the Committee supported Town government by engaging with the public regarding specific proposed improvements at the Pine /Bennet/Bridge intersection, the Central/School intersection, the Union/Beach intersection and the Washington/Sea/Summer intersection. Following hearings, site visits, and discussions with key abutters the rotary design proposed for the first intersection was discarded. Extensively modified plans for the other three intersections were recommended for approval by the Board of Selectmen.

A number of other matters received attention such as: continued upgrades of downtown street lamps, a possible pedestrian walkway between the town parking lot and Beach St, a review of speed limits and safety zones and prioritizing the scheduling of various downtown infrastructure projects. The Committee also began long term plans for Phase II of the Downtown Improvement Project. Elements of improved curbs, sidewalks, and street lamps for the downtown area west of School Street were discussed within the context of the Town's Master Plan.

Respectfully submitted,  
Steven C. Carhart, Chair

## **FIRE DEPARTMENT**

The New Year started as usual but over the holiday weekend tragedy struck during a severe snow and ice storm when a home was gutted by fire. Sometimes the worst of events can highlight areas where improvement is necessary, and in this event it was the need for improved ways to increase our water delivery capabilities. Our town's water supply system was already identified as needing improvement due to its age. Even in the best of water main systems sediment builds up over time and much like heart-disease the buildup restricts the needed flow (also known as gallons of water per minute, or GPM) of water to sustain firefight-



ing capabilities. As a town with a vast network of underground mains, the Fire Department must also understand how to deliver more water to a scene. In the weeks following this fire, the Fire Department did just that, and in the fall hosted a training class given by the Massachusetts Firefighting Academy. Fire departments from many Essex County communities attended the class that culminated in a drill where portable water bags were set up and flow capacities were delivering large quantities of water to simulated fire scene.

Highlights from the year:

In January, the Fire Department welcomed the addition of Firefighter/Paramedic Eric Juncker as a career firefighter. Eric began formal training at the Fire Academy in the late-Fall and is expected to graduate in early-January 2020.

Also in January, Firefighter/EMT Michael Porcaro, after having spent every waking minute over the past year studying for his Paramedic license, successfully completed his testing to join the ranks of our Firefighter/Paramedic staffing.

In April testing and interviews began to appoint a new Lieutenant to replace a vacancy. Firefighter/Paramedic Andrew Herendeen attained the highest scores and in early May was formally promoted to the rank of Lieutenant.

Department Chaplain David Forsythe serves on three Critical Incident Stress Management Teams: The Metro-Boston CISM Team, The Greater Boston Law Enforcement CISM Team and The North Shore Law Enforcement CISM Team. In addition to his regular participation in monthly team training events, he attended "Trauma Behind the Badge", a two-day training event in Wareham, MA. He also provided training on Moral and Spiritual Injury for the Greater Boston Team. Chaplain Forsythe was deployed this year for nineteen Critical Incident Stress Debriefings provided for Fire Service Personnel and Law Enforcement Officers.

During 2019 the Fire Department responded to 1,293 requests for assistance and included 13 fire-type incidents, 546 requests for medical assistance, and 574 times for public assistance and false alarms. Fortunately we only needed to request out of town assistance just a small number of times.

The Manchester Fire Department stands ready 24-hours a day, seven days a week to help

anyone. On staff each day we provide Advanced Life Support emergency ambulance transport. We also have a small contingent of on-call firefighters to supplement the professional career staff. If you're interested in becoming an on-call firefighter, or would like to learn more about us, we welcome your call or stop by the firehouse at 12 School Street.

Lastly, I'd like to thank the family members of our firefighters. We live in a world today where the events we see around the world can occur right here in our town. When a member gives their family a kiss goodbye in the morning they have no idea what challenges and traumas their loved-one might experience over the next 24-hour shift. So when you see us responding to, or operating at a scene, please give us the room we need to work safely.

Thank you.

Al Beardsly, Interim Fire Chief

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

This has been a busy year on the waterfront of Manchester Harbor. Grant projects have been presented to the Harbor Advisory Committee by the Harbormaster to discuss and recommend to the BOS to be implemented. Also, the following has been completed:

Held two open forums on Eelgrass and the related use of Sand Dollar Cove. To further regulate safety in and around SDC, the No Wake Zone was extended further out from Ram Island to the west end of Boardman Avenue. An additional Harbormaster's boat was purchased to help regulate general safety in the entry to Manchester harbor as well as in Sand Dollar Cove on the weekends.

- Permitting for two additional floats at Tucks Point and reconfiguring for public safety.
- New and secure lighting with cameras at multiple locations in and around the harbor. Brought to the harbor through Mass Harbor Masters Camera Project at no cost to the town.
- New kayak racks at Tucks Point that bring in additional revenue to the town's waterways account.
- Fisherman's Dock retaining wall behind floats and approximately 300 feet of wall rehabilitation that abut filled parking lot holes. Dock shelter taken out and refurbished Dock lift electrical panel completely rebuilt.

- New floats built in Reed Park by Harbor-master and staff at a large savings. Floats were set up with 200 ft. Additional new floats and dock rentals started early July through Columbus Day weekend. All income allocated to the Town's Waterway account.

All above actions continue to polish the crown jewels of our Town. All meeting minutes can be found on the Town's website.

## **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 of the Reed Park docks to accommodate more transient boaters was completed and the facility was open for business in June. The Harbor Department instituted the Dockwa app for cashless collection of fees by the staff to great success. By the end of the boating season the dock masters collected approximately \$15,000 in fees for facilities maintenance.
- Repairs to the seawall at Masconomo Park by T. Ford Construction of Georgetown were completed successfully. The fishermen's facility at Morss Pier is safe for many more years of service as is a large portion of the granite wall going toward Bridge St.
- Permitting of the non-compliant Tuck's Point floats is also underway. The facility will be permitted for year round use with an additional forty-eight feet of dock space. Damage to the access walkway to the rotunda docks will be repaired in the spring.
- Fore & aft moorings will be implemented in Whittier Cove Area 4 (D) and part of Area 3 (C) north of the channel this spring. Work will commence in March. The goal is to create safe navigation lanes while reducing or eliminating damage from boats swinging into each other while on moorings as well as financial savings in future dredging projects.

### **Boats:**

In June the public safety departments of Manchester launched the newest vessel in the fleet, a retired USCG 25' Safe Boat. While mainly tasked with patrolling Sand Dollar Cove on weekends to promote safety, the new boat

was also the response vessel for calls to Singing Beach for people in distress during high surf conditions. The vessel performed better than expected and crew on the vessel were better able to prepare for tasks at hand than in either of the other two town boats.

The Clean Vessel Act pump-out boat was busy again this year. Over one thousand gallons of waste were removed from vessels again this year. The program continues to be 75% funded by federal dollars with the balance coming from the Waterway Fund. Sign up for free pump-outs today.

The 24' Eastern continues to be the work-horse in our fleet with the most hours annually. Replacement of this vessel will be the next vessel priority.

### **Records:**

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

### **Moorings & Waitlists:**

Waitlists - As of January 22, 2020 there are 436 names on the mooring waitlist, 47 of the names were added since January 2019. The mooring-change list has 66 names.

Moorings - Approximately 12 moorings changed hands in 2019. It is expected 2020 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:**

I wish to express thanks to Assistant Harbormaster Claude Beaudet and Deputy Paul Stone for their service last season. I would be in real trouble without them! Thanks also to the Manchester Police and Fire Departments for all the support of the Harbor Department this season, especially with the new boat. We could not do it without you! This year I also need to thank our dock masters who managed the Reed Park docking facility, hats off to Madison Curran, Max Warnock, Hailey Donovan and Elizabeth Loring. Best of luck to Tucker Jaworski and Jacob Donovan our harbor staff who went off to college in the fall. Finally, a big thanks to Eva Palmer who rescued me in the office. Eva spent many hours entering mooring co-ordinates and

stuffing all those envelopes with your renewals. I hope you didn't get too many paper cuts Eva.

I look forward to seeing and serving all those who use the Manchester waterfront in the coming year.

Best, Bion Pike  
Manchester Harbormaster.

## **BOARD OF HEALTH**

The mission of the Manchester-by-the-Sea Board of Health (BOH) is to protect the public health of the citizens of Manchester through enforcement of health codes and regulations, while promoting a healthy community through the use of innovative programs. The Board continued this focus in 2019.

Mosquito borne illnesses continued to be a health concern in 2019. Threats from Eastern Equine Encephalitis (EEE) from infected mosquitoes were monitored and evaluated by the Mosquito Control District during the year. The District provided treatment in the catch basins as well as mosquito spraying following EEE positive mosquito findings in Manchester in the fall of 2019. The public is reminded that if you would like to "opt out" of spraying on your property you will need to file exemption paperwork with Northeast Mosquito Control. Information on filing the exemption paperwork is available on the Town website. Residents are encouraged to continue to protect themselves from mosquito bites by removing standing water from their yards, repairing damaged window and door screens, wearing protective clothing if outside at dusk and dawn, and applying mosquito repellent.

There were almost no beach closings during the 2019 beach season, which can be attributed to the diligent commitment and ongoing program by the BOH to require septic system inspections and upgrades, if needed, in environmentally sensitive areas including the areas surrounding Black Cove Beach, White Beach, Black Beach and Grey Beach.

The Board of Health's Septic Loan Program still has over \$100,000 remaining to lend to homeowners who must address septic system failures. Residents can apply to the Board of Health for loan funds to 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 betterment on their real estate tax bill. Septic Loan Program Applications are available at the BOH Office in Town Hall and also on the Town website. Residents, who have questions regarding the program, may contact the BOH office.

In accordance with State Regulations the BOH continued its licensing and inspections of local food service establishments, swimming pools and recreational camps for children. The Board of Health adopted the new Federal and State Food Code, implementing new inspection forms for Food Inspector Bobbie Cody. The Board also completed several plan reviews for new food establishments located in downtown Manchester.

In concert with the DPW, the Board of Health continued our commitment to the Town of Manchester to provide a safe environment for disposal of household hazardous waste at its annual collection event. The BOH invited residents of the Town of Essex to participate in their 2019 collection event. As in prior years, approval and inspection of subsurface sewage disposal systems remains the primary source of activity for the department.

Two long time members retired from the Board of Health in 2019. The Board thanks long time member and former Conservation Agent Leslie Nitkiewicz for her years of dedication and service to the Board of Health. As Chairperson, she guided the department with immense skill, knowledge and determination. Thank you as well to long time Board member Dr. Peter Germond for sharing his medical knowledge with the Board. Your combined level of service and commitment to the Board of Health will be deeply missed.

The Board wishes you all the best of health in 2020.

Paula Polo Filias, Chairperson

## **HISTORIC DISTRICT COMMISSION**

### **Historic District Commission Board**

**Members:** John Round (Chairman), Donald Halgren, Tracy Gothie, Richard Smith, Joseph Sabella, Rosemary Costello, and Robert Coppola. Adele Ardolino (Clerk, Administrative Assistant).

### **2019 YEAR IN REVIEW**

During the past year, the Historic District Commission ("HDC") held seven (7) meetings; held one (1) special meeting on September 5,

2019 for the Town Common Project; considered eleven (11) applications; conducted eleven (11) site visits; and granted eleven (11) Certificates of Appropriateness, three (3) of these applications were for signage approval. There were no applications for Non-Applicability or Hardship filed in 2019.

The HDC members conducted site visits prior to the first meeting in regard to each application. All applications were filed, processed, and decided in accordance with town and state laws, by-laws, and procedures. The HDC clerk properly notified applicants. Abutters were notified with Waiver of Public Hearing documents via US mail. The HDC decided that one (1) application required a public hearing (the Town Common Project), and the clerk notified the abutters by US mail, and advertised the Notice of Public Hearing in the Manchester Cricket within the required deadline of three (3) weeks prior to the meeting. The Board has been successful in coordinating its activities with those of the other Town Boards and Committees.

The HDC members worked closely with Susan Brown, Town Planner, Chuck Dam, DPW Director, and Nate Desrosiers, DPW Project Manager, and carefully reviewed, voted, and approved the proposed Town Common Project and issued a Certificate of Appropriateness on September 5, 2019.

The HDC members revised, voted, and approved an updated version of the HDC application, which included the revised filing fees and to provide more space for required information from applicants.

John Round, Chairman  
Historic District Commission  
Manchester-by-the-Sea, Massachusetts  
December 18, 2019

## **HOUSING AUTHORITY**

The Manchester Housing Authority consists of 80 Elderly/Handicapped housing units located at Newport Park, 667-1 constructed in 1963, The Plains, 667-2 constructed in 1974 and a 4-family housing unit located on Loading Place Rd. constructed in 1989. MHA's focus is to ensure that the public housing resources are utilized to their maximum capacity. Our goal is to provide safe, sanitary, affordable housing. This year we experienced a 17% turnover in our elderly/handicapped and Family Housing.

The MHA receives funding from the

Department of Housing and Community Development (DHCD) as part of an annual appropriation in the State Budget. When we receive a subsidy, it is used to help manage and administer the Town's 84 affordable State units. Along with assistance in meeting operating expenses for our program needs, DHCD also distributes funding for Capital Improvements. This formula funding is project-specific and restricted for capital projects. The Manchester Housing Authority does not receive any funds from the Town.

The MHA 2019- 20 Capital Improvements Plan included the installation of Anderson replacement windows in all the windows in the five elderly/handicap buildings at the Newport Park site, the installation of low flow toilets in the family units at Loading Place Road and the completion of the roof replacements on 6 of the 8 building at The Plains.

We thank the Town's Fire and Police departments for keeping our residents safe, the Council of Aging for their continued work, Senator Bruce Tarr and Representative Brad Hill for advocating for the modernization and upgrading of public housing and the Town boards for their support as well.

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

We would like to commend our staff, Executive Director Irene Frontiero; Maintenance Mechanics, Chris Rodier and Brian Bernard, as well as, Nancy Feener, Administrative Assistant, for their diligence and professionalism. We also would like to extend our appreciation and thanks to all the volunteers of the community that contribute to the residence's enjoyment. A special thanks to the Boy Scouts for constructing a pallet garden construction and educating the elderly residents on this method of growing vegetables at Newport Park and The Plains.

We like to thank our team at DHCD and our Regional Capital Assistant Team as they have provided great oversight and technical assistance throughout the year.

Gretchen Wood, Chairperson M.H.A.

## **INSPECTORS**

2019 was a busy year in the Inspectors Office. 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, a part-time employee in the Building Department, retired at the end of the year. Cara Cutone was hired in December to replace Beth. Liz Dukes, who handles the Assessor's clerical work, is also helping out in the permitting department.

Building Inspector, Paul Orlando is in the office on Tuesday mornings from 7 to 8 a.m. and Thursday afternoons from 4:30 to 6:30 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 2019:

**Building Inspector**

• Permits Issued	274
– Fees Collected	\$140,693

**Plumbing/Gas Inspector**

• Plumbing Permits issued	165
– Fees Collected	\$ 29,905
• Gas Permits Issued	183
– Fees Collected	\$ 15,020

**Electrical Inspector**

• Permits Issued	157
– Fees Collected	\$ 58,068

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, at [www.manchester.ma.us](http://www.manchester.ma.us), On-line permitting, top left. Thank you for your cooperation throughout the year.

**LIBRARY TRUSTEES**

According to the dictionary a library is “a place set apart to contain material for reading, viewing, listening, study, or reference”. Those of us familiar with the Manchester by-the-Sea Public Library know that our library is so much more. The “MPL” is nothing less than one of the key places in our town where our community and culture come to life; filled with generosity of spirit, kindness, sharing, leadership and wisdom. The historic and significant building is one thing. The collection, both real and virtual is another. But the life and vibrancy of our library is chiefly due to passion and warmth brought by the people that serve the institution and the town with such dedication. Special

thanks go out to Library Director Sara Collins and her staff members: Lori Dumont, Carol Bender, Rachel Meneades, Anne Cowman, support staff, volunteers and “volunteens”; Town public works staff who support logistics; And our wonderful partners at The Friends of the Manchester Library who supply so many things and so much support that we may remain so central to the town’s personality.

This year we as a community:

- Checked out 41,618 books and materials, 7.85 pieces for every person in Manchester.
- Utilized 14,089 electronic resources both here and around the world.
- Downloaded and checked out e-books, dvds, and other media at 26,960 or 5 per citizen.
- Attended 270 programs. An average of 5 per week. Attended by 24 people on average with 6,568 in total program attendance.

Thanks to your participation, the library is more than the building, the books, and the numbers: it’s a vital hub in the community.

Ric Rogers - Library Trustee, Chair  
David Shaw – Library Trustee, Treasurer  
Dorothy Sieradzki – Library Trustee, Secretary

**MANCHESTER AFFORDABLE HOUSING TRUST**

The Manchester-by-the-Sea Affordable Housing Trust (AHT) was approved by Town Meeting in 2016 to create, preserve and support community affordable housing that benefits low and moderate-income households in the town. The seven-member AHT Board of Trustees includes one member or designee of the Board of Selectmen, Community Preservation Committee, Manchester Housing Authority, Planning Board and Finance Committee that are appointed by the Board of Selectmen and two citizens at large selected and appointed by the Town Moderator.

From its inception the MAHT has explored a number of initiatives to foster the development of new community housing. These efforts have been hampered by the lack of development opportunities available on private and public land or buildings, as well as by insufficient financial resources to purchase land or a building for community housing, or to provide sufficient direct subsidies to a buyer to purchase or lease an affordable home. The financing needed to create a meaningful number of new commu-

nity affordable housing units is significant and MAHT funds, while growing, are still inadequate to provide a meaningful incentive for the creation of more than one or two units. Against these challenges, the MAHT has undertaken several initiatives in 2019 to fulfill its mission and will utilize its funds in a creative way to leverage additional resources.

#### **Accomplishments in 2019 Include:**

- **Meetings:** Held monthly public meetings to discuss MAHT matters.
- **Financial Support:** The Trust is thankful for Town Meeting support for Community Preservation Act (CPA) funding (\$100,000 in 2019). The Trust also received a payment (\$83,500) from a town development in compliance with the Town's Inclusionary Housing Bylaw.
- **Collaboration:** Continued our communication and coordination with town officials and boards including the Board of Selectmen, Finance Committee, Planning Board and the Community Preservation Committee.
- **Notice of Funding Availability:** The MAHT issued a Notice of Funding Availability (NOFA) inviting qualified residents and developers to apply for MAHT funding to help create affordable housing through the development of new affordable rental or ownership units, or through the conversion of existing ownership or rental units to affordable. MAHT would grant funds to selected applicants to help make the project financially feasible in exchange for affordability restrictions. Notices have been sent to potential developers and builders, development agencies and is listed on the MAHT website. To date no formal proposals have been made, though the MAHT is hopeful that opportunities will emerge in 2020.
- **Redevelopment of Manchester Housing Authority Housing (MHA):** The MAHT is supporting the Manchester Housing Authority in its attempt to renovate and expand its three apartment complexes located in different town neighborhoods. The concept has gathered momentum in response to a Notice of Funding Availability (NOFA) issued by the Massachusetts Department of Housing and Community Development (DHCD) for state funding for the expansion and rehabili-

tation of its public housing properties. A principal objective is to redevelop the MHA sites to preserve and renovate the existing subsidized units and to create additional affordable units or a mixed development of market rate and affordable units. The State application for funding requires that the MHA form a partnership with a private development entity. Working with the MHA and interested town parties, the partnership would create a financially viable development plan possibly including the addition of unsubsidized units and submit the plan with the grant application to DHCD. The MAHT is prepared to provide funding to the redevelopment project to ensure that additional affordable units be developed as part of the plan.

The MHA issued a Request for Proposals from potential development partners in October. No proposals were received although at least one developer expressed interest. To help establish the most viable plan, the MAHT is now preparing to enlist a development consultant to conduct a feasibility analysis to determine the optimal design, number of new units, bedroom and affordability mix to be considered in the context of the existing public housing units, and then work on the best plan for bringing the project forward.

- **Feasibility Study of DPW Site on Pleasant Street:** The MAHT continues to work to complete a feasibility study for the redevelopment of the 7-acre DPW site on Pleasant Street. A preliminary study by Mass Housing Partnership (MHP), a state sponsored entity which provides funding and technical assistance to local municipalities, concluded that due to stormwater infrastructure needs, the cost to develop a sizeable community affordable housing development on this site may make the development infeasible. However, the study failed to provide enough information to assess smaller developments. The MAHT is continuing its efforts to determine what size and affordability mix might make sense on this town owned site.

#### **Trustees**

Margaret Driscoll, John Feuerbach, Nancy Hammond, Joan McDonald, Sarah Mellish, Christopher Olney, Peggy Hegarty-Steck

**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.

The designation came with an initial grant award of \$138,850 for the Town to use toward various energy efficient projects. Additionally, in 2017, the Town of Manchester-by-the-Sea was awarded an additional \$155,981 for its Energy Conservation efforts!

2019 projects included completing the acquisition of our Street Lights from National Grid, and additional work supporting Street Light conversion to LEDs; Heat Pump HVAC System for Town Hall to replace resistance heating system.

Future projects include RFPs to put solar arrays on the Fire Station, the Pumping Station, the Sewage Treatment Plant, the compost site, the transfer station, and the burn dump.

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

Dennis Dixon, Chairperson MEEP

**OPEN SPACE AND RECREATION COMMITTEE**

The Committee met monthly and worked this year on the high priority goals outlined in Manchester's Open Space and Recreation Plan's 7-year Action Plan. A new OSRC plan will be worked on in 2020.

The Committee worked on an Open Space and Recreation communications plan to promote ecology-related issues and OSRC activities. The plan includes printed articles, social media postings (text and video), and public events.

The Committee continued work on trail enhancements at Powderhouse Hill funded by a grant from the Community Preservation Committee. The Committee worked with the Housing Authority, Con Com, and the Manchester Essex Conservation Trust to finalize the trails to alleviate concerns about traffic at Newport Park. Trail clearing and final trail construction

is projected to be completed in early 2020. The entire project is expected to be completed in the spring of 2020 with an opening event cohosted by OSRC and MECT.

The Committee used the work at Powderhouse Hill to foster communication among MECT, CATS, ConComm, and OSRC. This will position the combined groups to work collaboratively on the trails in Manchester.

Mike Chapman, Chairperson OSRC

**PARKING CLERK**

Fees collected in 2019:

Beach Stickers:	\$84,575.00
Parking Fines:	\$52,145.00
Walk-On Passes:	\$1,715.00
Business/Boater Placards:	\$7,030.00

3691 beach and resident stickers were issued during the year.

Respectfully Submitted,

Christina J. St. Pierre, CMMC, Parking Clerk

**PARKS & RECREATION COMMITTEE**

We are a five member committee that oversees some of our Town's greatest natural resources including Singing Beach, Masconomo Park, Black and White Beaches and Tuck's Point. We serve as the sole appointed advisory committee to the Board of Selectmen on matters related to Parks & Recreation programs, services, fields and facilities. Working directly 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.

In 2019 we have been working diligently on the Town's Athletic Field master Plan; we hope to move this into action in the upcoming year. New projects include amenities at Sweeney Park and Tuck's Point, working on safety cameras at Singing Beach and still more plantings at Masconomo Park. Most of the projects were made possible through the Community Preservation Fund.

Please call the Parks and Recreation Department at 978.526.2019 to recommend items you feel should be added to our agenda. We welcome and rely on your input to do the very best job we can for all of you. Monthly meetings are open to the public and we encourage you to join us!

Sean Daley, Chairperson  
Park & Rec Committee

## **PARKS AND RECREATION DEPARTMENT**

### ***Bringing families and the community together!***

2019 was another busy year for the Parks & Recreation Department and things continue to run 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 three times per year; in April, August, and December. The Parks & Recreation Department has a page on Facebook and can also be found at [www.mbtstrec.com](http://www.mbtstrec.com) as well as linked through the Town's website!

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 Park 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 the summer. This annual concert series will be entering into its 18th year in 2020 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!

Parks and Recreation, under the guidance of the Parks and Recreation Committee, worked hard throughout 2019 to improve the services we provide. Some key accomplishments are new programs for Middle School age students, the start of accepting online donations for the Fourth of July Celebration and the planning of the Town's 375th Anniversary Celebration. The Committee has also been busy working on the Town's Athletic Field Master Plan. We hope to put that into action during this coming year. Moving into 2020 the Committee and Department are excited to see some projects through such as some new amenities at Sweeney Park, continued plantings at Masconomo Park and increased scheduling at the Crowell Chapel.

These projects as well as new ones that come up will improve opportunities for our residents and are what keeps us motivated and moving forward. 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.

The Parks and 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.

If you were one of the participants in 2019 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, having a cook-out at Tuck's Point, or simply attending a concert, we thank you for your participation and we hope to see you again in 2020!

Cheryl Marshall, Director  
Parks & Recreation Department

## **PLANNING BOARD**

The Planning Board consists of seven elected volunteers. Principal responsibilities of the Board include: administering the Town's Zoning Bylaws, administering Subdivision Rules and Regulations, creating and maintaining the Master Plan as well as proposing Town planning policies, initiatives and amendments to the Town's Zoning By-Laws.

Central to the Board's mission is to preserve the character of Manchester, protect its natural and historic resources, its open spaces and harbor resources, work to make the downtown more accessible and vibrant and guide change to meet the town's goals as outlined in its Master Plan.

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

In 2019, the Planning Board:

- Adopted the Master Plan that was developed over a three year planning effort guided by the Master Plan Committee. The Master Plan provides a basis for decision making regarding the long-term physical development of the town and offers suggestions for strengthening communications and coordination among and between staff, elected and

appointed volunteers and members of the community.

- Began a process for implementing the recommendations of the Master Plan which included:
  - o Hiring a consultant to assist with updating and recodification of our Zoning Bylaws;
  - o Hosting community discussions about potential changes to zoning in the Limited Commercial District including guiding growth consistent with the goals of the Master Plan; and
  - o Holding its first annual retreat to discuss the Board's goals and Master Plan implementation.
- Administered the Zoning Bylaws by:
  - o Endorsing three Approval Not Required [ANR] Plans for minor transfers of land between abutters or for new lots;
  - o Issuing five Driveway/Curb Cut permits; and
  - o Holding public hearings and approving a Special Permit for a new elementary school.

The Planning Board is grateful to former Board members Chairman Peter Canny, and Connie Sullivan for their extraordinary commitment to the Town.

We are also ever appreciative of the wise and able assistance from Administrative Assistant, Helene Shaw-Kwasie who has served the Board since 1991. The Board would also like to acknowledge the advice, counseling, reports and wisdom of Town Planner Sue Brown.

And I am grateful for current members Loren Coons, Christine Delisio, Andrea Fish, Mary Foley, Christopher Olney, and Gary Russell who are tireless advocates for their constituents.

Ron Mastrogiacomio, Chairman

## DEPARTMENT OF PLANNING

The Department of Planning is staffed by Town Planner, Sue Brown at 35 hours a week. 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 Planning Department in 2019 included finalizing edits to the Master Plan, assessing support for preserving Manchester's Western Woods, working to recodify and update the Zoning Bylaw, and writing grants to secure funding to undertake needed planning studies.

The Manchester Master Plan was adopted by the Planning Board and endorsed by the Board of Selectmen in February 2019 pending final edits by a Planning Board Subcommittee and Town Planner. Final edits were approved in October. When the Plan has been formatted and annotated maps added, the Plan will be published, made available on line and an Executive Summary distributed.

The Manchester Western Woods are made up of around 500 acres of undeveloped land generally west of Pine Street and extending to the Beverly and Wenham town lines. Close to one third of the Western Woods is already protected by the Manchester Essex Conservation Trust, Conservation Restrictions and Town-owned Conservation Lands. Another third are town-owned, but not protected. The remaining lands are privately owned, and without road frontage are generally undevelopable and not accessible. The Town is assessing the potential for preserving the entire Western Woods so that these lands remain undeveloped and become an integral part of the town's open space network. This initiative would help protect the town's water supply, improve climate change resiliency, protect habitat and biodiversity, and expand opportunities for outdoor education and recreation.

The Master Plan called for updating the Town's Zoning Bylaws, beginning with reorganizing and reformatting to make the Bylaws easier to understand and administer and updating to remove or replace outdated sections or elements to better align regulations with community objectives. Working with law attorney Mark Bobrowski, the Planning Board, Zoning Board of Appeals, Building Inspector and others met monthly beginning in June to identify desired Bylaw changes. Once a full draft of the proposed Bylaw has preliminary Board approval, the Board will hold a series of community workshops, followed by Public Hear-

ings to gain community understanding and consensus before seeking Town Meeting approval of the changes in the fall of 2020.

The Planning Department submitted six grant applications to various state and other agencies in 2019. Three received approval with combined funds of \$175,000.

- Strategic Plan for the Limited Commercial District (Denied)
- Downtown Strategic Plan (Denied)
- Downtown Parking Study (Postponed to 2020)
- Housing Feasibility Study for DPW Site (Granted \$25,000)
- Feasibility Study for removing waste water treatment operations from current site (Granted \$100,000)
- ADA Self Evaluation and Transition Plan (Granted \$50,000)

In addition to leading planning projects, the Planning Department assists individuals with applications and preparation for meetings, helps answer zoning questions, and discusses potential land use opportunities. The Department continues to strengthen relationships with local, regional, state and federal agencies to improve the Town's capacity to respond to local issues and access funds and services to help meet municipal needs.

Sue Brown, Town Planner

## **POLICE DEPARTMENT**

On behalf of the members of the Manchester by-the-Sea Police Department, I am pleased to present our 2019 Annual Report.

Since taking over as your Chief of Police on November 1, 2019 I would be remiss if I did not thank Chief Ed Conley for his leadership, guidance and service to the town over the past 2 ½ years. I would also like to take this opportunity to thank the men & women of the department who work tirelessly every day to serve and to protect our community. I am blessed to work with a dedicated group of individuals who come together as a team to accomplish our department's mission.

## **MISSION, VISION, & CORE VALUES**

### **OUR MISSION STATEMENT**

The Manchester by-the-Sea Police Department, in partnership with the Manchester by-the-Sea community, is committed to maintaining tranquility, to respecting the sanctity of human life and to reducing risk for all. We seek

to accomplish this mission through accountability, transparency, strategic partnerships, community engagement and the selection and professional development of high quality personnel. Above all, the Manchester by-the-Sea Police Department seeks to provide services with compassion, dignity and the highest level of customer service.

### **The members of the Manchester Police**

#### **Department value:**

- the right of all individuals in our community to be treated with understanding, compassion, dignity and respect;
- the rule of law and its fair, impartial and sensitive application;
- a work environment that recognizes all employees and promotes respect, understanding, accessibility, communication, cooperation, and trust;

### **MPD CORE VALUES**

FAIRNESS

TRANSPARENCY

IMPARTIALITY

COMPASSION

### **2019 Highlights:**

#### **Sergeant Leonard N. Andrews:**

2019 began on a sad note when in January the Manchester by-the-Sea Police Department lost one of our long time icons, Retired



*Ret. Chief Ronald Ramos and Ret. Late Sergeant Leonard N. Andrews Circa 1985*



Sergeant Leonard N. Andrews. Sergeant Andrews “Neil” retired in 2011 after serving 30 plus years with the department. He was a true mentor to all of the younger officers who came up through the ranks under his leadership. Sergeant Andrews was truly compassionate about this department and community. He was also the nephew of the late Chief of Police L. Allen Andrews. Neil will be deeply missed by his family and all of the members of the Manchester Police Department.

#### **State Accreditation:**

In January of 2019 after months of solid work by the entire department we were able to obtain state Accreditation. Accreditation is a self-initiated evaluation process by which police departments strive to meet and to maintain standards that have been established for the profession and by the profession. These carefully selected standards reflect critical areas of police management, operations, and technical support activities. They cover areas such as policy development, emergency response planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation and holding facilities. The program not only sets standards for the law enforcement profession, but also for the delivery of police services to citizens of Manchester by-the Sea and the Commonwealth of Massachusetts.

Achieving accreditation from the Massachusetts Police Accreditation Commission is a very significant accomplishment and a recognition highly regarded by the law enforcement community.

#### **Benefits of Accreditation**

The standards for accreditation impact the officer and public safety, address high liability/risk management issues, and generally promote operational efficiency throughout the agency. The benefits are therefore many and will vary among participating departments based on the state of the department when it enters the process. In other words, the benefits will be better known when the department quantifies the changes that it has made as a direct result of achieving accreditation. Generally, these changes involve policy writing, facility improvements and equipment purchases. Listed below are some of the more common benefits.

Accreditation:

- Provides a norm for an agency to judge its performance.
- Provides a basis to correct deficiencies before they become public problems.
- Requires agencies to commit policies and procedures to writing.
- Promotes accountability among agency personnel and the evenhanded application of policies.
- Provides a means of independent evaluation of agency operations.
- Minimizes an agency’s exposure to liability, builds a stronger defense against lawsuits, and has reduced liability insurance costs.
- Enhances the reputation of the agency and increases the public’s confidence in it.

Obtaining state accreditation is considered a prestigious recognition and aims to reassure the



*Chief Conley, Chief Fitzgerald, Officer Machain receiving the Department’s Accreditation Award*



*Chief Conley, Chief Fitzgerald, Officer Machain receiving the Department's Accreditation Award*

general public that the law enforcement profession is trained, prepared and ready to handle routine calls for service including large scale emergencies. Agency preparedness begins with having a current written directive system that incorporates best practices into agency policies and operational plans. Currently, there are 357 Law Enforcement Agencies in the Commonwealth of Massachusetts and only 89 of the 357 are fully accredited. I would like to thank Officer Ryan L. Machain with assisting me as the Assistant Accreditation Manager during this self-evaluation process. Without his knowledge and diligent efforts this award would not have been possible. Since my appointment as Chief, Officer Machain has been promoted to Accreditation Manager and he will continue to maintain this award as we move forward.

#### **Public Safety Vessel:**

In March of 2019 an opportunity presented itself to the Town where we were able to secure a surplus United States Coast Guard 25ft Defender Safe Boat at a significantly reduced cost. The vessel, a 25-foot 2006 Defender model Safe Boat, patrolled the waterways of Manchester-by-the-Sea this past summer. The boat was previously owned and maintained by the U.S. Coast Guard, and was taken out of service recently as the Coast Guard transitions to a new 27-foot version of the vessel.

Over the past few years and even more so in 2019, there has been an increase in boating traffic as our Harbor has become more popular to

transient boaters. The purchase of the new 25ft safe boat allows all of the public safety departments in town to have 24/7 access to our waterways to respond safely to incidents in our jurisdiction in all types of weather. The focus for the Police Department during the summer of 2019 was on training and familiarizing our officers to the local waterways. Currently, the Police Department has five officers assigned to the Harbor Patrol who work in conjunction with our Harbormaster. Our Harbormaster, Bion Pike's knowledge and willingness to work together as a team has been a tremendous asset for the Manchester-by-the-Sea Police Department. We also must remember that the Police Department and Harbormaster's mission will overlap. Our goal moving forward is to continue to foster an excellent working relationship with the Harbormaster's office as this will continue to help us accomplish our overall mission of public safety for the community and its visitors.

#### **International Chiefs of Police (IACP) One Mind Campaign Pledge:**

In May of 2019 I was pleased to announce that we had completed a pledge to improve our response to those suffering from mental illness in our community. The Pledge is part of an initiative called the One Mind Campaign started by the International Association of Chiefs of Police (IACP), a 30,000 member professional association for law enforcement that provides training, technical assistance, and recruitment services. To join the One Mind Campaign, law enforcement agencies must pledge to implement four promising practices in a 12-36 month period to ensure successful future interactions between police officers and persons with mental illness.

In the law enforcement community, mental illness has become a common focus, with some departments estimating that as many as 20% of their calls for service are related to mental health issues. As Police Chief, I made the decision to join the International Association of Chiefs of Police's One Mind Campaign. By pledging to this campaign it provides our officers the necessary tools and the ability to take a more proactive approach while building partnerships within the community in helping persons affected by mental illness.

In completing the One Mind Pledge, the Department has established a sustainable part-

nership with a local mental health organization (Lahey Behavioral Health), developed and implemented a model policy to address officers' interactions with those affected by mental illness and all of the full-time staff has received and completed mental health awareness and crisis intervention training. The 40-hour Crisis Intervention training curriculum includes education on various de-escalation techniques as well as live role-play scenarios of officers responding to persons who need mental health assistance.

For more information about the One Mind Campaign, please visit the IACP's website: <http://www.theiacp.org/onemindcampaign/>. A list of all agencies who have taken the pledge is also available there. On May 22, 2019 the department received its official certificate for fulfilling the goals of the One Mind Pledge.

Another initiative that we have pursued in response to the needs of the community is the implementation of a new Overdose Outreach Follow-up Team. This team was established with the intention of conducting follow-up interaction with residents who have experienced a recent overdose to be able to offer a variety of treatment options for substance use recovery. The creation of this team was spearheaded and organized by Sergeant Stephen Louf of the Manchester Police Department and Chief Paul Francis of the Essex Police Department with the ultimate goal of regionalizing their efforts.

As Chief of Police I feel we need to take a proactive approach when dealing with this epidemic. Even though our **yearly numbers are small**, if we can make a difference in one person's life then I feel that this team has done its job. This Outreach Team consists of both Manchester and Essex Police Officers along with members of Lahey Behavioral Health and One Stop (prevention and screening services) from Gloucester, MA. The goal of this team is to encourage and assist individuals to seek treatment and recovery by reminding those who are struggling with addiction that they are not alone and that there are services available to help.

#### **SRO (School Resource Officer):**

On November 1, 2019 the new Essex Police Chief Paul Francis and I announced the implementation of our new SRO (School Resource Officer). With a few minor changes in staffing responsibilities, after several meetings with the

Manchester/Essex School District Administration, and with the approval of the Board of Selectman and School Committee the Manchester Police were ready to move forward with the implementation of this important position.

The SRO Program is based upon the fundamental premise that when schools, police, prosecutors, and other service agencies work collaboratively and proactively, the safety, mental health, and well-being of the youth are best served. By working together to educate the school community, to coordinate efforts, and to share information, the Manchester Essex Regional School District and the Manchester and Essex Police Departments through the SRO Program will strive to: (1) prevent violence involving the students of the Manchester Essex Regional School District; (2) prevent the use, abuse, and distribution of alcohol and other controlled substances involving students of the Manchester Essex Regional School District; and (3) provide a safe, secure, violence-free, and nurturing school environment. **Most importantly**, it will develop positive relationships with students and parents thereby enhancing the relationship of the Manchester and Essex Police Departments with the community. It will also strive to provide a positive role model for students and to re-build the relationships with the young people of the two communities that have been lacking for some time.

After a selection process conducted by School Officials, both Manchester and Essex Police Departments, and parents, Officer



*SRO Andrea Locke assisting with a raffle winner with a ride to school in a police car*

Andrea Locke was chosen to be the Department's first SRO. Officer Locke joined the Manchester Police Department in 2007 as a Parking Enforcement Officer. Andrea served as a full-time Dispatcher from July of 2010 until June 2018 when the opportunity arose for her attend the full-time Police Academy. Upon graduation in November 2018 she assumed a new role as a full-time Patrolman. Andrea holds a BA in Criminal Justice from Curry College and has been a tremendous asset to the Department during her time serving the town. She has already made a significant impact to the MERSD community. I look forward to continuing this relationship with the school community as we move forward.

### By the Numbers:

Calls for service are incidents which require the response of a police officer(s). They may be a past crime, motor vehicle accident, medical aid or even a lost motorist. Calls for service are restricted to non-discretionary patrol responses and observed traffic violations. These numbers do not include proactive events initiated by the police officer such as directed patrols, school posts, and community policing initiatives such as a park and walk.

### Manchester by-the-Sea Police Department 2019 Calls for Service

NATURE	2019
911 Calls (900)	786
Alarms (Residential & Commercial Police/Fire)	566
Animal Control (All)	483
Arrests (Adult)	28
Arrests (Juvenile)	1
Assault (Including Assault on Police Officer)	6
Burglary/Breaking & Entering (Residential, includes attempted)	5
Burglary/Breaking & Entering (Commercial, includes attempted)	1
Burglary/Breaking & Entering (Motor Vehicle, includes attempted)	1
Disorderly Conduct	6
Domestic (includes physical, verbal & 209A violations)	25
Fraud (all types)	21
Harassment	2
Identity Theft	7
Juvenile Matters	27
Larceny (all types, includes attempted)	27

Larceny (of Motor Vehicle)	1
Missing Persons (Adult)	8
Missing Persons (Juvenile)	20
Erratic Operation (Motor Vehicle)	98
Motor Vehicle Crashes	183
OUI (Alcohol or Drugs)	6
Protective Custody (Adult)	4
Protective Custody (Juvenile)	0
Robbery (all types)	1
Sexual Assault	4
Threats (all types)	7
Property Damage (town and personal property)	29
Town By Law Violation	7
Trespassing	10
Motor Vehicle Stops (total)	1107
*Verbal warnings	578
*Written warnings	403
*Citations	95
*Criminal Complaints (Summons)	44
"Walk-in" reports	262

### Community Goals and Objectives:

Manchester by-the-Sea Police Department continues to recognize that we are the conservators of a public asset. We are directly accountable to our residents directly through the Board of Selectman. Our objective is to serve all who work in, live in or visit the Town of Manchester by-the-Sea in a manner consistent with our mission statement and values. Our daily activities and strategic goals are formed by direct proactive community policing and engagement with our stakeholders.



*Chief Fitzgerald, Sgt. McCoy, Sergeant Louf, Off. Johnson, Off. Machain 2019 Memorial Day Parade.*



*2019 Halloween Coloring Contest*

Throughout 2019 the Police Department continued to interact with our stakeholders, community groups and the community at-large. These groups included our youth population, our seniors, various town boards and committees, and the local business community. During the year our patrols logged a combination of park and walks and directed patrols totaling 4,230 different events. A park and walk & directed patrols are self-initiated events where an Officer(s) are engaging with the public at a specific given time.

Currently the Manchester by-the-Sea Police Department enjoys a strong relationship with our senior citizen population. In 2019 I would categorize this as one of our most important partnerships. Without the continued support from Nancy Hammond, Director of Senior Services/Council on Aging, who worked closely with Officer Andrea Locke, this relationship would not have become as strong as it has.

As a result of this close relationship, our Department continued to participate in monthly senior luncheons and TRIAD which assists with senior programs and promotes safety. Further, in 2019 we also continued to work with our partners at Senior Care Inc. in Gloucester which provides services for seniors who are at risk of self-neglect, financial exploitation, and physical and emotional abuse.

During 2019 we continued to connect to our business community and several community groups such as The Chamber of Commerce, Bike and Pedestrian Committee, Downtown Improvement Committee and the 375th Anniversary Committee, not only at the leadership level but throughout the ranks of the

department. As mentioned previously, officers connect to our business owners through targeted “Park & Walks” in different areas of the business community on a daily basis. This partnership is currently at a level that I have not seen in many years. The Police Department, in conjunction with the Manchester by-the Sea Fire Department and many businesses in town, sponsored a Halloween coloring contest promoting Halloween safety spearheaded by our School Resource Officer Andrea Locke. This proved to be a huge success with the submission of many beautifully colored Halloween pages by local children and culminating in a pizza party at the Fire Station.

We understand that a significant percentage of our residents we connect with prefer to receive information via our social media outlets. The Department accomplishes this through our Facebook and Twitter Accounts maintained daily by Detective Chris Locke. I too have created a Twitter account @ChiefFitzMPD. All of our social media accounts are linked to the Police Department and Town websites. Our goal in 2020 is to explore other social media outlets such as Instagram and Snap Chat, while continuing to strive for greater transparency and accessibility by reaching a broader audience.

### **Looking Ahead to 2020:**

As we continue to move into 2020, we are dedicated to making our stakeholder partnerships even stronger and remaining committed to being transparent via our department statistics, policy and procedures, and public records through our social media and websites. We will enhance our training and remain current in today's best practices in law enforcement. We will also continue to work collaboratively with Harbormaster Bion Pike and with our neighboring local agencies.

As your Chief and lifelong resident, I remain committed to delivering the highest quality of services through a transparent and community-oriented team approach. I remain honored and humbled to be able to serve the community where I was born and raised and to wear the uniform of the Manchester by-the Sea Police Department.

Todd J. Fitzgerald, Chief of Police

## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is pleased to provide the following summary of Department projects and activities over the past year. As always, if you have any questions or would like to know more about specific projects or our operations you can visit the DPW page on the Town website at [manchester.ma.us/223/Public-Works](https://manchester.ma.us/223/Public-Works), call at 978 526-1242 or visit at Town hall Room 6; a plethora of information regarding capital planning and projects is archived and updated throughout the year here-<https://manchester.ma.us/695/DPW-Reports-and-Information>.

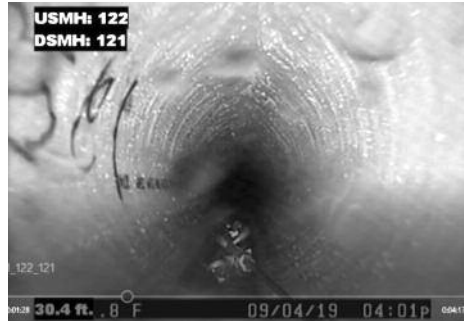
Roadway efforts in 2019 included full width paving of the entire length of Moses Hill Road and Rockwood Heights. These roads were selected from our Pavement Management inventory. Communication and coordination continued on the Complete Streets intersection improvements projects and should be completed in 2020. DPW is also responsible for general street maintenance (line painting, pothole repair, catch basin cleaning, street sweeping etc.) and issuing road opening permits.

On the waste water system, the Harbor Loop lining project was completed. The cured in place pipe (CIPP) liner was installed from within the pipe so no digging in the Harbor was necessary. In addition to the main line, lateral service lines and manhole connections were lined to make the entire length water tight, ensuring that additional ground and sea water does not inundate the sewer or Waste Water Treatment Plant. In addition to the Harbor Loop the Town performed CCTV inspection of other suspected sewer issues for rehabilitation in 2020.

On the water system we began a more extensive water main replacement program. This



*Cast Iron Sewer Pipe Before CIPP Lining*



*Cast Iron Sewer Pipe After CIPP Lining*



*New Fire Hydrant Being Installed*



*New Water Main on Ocean St*

work included replacing 3000- feet of water main on Magnolia Avenue and Ocean Street. In 2020 the same contractor will continue replacing the full length on Ocean Street and Raymond Street. We will be continuing with the water main project on Boardman Avenue and Harbor Street. We also continued replacing old and inoperable water system valves and hydrants which will give us better control of the water system during future water main projects and system wide flushing programs.

The design and permitting for replacement of the Central Street Culvert was submitted to MEPA for agency review. DPW submitted for federal project funding which will potentially push the actual construction out several years. Additionally, the Town continued work associated with state and federal requirements for the municipal separate storm sewer system permit (MS4 permit). This work included town storm water management plan, asset inventory and mapping, and sampling at Town outfalls.

The Department appreciates your patience and forbearance during these projects and continued support of our work.

All the Best,

Charles J. Dam P.E.,  
Director of Public Works

**BOARD OF REGISTRARS**

Voter registration totals as of December 31, 2018:

Democrat	982
Republication	685
Unenrolled	2487
United Independent Party	14
Green Party USA	0
Green Rainbow	6
Libertarian	16
MA Independent Party	4
American Independent	6
Socialist	2
Inter 3rd Party	8
Grand Total:	4174

The total population figure gathered from the Town Census is 5575. The required registration sessions were held before the April 1, 2019 Annual Town Meeting, the May 21, 2019 Annual Town Election, and the November 19, 2019 Special Town Meeting. Throughout the year Initiative Petition papers were received and certified for the potential questions on the 2020

State Election Ballot. In 2019 the State Legislature voted to expand Early Voting to Presidential Primaries and also Automatic Voter Registration, which allows voters to be automatically registered at the RMV, MassHealth and the Department of Transitional Assistance unless they opt out.

Respectfully Submitted,  
Eileen Buckley, Chairman  
Christina J. St. Pierre, CMMC, 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.*

It is always a pleasure to share with our community the great work and future endeavors of the Manchester Essex Regional School District. I am very proud of the wonderful work our dedicated faculty and staff do every day to support the social, emotional and intellectual growth of our students, and I am tremendously optimistic about MERSD's future.

The Manchester Essex Regional School District continues to be recognized as one of the highest performing school districts in Massachusetts and has earned national recognition for our STEM program. In addition to traditional academic measures of achievement, MERSD has been recognized for its work to integrate social emotional learning throughout our education program. Our school has partnered with Yale to implement the RULER program, and we were chosen to be the subject of a Yale Harvard Research study funded by the Tower Foundation. This study will focus on the implementation methods and accessibility of the program. Additionally, a team from our Middle School will be presenting at the National Ruler Conference in the spring of 2020.

**2019 Highlights**

- Memorial School Project underway
- Essex Elementary School energy upgrades funded by \$395K of Green Community Grant funds
- MERSD invited to join Essex County Learning Community (ECLC)
- MERSD invited to participate in a RULER

implementation study overseen by Yale & Harvard

- MERMS presented on Social Emotional Learning at the regional Superintendent's Roundtable
- MERHS STEM Program ranked 8th in MA / 417th Nationally by US News & World Report
- MERHS recognized by the DESE as a Green Ribbon School.

Looking to build upon the success of our program and to prepare students for the workplace of tomorrow, MERSD has begun a two-year strategic planning process to define our roadmap for creating a future-focused education program. Phase one focuses on developing a *Vision of the Graduate*. Following the blueprint from the New England Association of Schools and Colleges (NEASC), this process seeks to define what students should know and be able to do as a result of a Manchester Essex education and examines the question - *What are the skills and dispositions students will require to find success?* In phase two (Spring 2020), the profile will serve as the driver for the development of a multi-year plan that establishes a set of goals and strategic initiatives to achieve the Vision of the Graduate 2033. We will be engaging the community in a conversation about our future needs during March 2020 and will present the plan in the fall 2020-2021 school year.

The communities of Essex and Manchester have a strong reputation for their commitment

to high-quality schools. 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 continued support. Our success is a community effort!

Pamela Beaudoin,  
Superintendent of Schools

### **Memorial School Building Project**

2019 has been a busy year for the Memorial School Building Project. Following voter approval of the \$52 million project in Essex and Manchester in November 2018, work began by JCJ Architects on more detailed design specifications to guide construction. Permitting with the Conservation Commission, Planning Board, building inspector, and many other local agencies was also completed successfully in the spring of 2019. Immediately after the school year ended in June, WT Rich, the project construction manager, began demolition of the southwest wing in order to make room for construction of the new, two-story classroom wing. Foundations were poured in September, steel was erected in October and November, concrete floors were poured in December and interior framing of the classroom wing is nearly complete as of January. The classroom wing is scheduled to be completed in time for students to move in at the start of the 2020-2021 school year.

A second phase of demolition is scheduled for summer 2020, when school is not in session, at which point construction of common/admin-





istrative spaces (e.g., gym, cafeteria, main office) will begin, with an anticipated completion date of summer 2021. The final phase of demolition, for the old gym and cafeteria is slated for summer 2021, which will make space for additional parking in front of the school and is expected to be completed in late fall of 2021.

The project remains on time and on budget. For more information, including aerial construction video footage, photos, monthly construction reports, safety updates and building committee minutes/agenda, please visit the **Memorial School Building Committee** webpage - <https://www.mersd.org/domain/767>.

### **Finance & Operations**

MERSD's School Committee goals include the objective to "develop and deliver a fiscally responsible budget that restores educational quality, supports District goals, recognizes the confines of Proposition 2½, and advocates for increased funding for the district." This updated goal acknowledges the results of the past two budget cycles, in which MERSD has fallen short of the typical "level services" standard, or, in other words, the same level of program currently in place. The challenge traces back to fiscal 2018, when MERSD absorbed a 28% increase in health insurance rates after its budget had been set. Since then, growth in health insurance rates has stabilized, and MERSD has negotiated changes to its benefits offerings that are more affordable. Additionally, fiscal discipline has remained a priority, as the district has maintained a 3.2% average annual increase to taxpayers over the past four years. Fiscal restraint has come at a cost, however, and has necessitated reductions to staff and some programs, which is not sustainable in the long run.

MERSD's draft FY21 budget attempts a resumption of a "level services" approach, but achievement of this objective is not yet certain, and the draft budget does not include reinstatement of prior year cuts. A commitment to keep assessments to both towns within the levy limit will likely require MERSD to supplement town funding with "rainy day" reserve funds. Reserve funds originate from prior year budgetary savings or unanticipated revenue, which are not expected to recur. For this reason, use of reserves to fund the operating budget is not a viable long-term strategy; MERSD is working

with member towns to determine whether increased town funding or program cuts will be necessary instead, in the next several years. Keeping reserve balances healthy in the long run is also beneficial to taxpayers by signaling to potential lenders that MERSD is a low-risk borrower for capital projects. MERSD's credit rating was recently upgraded to AA+ (one step below the highest possible AAA rating) by S&P, who cited the strong financial position of both Manchester-by-the-Sea and Essex, as well as MERSD's multiple years of positive budgetary results and healthy financial reserves. As a result of this favorable credit rating, MERSD was able to secure initial funding of \$35 million at a 3.289% interest rate, a significant improvement from the estimated 5.0% rating presented to voters in the fall of 2018, when the construction project was approved. The resulting savings in interest payments over the 30 year term will total \$17 million or \$577K per year. Additional borrowing of approximately \$5 million is expected, in addition to up to \$12 million in matching grants from the Massachusetts School Building Authority (MSBA) in order to fund the remainder of the Memorial School project. Healthy reserves will also be important as MERSD shifts its focus over the next several years to renovation of Essex Elementary (now 63 years old), which will require input and approval from voters, and additional potential borrowing.

As of January 22, 2020, the proposed, draft FY21 operating budget of \$27.29 million assumes a \$23.6 million contribution from the towns (operating assessment), up 3.64% or \$827K from FY20. Operating assessment increases have averaged 3.16% per year over the prior four years. This stable rate of growth is consistent with the multi-year budget projections used by MERSD to collaborate and plan with member towns of Essex and Manchester.

Total spending increases in the draft FY21 budget of \$1.23 million, reflect a 4.70% increase over FY20, which is above the prior four-year average annual increase of 3.22%, driven primarily by a conservative forecast of 8.5% increase in health insurance rates (\$425K increase) and, to a lesser extent, growth in special education out-of-district placements (\$136K). Excluding these two items, spending growth in FY21 would be just 3.15%, in line with prior year averages. With regard to health

insurance, medical trend rates typically increase 7-8% per year. Recent stabilization of MERSD's claims utilization, since adopting a higher deductible plan with a Health Reimbursement Account (HRA) in FY20, suggests that the FY21 budget assumption of 8.5% could come down to trend level, once additional months of claims data becomes available. The FY21 budget also includes an estimated contribution for OPEB (Other Post-Employment Benefits, or future-year retiree health care) of \$586K, which would bring MERSD's forecasted trust fund balance to \$3.03 million. OPEB obligations are mandated by Massachusetts General Law. MERSD's contributions are funded entirely from savings generated by employee migration to less costly plans, thereby eliminating an additional potential cost to taxpayers, which has been necessary in other communities. Staffing levels are unchanged in the FY21 budget compared to the current fiscal year, including elimination of positions held by retiring staff. Total personnel costs are budgeted to grow 3.8% or \$646K in FY21.

With construction underway for Manchester Memorial Elementary School, MERSD's facilities department is focusing capital planning efforts on extending the life of Essex Elementary School, now 63 years old. In partnership with the Town of Essex, MERSD has used Green Community state grants over the past few years to fund \$395K of energy improvements, including LED lighting conversion, and installation of a modern building automation system; these systems also help to lower the annual operating cost (utilities). Additional capital investments at Essex Elementary for one-time projects, such as replacement of the Eagles' Nest playground will be funded by reserve funds, which grew by \$319K in FY19 from interest income earned on \$35 million in bond proceeds (not yet spent) for the Memorial Elementary School construction project. A similar amount of interest income is anticipated in FY20, which will be directed to additional upcoming capital projects, such as replacement of the Middle High School turf field, potential investments to shore up the Essex Elementary heating system, and normal replacement cycle investments in Middle High School flooring and furniture.

## **MERSD At A Glance**

### **Enrollment**

- } Students = 1,368
  - Resident Population = 1,317
  - School Choice = 51
- } Per Pupil Expenditure = \$18,343 (91 in state)
- } Per Pupil Exp. State = \$16,506

### **Operations**

- } Academic Teaching & Learning
- } Special Education
- } Social Services: Counseling, Health, Home Health, Homeless & Inter-agency support
- } Early Childhood
- } Network & Instructional Technology Management
- } Facilities Management
- } Food Services
- } Transportation
- } HR Management
- } Financial Services

### **Active Faculty & Staff**

- } Faculty = 151
- } Support Staff = 25
- } 12 Month Administrative = 27
- } Average Teacher Salary = \$82,376 (94 in state)
- } Average State Teacher Salary = \$80,222

### **Facilities**

- } Open 7 Days
  - Weekdays 6am – 10pm
  - Weekends 9:00am – 9:00pm
- } School Sites = 3
- } Athletic Sites = 4

## **Curriculum, Instruction, & Technology**

The Manchester Essex Regional School District continues to refine and expand instructional practices for teaching and learning at all levels. This year, MERSD has begun work with the Hill for Literacy to develop a K-8 district-wide literacy plan. The Hill for Literacy was founded in 2001 within the Communication Sciences and Disorders graduate program at the MGH Institute of Health Professions and in 2010 the Hill for Literacy reorganized and became an independent nonprofit. Since 2001, the HILL has worked with numerous schools and districts nationwide using the HILL Solution to create scalable, sustainable literacy excellence (HillforLiteracy.org, 2020).

This year, with support from the Hill for Lit-

eracy, MERSD began an in-depth ELA curriculum review process and developed teacher training aimed at learning the most current research focused on the Science of Reading. A district-wide literacy team was formed and was introduced to curriculum evaluation and program evaluation methodologies. Each participating school is engaged in program evaluations for both school-based ELA curriculum and published research- and evidence-based ELA reading programs.

Additionally, MERSD chaired a cross-district initiative focusing on the Science of Reading. MERSD hosted a two-day professional development series with participants from 75 participating school districts. School leaders also participated in the Northshore Leadership Series, a district cohort focus group designed to engage and leverage the practice of Science of Reading research to support the development and implementation of school-wide research-based reading practices. Currently, the following six school districts participate in this cohort: Pentucket Regional Schools, Newburyport Public Schools, Winthrop Public Schools, Arlington Public Schools, Lynn Public Schools, and Gloucester Public Schools.

In an effort to align to the most current Massachusetts frameworks and to update existing curriculum at the middle school level, STEMscopes was adopted and implemented in grades 6-8. This program is aligned with the MA science standards and the Next Generation Science Standards. STEMscopes is an online digital program which incorporates hands-on kits allowing for students to participate in a wide-range of grade-level science elements and labs. Grade-level units incorporate cross-discipline projects, as well as deeply embedded science and engineering practices at all grade levels. In addition to science and ELA curriculum framework alignment, MERSD has also begun the process of updating the middle school social studies curriculum to incorporate Civics coursework and has begun evaluating mathematics curriculum.

To further support the work of social emotional learning in our schools, Manchester Essex Public School district accepted an invitation to participate in a three-year research study aimed at developing RULER for all teachers and students through the incorporation of Universal Design for Learning.

Dr. Christina Cipriano, Director of Yale's Center for Emotional Intelligence and Dr. Gabrielle Schlichtmann, from Harvard Graduate School for Education, were awarded two large research grants to further develop RULER to better support Universal Design for Learning for all students in the Manchester Essex Public Schools. The grants, awarded from the Oak Foundation and the Tower Foundation, are geared toward a multi-year research, design, and build out of RULER in the Manchester Essex Regional School District.

The overall research plan includes:

- Year 1: Identification of the bright spots of RULER implementation in MERSD & identify what teachers, students, and administration needs are for the future
- Year 2: Create a universal design for learning plan and identify structures for RULER to fully implement RULER effectively for all diverse learners
- Year 3: Supportive implementation of the newly designed UDL supports as determined by the district.

Members of MERSD's leadership team have begun preparation and planning for our new five-year strategic plan. To support this work, MERSD is developing a vision of the graduate at the high school level, which will guide and support the work of all our schools through the strategic planning process. In an effort to facilitate this process, our team has begun work with the Creative Education Foundation (CEF). Concurrently, MERSD was invited to join the Essex County Learning Community (ECLC).

As members of the ECLC, MERSD will engage in an intensive two-year professional development experience aimed at helping educators better meet the diverse learning assets and needs of students with learning disabilities, learning and attention issues, exposure to trauma—as well as those who experience systemic bias related to race, ethnicity, language, income, and gender. The ECLC is funded by the Peter and Elizabeth C. Tower Foundation. Based in Buffalo, New York, its footprint includes Essex County and Cape Cod & The Islands. Additional funding is provided by the Essex County Community Foundation.

Five public school districts in Essex County have been selected to participate in the second cohort of the Essex County Learning Commu-

nity (ECLC). These districts include Andover, Essex North Shore Agricultural & Technical School, Hamilton-Wenham, Manchester-Essex, and Saugus Public Schools (<https://www.essex-countytc.org/blog--news>, 2020).

### **Student Services Annual Report**

The Manchester-Essex Regional School District Student Services Department encompasses Special Education, Section 504, English Language Learners, Homeless Students, Health and Counseling Services, and Preschool. Responsibilities of the department include program development, staff training and supervision, budget management, delivery of direct services (ELL, Counseling, Special Education), and maintenance of legal compliance with federal and state regulations in these areas.

The MERSD is committed to providing an inclusive and supportive environment for students with disabilities. The special education department provides direct services, assessment, and consultation for these students through Individualized Education Programs (IEPs). The District's compliance with state regulations is assessed on a six year Coordinated Program Review cycle, which was most recently completed in 2018-2019, and found no indication of non-compliance. The District routinely conducts screenings of children in order to identify potential disability-related needs; approximately two hundred (200) students, 14% of the student population, receive special education services. Forty-nine (49) children, primarily at the elementary level, were referred for an initial special education evaluation in 2018-2019. Special education services range from classroom support and related services (OT, PT, Speech) to sub-separate in and out of district programming. The District maintains several specialized in-district programs that include Students with Integrated Goals (SWING) for children with developmental, communication, and neurological disabilities; Intensive Reading and Written Language (IRWL) for students with dyslexia; and Social and Academic Integrated Learning (SAIL) for students with social-emotional disabilities and/or high functioning autism. This year, the IRWL program expanded to serve students in grades 2 and 3 in order to provide earlier intervention for students requiring intensive remediation for dyslexia.

In addition to special education, the District provides accommodations for seventy four (74) students eligible for Section 504, a federal regulation that protects individuals with disabilities from discrimination in education and employment. Seven (7) English Language Learners (ELs) receive direct instructional services through the District and nine (9) additional former ELs are monitored through the department. In addition, the District offers accommodation and support to all students through the District Curriculum Accommodation Plan (DCAP). Per Massachusetts General Law, the DCAP is a documented process requiring principals and classroom teachers to accommodate diverse learning styles of all children in general education and provide appropriate services and support including, but not limited to, direct and systematic instruction in reading and provision of services to address the needs of children whose behavior may interfere with learning, and/or who do not qualify for special education services.

The MERSD provides full time health and counseling services in each building, including School Adjustment Counselors, School Nurses, and School Psychologists. Nursing services include screenings, medication administration, and ongoing student health management. Counseling staff provide individual and small group counseling, college and career counseling, and mental health, wellness, and developmental guidance lessons. The Counseling and Guidance Department infuses social-emotional learning concepts from the districtwide RULER program into their daily contact with students. At the high school level, the department also coordinates a Peer Mentor program led by two student coordinators, Christina Bullock and Julia Kaper. The forty-five (45) member peer mentor team meets weekly and provides supports to students transitioning from grade 8 to 9, including help with course selection and navigating the high school schedule. MERHS school counselors enjoy strong collaboration with other Cape Ann high schools and partner annually to coordinate the Cape Ann College and Career Fair in conjunction with the Cape Ann Chamber of Commerce.

### **Essex Elementary School**

Essex Elementary School enrolled 225 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 numerous wireless mobile computer labs (PCs, Ipad, Chromebooks) 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 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, which includes a Social Emotional component. Included in this Social Emotional domain and in alignment with the district initiative, EES introduced a new model of supporting Emotional Intelligence called RULER. As part of the School Improvement Plan, staff is training students in how to recognize and label their emotions and to develop strategies for regulating them. In conjunction with this, staff at EES assesses each student on eight areas of social competencies (self-awareness, social awareness, goal-directed behavior, self-management, relationship skills, personal responsibility, decision-making, and optimistic

thinking). Based on results from the assessment direct instruction is provided to students in areas where they might need additional instruction. Classroom teachers also focus on social-emotional learning in their classrooms. Finally, the School Improvement Plan focuses on developing a cohesive K-5 approach to balanced literacy, strengthening partnerships between special education and general education, developing more inclusive school wide practices, and identifying necessary changes to improve the effectiveness of home-school communication.

Student safety is a top priority for the district, and, as such, all schools work in conjunction with the District Safety Team to develop safety plans that meet each school's needs as well as the overall district plan. 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 the recently retired, Chief Silva and Fire Chief Doucette for working closely with the school administration on maintaining a safe school.

The 2018-2019 MCAS results show that the percentage of students meeting or exceeding expectations in all subjects/grades was greater than the state average. Teachers continue to review this data in order to make informed instructional decisions. I am happy to report that the 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, staff noticed that their scores

on MCAS showed improvement; however, MCAS data is just 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 faculty and staff 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 by providing awards for our Guided Reading Books and a grant for visiting authors and composers, as well as numerous other resources. School meetings are held to 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 fifth grade students, such as Project Adventure and ballroom dancing, help to make their final year at EES memorable. 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 299 students enrolled in kindergarten through grade 5 this school year. MMES also houses the MERSD Integrated Pre-K program for students in Manchester and Essex. The program is a combination of students with special needs and peer models. The K-5 classrooms average roughly 19 students per class.

MMES offers 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, and technology. Additionally, students also study foreign languages (Spanish and French) in grades 1-5. Students in the upper grades have the opportunity to take instrumental music lessons during the school day and participate in the MERSD elementary band. Students can also join our before-school chorus program where they perform with the band at a Winter Holiday Concert and Springtime Concert. The visual arts are celebrated every spring in the district-wide Elementary Art Show that showcases our students' artistic talents. MMES students also enjoy a number of enrichment programs that are sponsored by our PTO, including musical/dance performances and academic enrichment presentations.

When visiting the MMES neighborhood this year, it is hard to not notice the major construction project that is underway. While the current building served students well for many years, the repairs and upgrades that were in the queue called for the town to consider either a major renovation or a total rebuild of the school building. MERSD partnered up with the Massachusetts School Building Authority (MSBA), and it was decided that it would be best to build a new, modern building. Groundbreaking took place in June of 2019 and construction is well underway. It is anticipated that all students will be in the new classroom wing in the fall of 2020. The core of the building (lobby, offices, cafeteria, gymnasium, media center, etc.) will be constructed during the 2020-2021 school year. The entire MMES community is very excited about moving into the new building!

Another major project that is underway at MMES is the MERSD English Language Arts (ELA) curriculum review process. A committee of teachers and administrators have been analyzing the MERSD ELA curriculum and evaluating curriculum materials that are currently available on the market. This process has been very informative and will yield a more consistent K-5 approach to teaching reading, writing, and speaking for all MERSD students.

Finally, MMES is very fortunate to have a high level of supportive parent involvement in our school. As a result of School Committee, PTO, Spaulding Foundation, and Hooper Fund

support and efforts, we continue to maintain MMES traditions and raise funds to enrich the educational experience for our students.

John Willis, Principal  
Memorial Elementary School

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

The 2018-19 school year marked the second year of new scheduling and programming, which was implemented based on feedback received in the NELMS assessment conducted during the 2015-16 school year. Schedule changes included an introduction of ME Block and Middle School Academy. As always, the middle school schedule is 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.

As referenced above, schedule changes included the addition of a middle school "ME Block." ME Block is a half hour each day in which students may choose from a variety of curricular and organizational activities. The purpose of ME Block is to offer students a time during the school day where they can do long-range planning for upcoming assignments, get a head start on homework, check in with teachers for extra help, connect with peers for project work, organize their materials, or spend some time decompressing through reading, writing, or the arts.

In its second year, Middle School Academy (MSA) continues to be well-received. Students are fully engaged in this portfolio-driven class created to help students develop the organizational, technological, and social emotional skills necessary for success in middle school. This is a project-based class in which students work collaboratively in small groups, with a partner, or individually on a variety of choice projects throughout the year. Other course offerings for Grades 6 through 8 remain consistent with prior years. Each grade level is comprised of "core content" classes including Eng-

lish, Math, Science, and Social Studies. Grades 7 and 8 include foreign language (Spanish or French) as one of their five core classes. 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, Engineering, Health, PE, and foreign language (Spanish & French) for 6th Grade. In addition, general music, chorus and band are offered at all three grade levels. During the 2017-18 school year, our Middle School Science Department engaged in a pilot of key curriculum offerings. This exploration led to the adoption of the STEMScopes curriculum, which is being employed in all middle school science classrooms this year. Teachers are working closely together as a team and with the Science Department Chair as they learn the new program and coordinate vertical alignment across grades.

The middle school continues to make significant headway in the 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. Teachers are making effective use of the one-to-one Chromebook environment in order to enrich and extend instruction through the strategic use of technology. Teachers continue to employ Google Classroom and Google Apps for Education as they explore advances in curriculum and assessment. 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. In preparation for the transition to middle school, Grade 6 parents are invited to a parent orientation night in the fall. This orientation provides an opportunity for parents of rising 6th grade students to gain a general understanding of the middle school. Specific topics include Aspen, Google Classroom, understanding the Student Planner, understanding the middle school schedule, and other general information that will help parents and students acclimate to their new school. In the summer, rising Grade 6 students attend Locker Night, during which time lockers are

assigned and students can practice using combination locks and spend time setting up their new space. Student mentors are available during Locker Night to assist in opening their lockers. Classrooms are also open during this time so that students and parents may tour the space. 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, enabling them to make informed decisions about freshman courses in conjunction with their parents and guardians.

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. Throughout their three years, students focus on learning study skills and exploring 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 and Google Classroom to monitor their schedules and homework. These organizational tools will be used throughout middle school and will help provide students with a solid foundation of skills in the areas of planning, time management, and organization, all of which will help prepare them for the responsibilities of the future. From a grade-level perspective, the sixth grade focuses on developing an inclusive culture and encouraging students to become more independent while still being supported and monitored for success. The 7th Grade engages students in learning opportunities that encourage collaboration as well as independence, all the while leveraging key skills introduced and developed in Grade 6. The 8th Grade continues the focus on growing independence, self-awareness, and self-advocacy as they work to solidify skills and prepare students for the transition to high school. Throughout middle school, students are provided with several opportunities to see learning come alive, better understand cultural diversity, and building strong community bonds through a variety of field trips offered both in-house and outside of school.

At MERMS, we understand that the social and emotional health of our students is crucial to their academic success. Our mental health professionals and administration work closely

with classroom teachers and parents/guardians to ensure that students are supported as needed during times of crisis and stability alike. Ms. Provost, Dean of Students and Support, works to provide structure and support to all students both in and out of the classroom. Our School Adjustment Counselor, Ms. Erin Brahms, and our School Psychologist, Dr. Kate McGravey, work closely to ensure that students are properly supported in the classroom and that social/emotional needs are met. Teachers have been trained in RULER, a social-emotional curriculum designed to help students recognize, label, express, and regulate emotions. This program was rolled out to students in the 2018-19 school year and continues to provide effective supports for students and staff alike.

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. 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, and our after-school club offerings continue, including Homework Club, Math Club, Robotics Club, Green Team, Mountain Biking Club, Ski Bradford, Middle School Acappella, Journalism Club, Art 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 school year!

Joanne Maino, MERMS Principal

### **Manchester Essex High School**

Manchester Essex Regional High School continues to progress in an effort to provide all students with a broad-based curricular experience. The curriculum aims to assist students in gaining valuable skills focused on creating, evaluating and analyzing in an effort to prepare



students for the global society ahead of them.

The students at Manchester Essex Regional High School continue to achieve at high levels. Ninety four percent of the Class of 2019 moved onto to post-secondary academic options. One hundred fifty seven students took Advanced Placement courses during the 2018-2019 school year. Those students took 352 AP courses with 71% of the students scoring 3 – 5 (levels that are deemed acceptable for college credit). MERHS was one of 250 schools nationally and one of twelve schools state-wide to be named to the AP District Honor Roll for expanding access to the AP program while maintaining strong test outcomes. One MERHS student won a National Merit Scholarship as a result of their performance on the PSAT. The same student was named a Jeffersonian Scholar by the University of Virginia. Four more students were deemed 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 passing scores on the English Language Arts and Mathematics exam. Ninety-four percent achieved advanced or proficient in Science.

In conjunction with the district initiative, MERHS has adopted a focus on student social emotional help with the implementation of the Yale's RULER Program. The program consists of Three Pillars: the Faculty/Classroom Charter, the Mood Meter and the Meta Moment. Implementation began during the 2017 – 2018 school year as teachers were introduced to the pillars of the program. Teachers began implementation of the program in classrooms during the 2018 – 2019 school year.

The School Council at the high school level had a productive year. During the 2018-2019 school year the Council focused on writing job descriptions for a new Dean of Students and Athletic Director. The Council also began discussions about the Vision of the Graduate, including the skills and dispositions that students will need to be successful upon completion of high school.

Students continue to participate in a large variety of co-curricular, extra-curricular and athletic programs. Boys and Girls basketball advanced to the State Tournament. Several

members of the swim team advanced to the State Meet. Boys' and Girls' Tennis, and Boys Lacrosse competed in the State Tournament. Girls Lacrosse won the D4 North Tournament and played in the state final at Babson College. The Baseball Team won the D4 State Championship at LeLacheur Park in Lowell. Boys' and Girls' soccer played in the D4 North State Final game. Field Hockey also competed in the state tournament. Hornet Football found great success on the grid iron playing in the playoffs and beating Georgetown in the annual Thanksgiving game. Two members of the Cross Country team advanced to the State Meet. Two members of the golf team advanced to the State Meet.

Throughout the school year students participated in community service, taking part in several toy, clothing and food drives. Debate and DECA continued to find success in competition. Robotics competed in the FIRST Robotics competition. MERHS was once again recognized for its Green Schools designation.

Patricia Puglisi, MERHS Principal

## **SEASIDE NO. 1 COMMITTEE**

The historic SEASIDE No. 1 building continues to serve the town well. While the first floor continues to serve as a wonderful museum space dedicated to our town's firefighting history, the second floor serves as office space for several town departments. The museum was once again opened to the public on summer Saturdays as well as several other special occasions. As with all historic buildings, maintenance is an ongoing challenge. Seaside No. 1's exterior needed significant repair. In the fall of 2019, the exterior carpentry work was completed. On behalf of the town, the SEASIDE NO. 1 Committee applied for a CPA grant to cover the cost of painting and re-glazing of the windows. Additionally, the large sign over the front doors will be restored. Pending approval at town meeting, we hope to have this beautiful building looking fantastic for Manchester's 375th. celebration.

## **SUSTAINABILITY COMMITTEE**

The Sustainability Committee continued to strive to fulfill its mission of promoting strategies and initiatives to reduce the negative environmental impacts of Town activities in addition to engaging the community through public forums, educational materials, and other means



of raising awareness of the climate crisis.

We did this through a series of events and activities.

On March 8th we held a waste-free potluck dinner at the High School, with presentations by High School Green Team students and Middle School students and faculty, followed by a showing of the movie *Wasted*, about food waste.

On May 9th, in collaboration with the Public Library, we sponsored a speaker, Beth Porter, Climate and Recycling Director of Green America, who spoke about her book *Reduce, Reuse, Reimagine*.

On Friday, November 1st, we sponsored a sustainability event at the Community Center attended by approximately 60 people. Janet Domenitz, Educational Director of MassPIRG spoke and we screened the film, *BagIt*, about plastic pollution. This event was followed by a Sustainability Fair featuring 20 local vendors and was attended by about 150 people.

Some committee members toured the Waste Management recycling facility and the Wheelabrator incinerator in North Andover, where our town's trash is incinerated.

The committee has continued to work closely with the DPW and Black Earth Compost to promote the importance of composting, correct recycling practice, and generally using less stuff. We have also tried to connect with neighboring towns' waste reduction committees and the MassDEP to learn about their best prac-

tices. We continue with letter-writing campaigns, articles, flyers and outreach.

Sustainability Committee members: Alison Anholt-White (Chair), Su-Yin Mittermaier, Allison Ste. Marie, Dana Spang Menon, Carley Cook, Melissa Flynn, Nadia Wetzler. Student liaison Lucia Logue-Perron.

## TOWN CLERK

The following monies were collected by this office in 2019:

Marriage Licenses:	\$595.00
Vital Certificates:	\$3,705.00
Street Lists:	\$384.75
Dog Licenses:	\$18,950.00
Business Certificates:	\$1,400.00
Miscellaneous	\$1,270.00
Harbor Fines:	\$50.00
ZBA Filing Fees:	\$5,430.00
Planning Board Filing Fees	\$3,475.00
HDC Filing Fees:	\$470.00
DPW Stickers:	\$6,465.00*
DPW One Trip Pass:	\$2,570.00

\*In 2019 Waste Management, our refuse vendor, took over the sale of bulk item stickers. The only stickers now sold at Town Hall are for electronics, metal and appliances.

There were 899 dog licenses and 1 kennel license issued in 2019.

## Vital Records:

Births -19 total	
Boys	6
Girls	13
Deaths:	36
Marriages:	21

In 2019 the Assistant Town Clerk position was combined with the Zoning Board of Appeals Clerk position and the Historic District Commission Clerk position to increase the availability of support to these boards and provide more continuity of information to our residents.

Respectfully Submitted,

Christina J. St. Pierre, CMMC, Town Clerk

Adele Ardolino, Assistant Town Clerk

## WINTHROP FIELD COMMITTEE

The Winthrop Field Committee serves as an advisory committee to the Selectmen with the mission of preserving and managing Winthrop Field.

All projects and expenditures in 2019 were

funded by generous donations from the Clara Winthrop Charitable Trust, members of the Winthrop Field Committee, and friends of Winthrop Field. Labor for clearing brush around the field was provided by neighbors and the Committee with the brush being hauled to the compost area by the DPW.

Several activities were completed this year. The field was mowed and the hay was baled by Bill Perkins. The second rotary mowing of the field was not done as it was not needed. The drain lines under the field were cleared by Dash Drains under the supervision of the Committee. The construction of a gate at the Jersey Lane entrance approved by the Board of Selectmen was completed in this year.

With the approval of the Committee, Winthrop Field was used by Draper Labs for the testing of a new satellite tracking antenna. Town residents used the area for activities such as walking, snow shoeing, cross country skiing, and dog walking.

Mike Chapman, Chairperson  
Winthrop Field Committee

## **ZONING BOARD OF APPEALS**

**Zoning Board of Appeals Members:** Bridget Murray, Esq. (Chairperson, January- June), Sarah Mellish, Esq. (Chairperson July-December) James Diedrich (Clerk January- June), John Binieris, Kathryn Howe, Esq. (Clerk July-December), James Mitchell, and Brian Sollosy. Adele Ardolino (Clerk/Administrative Assistant).

## **2019 YEAR IN REVIEW**

Over the course of 2019, the Zoning Board of Appeals ("ZBA") held nine (9) public hearings; conducted nineteen (19) site visits; and considered seventeen (17) Special Permit applications, one (1) Variance application, two (2) combined Special Permit/Variance applications, and one (1) Appeal of an Administrative Decision (continued to January 22, 2020). Some of these applications were approved with restrictions or modifications imposed by the ZBA.

The ZBA visited each site that was the subject of an application on at least one occasion. All applications were filed, processed, and decided according to town and state laws, by-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 in the Manchester Cricket, and by posting on the Town Hall bulletin board and on the Manchester-by-the-Sea website. Each decided application was the subject of a written decision filed at Town Hall, sent to all applicants, and recorded at the Registry of Deeds. Decisions were made available to all abutters and the public (upon their request).

The ZBA revised its standard application to provide space for more applicant information and voted on the approval of the final draft of the application.

The ZBA and Planning Board worked with Susan Brown, the Town Planner and Mr. Mark Bobrowski, the consultant, on the Zoning By-Law Recodification project, which is still in progress.

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.

Sarah Mellish, Esq., Chairperson  
Zoning Board of Appeals  
Manchester-by-the-Sea, Massachusetts  
December 18, 2019



*Manchester Harbor - Greg Blagden*



*Summer Concert*

## 2019 ANNUAL TOWN MEETING

The Annual Town Meeting of the Town of Manchester-by-the-Sea was held on Monday, April 1, 2019 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 area. They were assisted at the front and on the floor in the gymnasium by Carolyn Kelly, Martha Gubbins, Lee Simonds, Alison Anholt-White, Nancy Hammond, Beth Heisey, Pamela Thorne, Adele Ardolino and Kathy Ryan as well as two Manchester Essex Regional High School students, Max Warnock and Tyler Erdmann. Two hundred and fifty one voters checked in for the meeting. A quorum was reached at 6:45 P.M., and the meeting was called to order at 7:03 P.M. Moderator Alan Wilson waived the reading of the warrant but confirmed it was properly served. Moderator Wilson then asked that the meeting rise for the invocation given by Reverend George Stevens, 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 seventeen former town employees and officials in 2018. 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:

#### **SGT. WILLIAM LASKOWSKI**

February 8, 2018  
Police Department

— \* —

#### **SAMUEL ADAMS**

March 4, 2018  
Town Moderator  
Fence Viewer  
School Committee

— \* —

#### **JOHN GRAVES**

March 11, 2018  
Electronic Infrastructure  
Committee  
Sewer Task Force

— \* —

#### **CAROL T. SCHANLEY**

April 9, 2018  
2008 Volunteer of the Year  
Council on Aging Volunteer

— \* —

#### **CORNELIA ADAMS**

April 26, 2018  
Pound Keeper  
Community Preservation  
Committee

— \* —

#### **F. GERALDINE COSTELLO**

April 26, 2018  
School Teacher

#### **DAVID KAHLE**

May 11, 2018  
Conservation Commission  
Community Preservation  
Committee

— \* —

#### **GEORGE BROWN**

June 17, 2018  
Town Counsel

— \* —

#### **ADELE Q. ERVIN**

June 24, 2018  
Finance Committee  
Board of Library Trustees  
Poll Worker  
Friends of the COA  
Library Building Committee  
2007 Volunteer of the Year

— \* —

#### **RICHARD "ARCHIE" SOUTHGATE**

August 18, 2018  
Planning Board, Chair  
Town Moderator  
Board of Selectmen, Chair

— \* —

#### **JOHN GILMORE**

September 14, 2018  
Water & Sewer Commissioner  
Finance Committee  
Board of Selectmen, Chair

#### **ALBERT M.**

#### **CREIGHTON, JR.**

September 17, 2018  
Finance Committee,  
Conservation Commission

— \* —

#### **CHRISTOS G. NAHATIS**

October 5, 2018  
Fire Station Committee  
Personnel Board

— \* —

#### **JOHN "JACK" H. SHEA**

November 12, 2018  
Board of Selectmen

— \* —

#### **NANCY BACHMAN**

November 17, 2018  
School System

— \* —

#### **DOROTHY GIBBON**

December 22, 2018  
Treasurer/Collector's Office

— \* —

#### **SONJA NICHOLS**

December 31, 2018  
Library Volunteer

Susan Beckmann, Chair of the Board of Selectmen moved the Memorial Resolution as read, and Eli Boling seconds 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 moved for the meeting to elect the Town's ancient and honorary offices. The Moderator recognized Steven Driscoll for the nomination of Poundkeeper. Mr. Driscoll nominates Mary Fay Noonan for Poundkeeper. Mary Fay Noonan is voted unanimously as Poundkeeper.

The Moderator then called for the election of five Fence Viewers. The meeting nominated Nicholas White, Flordeliza Beloy, Michael Kulick, Gretchen Wood and Andy Harris. The individuals nominated were elected unanimously.

The Moderator then opened the floor for the election of three Field Drivers: The meeting nominated William Canty, Guyton Thorne and Bruce Heisey. The individuals nominated were elected unanimously.

The Moderator then opened the floor for the election of three Measurers of Lumber: The meeting nominated Carley A. Cook, Michael Chapman and Gary Gilbert. The individuals nominated were elected unanimously.

The Moderator then opened the floor for the election of three Measurers of Wood and Bark: The meeting nominated Susan W. Thorne, Gar Morse and Michael Chapman. The individuals nominated were elected unanimously.

The Moderator then read the usual list of procedural points and announced that electronic voting would be used for this meeting, with green voting cards used if for some reason the electronic voting system failed. He thanked the volunteers who were assisting in conduct of the meeting.

Chairman of the Board of Selectmen Susan Beckmann presented opening remarks. Chairman of the Finance Committee Mory Creighton presented comments on the Town's finances.

# COMMONWEALTH OF MASSACHUSETTS

## TOWN OF MANCHESTER-BY-THE-SEA



**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

Margaret Driscoll moves and Eli Boling seconds the article as printed in the Warrant to receive and place on file the reports on the Town Boards and committees appearing in the Annual Report with the addition of Christos G. Nahatis to the "In Memoriam" section on the first page of the Annual Report.

**THE MOTION UNDER ARTICLE 1 IS VOTED UNANIMOUSLY.**

**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

Susan Beckmann moves the article as printed in the warrant and Mory Creighton seconds.

The Finance Committee and the Board of Selectmen both recommend approval.

**THE MOTION UNDER ARTICLE 2 IS VOTED UNANIMOUSLY.**

**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

Rebecca Jaques moves and Margaret Driscoll seconds that the town raise and appropriate \$152,731 and that it be funded by taxation, for the purpose of funding the Town's share of the Essex North Shore Agricultural and Technical School District.

The Finance Committee and the Board of Selectmen both recommend approval

**THE MOTION UNDER ARTICLE 3 PREVAILS WITH 227 YES VOTES AND 4 NO VOTES.**

**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, 2019, and appropriate the same.

Per petition of the Board of Selectmen

## DEPARTMENTAL REQUESTS AND FINANCE COMMITTEE RECOMMENDATIONS

Item No.		Appropriations FY 2019	Requests FY 2020	Recommendations FY 2020	Funding Sources
<b>GENERAL GOVERNMENT</b>					
<b>32%</b>					
<b>SELECTMEN'S DEPARTMENT</b>					
1	Salaries	202,719	247,473	247,473	TAXATION
2	Expenses	33,525	32,325	32,325	TAXATION
3	Audit	47,000	38,000	38,000	TAXATION
<b>INFORMATION TECHNOLOGY</b>					
4	Salaries	3,750	2,500	2,500	TAXATION
5	Expenses	99,300	111,500	111,500	TAXATION
<b>MODERATOR</b>					
6	Expenses	50	-	-	TAXATION
<b>FINANCE COMMITTEE</b>					
7	Salaries	4,500	4,500	4,500	TAXATION
8	Expenses	320	320	320	TAXATION
9	Reserve Fund	170,000	160,000	160,000	TAXATION
					OVERLAY SUR. 35,000 125,000
<b>ELECTION &amp; REGISTRATION</b>					
10	Salaries	7,300	4,650	4,650	TAXATION
11	Expenses	23,195	19,205	19,205	TAXATION
<b>ACCOUNTING</b>					
12	Salaries	149,052	153,927	153,927	TAXATION
13	Expenses	4,700	4,700	4,700	TAXATION
<b>ASSESSORS</b>					
14	Salaries	152,687	156,955	156,955	TAXATION
15	Expenses	38,545	41,375	41,375	TAXATION
<b>TREASURER/COLLECTOR</b>					
16	Salaries	156,173	174,137	174,137	TAXATION
17	Expenses	27,490	27,540	27,540	TAXATION
<b>TOWN CLERK</b>					
18	Salaries	96,095	116,930	116,930	TAXATION
19	Expenses	6,900	5,300	5,300	TAXATION
<b>LEGAL</b>					
20	Expenses	110,000	110,000	110,000	TAXATION
<b>APPEALS BOARD</b>					
21	Salaries	21,859	15,657	15,657	TAXATION
22	Expenses	9,750	8,750	8,750	TAXATION
<b>PLANNING BOARD</b>					
23	Salaries	80,356	82,296	82,296	TAXATION
24	Expenses	9,150	8,600	8,600	TAXATION
<b>TOWN HALL &amp; COMMON</b>					
25	Expenses	80,100	82,050	82,050	TAXATION



**PENSIONS**

26	Contributory	1,168,756	1,265,948	1,265,948	TAXATION	1,150,537
					SEWER RATES	65,840
					WATER RATES	49,571
27	Non-Contributory	2,200	2,111	2,111	TAXATION	

**INSURANCE**

28	Group Health Insurance	1,560,000	1,450,000	1,450,000	TAXATION	1,304,052
					MOORING FEES	18,500
					SEWER RATES	75,336
					WATER RATES	52,112
29	Workers' Compensation	65,000	75,000	75,000	TAXATION	55,500
					SEWER RATES	9,000
					WATER RATES	10,500
30	Fire/Auto/Liability	120,000	120,000	120,000	TAXATION	98,450
					SEWER RATES	10,000
					WATER RATES	11,550
31	Unemployment Compensation	7,000	7,000	7,000	TAXATION	
32	FICA-Medicare	95,000	95,000	95,000	TAXATION	88,200
					SEWER RATES	3,500
					WATER RATES	3,300
Total General Government		<u>4,552,472</u>	<u>4,623,749</u>	<u>4,623,749</u>	TAXATION	4,189,540
					OVERLAY SUR.	125,000
					MOORING FEES	18,500
					SEWER RATES	163,675
					WATER RATES	127,033

4,623,749**PUBLIC SAFETY****24%****POLICE**

33	Salaries	1,618,786	1,671,909	1,671,909	TAXATION	
34	Expenses	110,806	95,263	95,263	TAXATION	

**PARKING CLERK/RESIDENT PARKING**

35	Salaries	12,063	12,365	12,365	TAXATION	
36	Expenses	16,550	16,350	16,350	TAXATION	

**FIRE**

37	Salaries	1,256,639	1,274,942	1,274,942	TAXATION	
38	Expenses	125,600	141,850	141,850	TAXATION	

**HARBOR MASTER**

39	Salaries	138,968	152,442	152,442	MOORING FEES	
40	Expenses	21,800	19,300	19,300	MOORING FEES	171,742

**BUILDING DEPARTMENT**

41	Building Inspector	47,396	48,835	48,835	TAXATION	
42	Gas/Plumbing Inspector	12,977	13,302	13,302	TAXATION	
43	Scaler of Weights & Measures	3,200	3,000	3,000	TAXATION	
44	Electrical Inspector	12,977	13,302	13,302	TAXATION	
45	Inspector's Expenses	4,800	4,500	4,500	TAXATION	

**EMERGENCY MANAGEMENT**

46	Salaries	4,000	4,000	4,000	TAXATION	
47	Expenses	1,000	1,000	1,000	TAXATION	

48	Emergency Notification	5,500	4,500	4,500	TAXATION	
<b>ANIMAL CONTROL</b>						
49	Expenses	17,500	16,315	16,315	TAXATION	
Total Public Safety		<u>3,410,562</u>	<u>3,493,175</u>	<u>3,493,175</u>	TAXATION	3,321,432
					MOORING FEES	171,742
						<u>3,493,175</u>
<b>PUBLIC WORKS</b>						
<b>14%</b>						
<b>DEPARTMENT OF PUBLIC WORKS</b>						
50	Salaries	811,777	848,971	848,971	TAXATION	822,171
					SEWER RATES	13,400
					WATER RATES	13,400
51	Expenses	353,250	358,950	358,950	TAXATION	
<b>SNOW REMOVAL</b>						
52	Salaries	32,000	32,000	32,000	TAXATION	
53	Expenses	170,000	170,000	170,000	TAXATION	
54	STREET LIGHTING	40,000	40,000	40,000	TAXATION	
<b>SANITATION/COMPOSTING/RECYCLING</b>						
55	Salaries	21,000	14,000	14,000	TAXATION	
56	Expenses	45,000	60,000	60,000	TAXATION	
57	Rubbish Collection/Recycling	395,000	426,000	426,000	TAXATION	
58	Disposal	120,000	120,000	120,000	TAXATION	
Total Dept. of Public Works		<u>1,988,027</u>	<u>2,069,921</u>	<u>2,069,921</u>	TAXATION	2,043,121
					SEWER RATES	13,400
					WATER RATES	13,400
						<u>2,069,921</u>
<b>OTHER ENVIRONMENTAL</b>						
<b>1%</b>						
<b>HISTORIC DISTRICT COMMISSION</b>						
59	Salaries	4,386	1,600	1,600	TAXATION	
60	Expenses	700	850	850	TAXATION	
<b>CONSERVATION COMMISSION</b>						
61	Salaries	64,834	76,657	76,657	TAXATION	71,657
					WETLANDS FD.	5,000
62	Expenses	2,950	2,425	2,425	TAXATION	
Total Other Environmental		<u>72,870</u>	<u>81,532</u>	<u>81,532</u>	TAXATION	76,532
					WETLANDS FD.	5,000
						<u>81,532</u>
<b>HUMAN SERVICES</b>						
<b>2%</b>						
<b>HEALTH</b>						
63	Salaries	65,444	64,916	64,916	TAXATION	
64	Expenses	52,550	52,800	52,800	TAXATION	

**VETERANS' SERVICES**

65	Expenses	14,500	15,000	15,000	TAXATION	
66	Veterans' Benefits	28,800	20,000	20,000	TAXATION	

**COUNCIL ON AGING**

67	Salaries	160,316	168,224	168,224	TAXATION	
68	Expenses	17,125	18,025	18,025	TAXATION	

Total Human Services	338,735	338,965	338,965	TAXATION	338,965
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**LIBRARY****3%****LIBRARY**

69	Salaries	315,157	328,510	328,510	TAXATION	
70	Expenses	161,763	160,300	160,300	TAXATION	

Total Culture and Informational Services	476,920	488,810	488,810	TAXATION	488,810
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**RECREATION****2%****PARKS & RECREATION**

71	Salaries	138,283	142,721	142,721	TAXATION	92,721
					PROGRAM FEES	50,000

72	Expenses	8,334	7,609	7,609	TAXATION	
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**SINGING BEACH OPERATIONS**

73	Salaries	70,284	72,041	72,041	TAXATION	
74	Expenses	16,800	16,300	16,300	TAXATION	

**LIFEGUARDS**

75	Salaries	57,814	59,259	59,259	TAXATION	
76	Expenses	3,400	3,400	3,400	TAXATION	

**TUCK'S POINT**

77	Salaries	6,400	6,400	6,400	TAXATION	
78	Expenses	30,370	30,870	30,870	TAXATION	

**OTHER RECREATION**

79	MEMORIAL DAY	3,000	3,000	3,000	TAXATION	
80	FOURTH OF JULY	13,000	14,000	14,000	TAXATION	

Total Recreation	347,685	355,600	355,600	TAXATION	305,600
				PROGRAM FEES	50,000
					355,600

**DEBT SERVICE****9%****DEBT SERVICE**

PRINCIPAL ON BONDS	1,170,387	883,365	883,365
INTEREST ON BONDS	371,339	349,150	349,150
TEMPORARY LOANS/ INTEREST	30,000	-	-
WPAT			
ADMINISTRATION FEES	2,503	2,248	2,248

81	Total Debt Service	1,574,229	1,234,763	1,234,763	TAXATION	1,004,300
					SEWER RATES	230,463
						1,234,763

**ENTERPRISE FUNDS**  
**11%**

**SEWER FUND**

82	Salaries	274,762	284,554	284,554	SEWER RATES
83	Expenses	352,150	318,300	318,300	SEWER RATES

**WATER FUND**

84	Salaries	224,533	232,071	232,071	WATER RATES
85	Distribution Expenses	158,000	163,500	163,500	WATER RATES
86	Treatment Expenses	574,862	591,000	591,000	WATER RATES

Total Enterprise Funds		<u>1,584,306</u>	<u>1,589,425</u>	<u>1,589,425</u>	SEWER RATES 602,854
					WATER RATES 986,571
					<u>1,589,425</u>

TOTAL ARTICLE 4		<u>14,345,807</u>	<u>14,275,940</u>	<u>14,275,940</u>	
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**EXPENSES BUDGET SUMMARY**

<b>GENERAL</b>					
GOVERNMENT	32%	4,552,472	4,623,749	4,623,749	TAXATION 4,189,540
					OVERLAY SUR. 125,000
					MOORING FEES 18,500
					SEWER RATES 163,675
					WATER RATES 127,033
					<u>4,623,749</u>
PUBLIC SAFETY	24%	3,410,562	3,493,175	3,493,175	TAXATION 3,321,432
					MOORING FEES 171,742
					<u>3,493,175</u>
DEPARTMENT OF					
PUBLIC WORKS	14%	1,988,027	2,069,921	2,069,921	TAXATION 2,043,121
					SEWER RATES 13,400
					WATER RATES 13,400
					<u>2,069,921</u>
OTHER					
ENVIRONMENTAL	1%	72,870	81,532	81,532	TAXATION 76,532
					WETLANDS FD. 5,000
					<u>81,532</u>
HUMAN					
SERVICES	2%	338,735	338,965	338,965	TAXATION <u>338,965</u>
LIBRARY	3%	476,920	488,810	488,810	TAXATION <u>488,810</u>
PARKS &					
RECREATION	2%	347,685	355,600	355,600	TAXATION 305,600
					PROGRAM FEES 50,000
					<u>355,600</u>
DEBT SERVICE	9%	1,574,229	1,234,763	1,234,763	TAXATION 1,004,300
					SEWER RATES 230,463
					<u>1,234,763</u>
ENTERPRISE					
FUNDS	11%	1,584,306	1,589,425	1,589,425	SEWER RATES 602,854
					WATER RATES 986,571
					<u>1,589,425</u>

TOTALS	100%	14,345,807	14,275,940	14,275,940	14,275,940
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#### FUNDING SOURCES SUMMARY

TAXATION	11,768,301
OVERLAY SURPLUS	125,000
MOORING FEES	190,242
PROGRAM FEES	50,000
WETLANDS FD	5,000
SEWER RATES	1,010,392
WATER RATES	1,127,004
TOTAL	14,275,940

Susan Beckmann moves and Mory Creighton seconds that the Town raise by taxation or otherwise to pay Town debts and charges for the ensuing 12 months, effective July 1, 2019, and appropriate the same as presented in the “Expenses Budget Summary” section under the “recommended” and “funding sources” columns of the Finance Committee Report, page 27 and 28 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).

The Finance Committee and the Board of Selectmen both recommend approval.

#### THE MOTION UNDER ARTICLE 4 PREVAILS WITH 224 YES VOTES AND 9 NO VOTES.

**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	\$250,000	\$250,000	Fund Balance
2. DPW	Large Dump Truck w/plow and sander	\$210,000	\$210,000	Taxation
3. DPW	Sidewalk Tractor	\$183,000	\$183,000	Taxation
4. DPW	Guardrail Replacement	\$ 15,000	\$ 15,000	Taxation
5. DPW	Drainage/Sidewalk Improvements	\$325,000	\$100,000	Taxation
6. DPW	Miscellaneous Equipment	\$ 20,000	\$ 10,000	Taxation
7. DPW	Engineering – Complete Streets Grant	\$ 32,000	\$ 32,000	Taxation
8. DPW	New Compost Site – match for grant	\$ 75,000	\$ 0	NA
9. DPW	Message Boards	\$ 39,000	\$ 39,000	Fund Balance
10. DPW	Central Street Culvert	\$250,000	\$ 0	NA
11. Town Hall	Renovations/New HVAC System	\$350,000	\$350,000	Fund Balance

12. Town Hall	Telephone and computer replacements	\$ 45,000	\$ 45,000	Taxation
13. Assessors	Permitting Software upgrade, mapping	\$ 33,500	\$ 33,500	Fund Balance
14. Land Mgmt	Zoning By-law recodification	\$ 50,000	\$ 50,000	Taxation
15. Land Mgmt	Open Space Plan rewrite	\$ 20,000	\$ 0	NA
16. Library	Interior Painting, carpets, etc.	\$ 20,000	\$ 20,000	Fund Balance
17. Park/Rec	Park Rehabilitation work	\$110,000	\$ 0	NA
18. Public Safety	Police Radio replacements	\$ 19,300	\$ 19,300	Taxation
19. Public Safety	Radio System Upgrades	\$100,000	\$100,000	Taxation
20. Public Safety	Fire Engine Fund	\$250,000	\$250,000	Taxation
21. Public Safety	Replacement Police Cruiser & Motorcycle	\$ 53,200	\$ 53,200	Taxation
22. Public Safety	Fire Hose replacement	\$ 10,000	\$ 10,000	Taxation
23. Public Safety	Fire Station repairs/upgrades	\$ 35,000	\$ 35,000	Taxation
24. Harbor	Dredging: Phase II Engineering	\$ 50,000	\$ 80,000	Waterway Fund
25. Harbor	Equipment	\$ 25,000	\$ 25,000	Waterway Fund
26. Harbor	Harbormaster Office design/permitting	\$ 20,000	\$ 20,000	Waterway Fund
27. Water	Plant Upgrades/ Replacement Equipment	\$195,000	\$195,000	Water Enterprise & Taxation
28. Water	Pipe replacement/ improvements	\$1,230,000	\$1,230,000	Water Enterprise & Fund Bal
29. Sewer	Plant Upgrades/Equipment Replacement	\$260,000	\$260,000	Sewer Enterprise
30. Sewer	Infiltration and Inflow work; pipes	\$250,000	\$250,000	Sewer Enterprise
	Total	\$4,525,000	\$3,865,000	

Per petition of the Board of Selectmen

Susan Beckmann moves and Mory Creighton seconds that the Town 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.

**Item 1 \$250,000 to be funded by Fund Balance**

**Items 2-7 \$550,000 to be funded by taxation**

**Items 9 & 11 \$389,000 to be funded by Fund Balance**

**Item 12 \$45,000 to be funded by taxation**

**Item 13 \$33,500 to be funded by Fund Balance**  
**Item 14 \$50,000 to be funded by taxation**  
**Item 16 \$20,000 to be funded by Fund Balance**  
**Item 18-23 \$467,500 to be funded by taxation**  
**Items 24-26 \$125,000 to be funded from the Waterways Fund**  
**Items 27-28 \$30,000 from taxation, \$880,000 from Fund Balance, and**  
**\$165,000 from Water Enterprise Funds and \$350,000 from Water**  
**Retained Earnings**  
**Items 29-30 \$230,000 from Sewer Enterprise Funds and \$280,000 from**  
**Sewer Retained Earnings**

The Finance Committee and The Board of Selectmen both recommend approval.

The Moderator called for any holds. Holds were placed on items: 3, 5, 6, 17 and 24.

**THE MOTION ON THE NON-HOLD ITEMS UNDER ARTICLE 5 WAS APPROVED WITH 215 YES VOTES AND 7 NO VOTES.**

The meeting then voted on the non-hold items:

**ITEM 3 – APPROVED, MOTION PREVAILS WITH 212 YES VOTES AND 18 NO VOTES.**

**ITEMS 5 AND 6 – APPROVED, MOTION PREVAILS WITH 211 YES VOTES AND 15 NO VOTES.**

**ITEM 17 – NO VOTE, \$0 APPROPRIATION**

**ITEM 24 – APPROVED, MOTION PREVAILS WITH 223 YES VOTES AND 8 NO VOTES.**

**ARTICLE 6:** To see if the Town will vote to raise and appropriate \$255,000 for the purpose of purchasing a new ambulance; provided, however, that said appropriation shall be contingent upon the approval by the voters of a Capital Expenditure Exclusion question in accordance with G.L. c.59, §21C; or take any other action relative thereto.

Per petition of the Board of Selectmen

Eli Boling moves and Rebecca Jaques seconds that the Town raise and appropriate \$270,000 for the purpose of purchasing a new ambulance; provided, however, that said appropriation shall be contingent upon the approval by the voters of a Capital Expenditure Exclusion question at the ballot in accordance with G.L. c.59, §21C.

The Finance Committee and The Board of Selectmen both recommend approval.

**THE MOTION UNDER ARTICLE 6 PREVAILS WITH 222 YES VOTES AND 14 NO VOTES.**

**ARTICLE 7.** To see if the Town will vote to raise and appropriate \$295,000 for the purpose of paying for drainage and sidewalk repair projects including possibly contributing to the cost of replacing the Central Street culvert; provided, however, that said appropriation shall be contingent upon the approval by the voters of a Capital Expenditure Exclusion question in accordance with G.L. c.59, §21C; or take any other action relative thereto.

Per petition of the Board of Selectmen

Margaret Driscoll moves and Rebecca Jaques seconds that the Town raise and appropriate

\$295,000 for the purpose of paying for drainage and sidewalk repair projects including possibly contributing to the cost of replacing the Central Street culvert; provided, however, that said appropriation shall be contingent upon the approval by the voters of a Capital Expenditure Exclusion question in accordance with G.L. c.59, §21C.

The Finance Committee and The Board of Selectmen both recommend approval.

**THE MOTION UNDER ARTICLE 7 PREVAILS WITH 217 YES VOTES AND 11 NO VOTES.**

**ARTICLE 8.** 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 nineteen; or take any other action relative thereto.

Per petition of the Manchester-Essex Regional School Committee

Motion #1

Shannon Erdmann of the Manchester Essex Regional School Committee moves and Caroline Weld, also of the Manchester Essex Regional School Committee seconds 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 nineteen.

**MOTION 1 UNDER ARTICLE 8 PREVAILS WITH 214 YES VOTES AND 6 NO VOTES.**

Motion #2

Shannon Erdmann of the Manchester Essex Regional School Committee moves and Caroline Weld, also of the Manchester Essex Regional School Committee seconds that the Town raise and appropriate \$14,688,257 to fund the Town’s assessment from the Manchester Essex Regional School District for the fiscal year beginning July first, two thousand nineteen for the gross operating and maintenance budget.

**MOTION 2 UNDER ARTICLE 8 PREVAILS WITH 196 YES VOTES AND 17 NO VOTES.**

Motion #3

Shannon Erdmann of the Manchester Essex Regional School Committee moves and Caroline Weld, also of the Manchester Essex Regional School Committee seconds that the Town raise and appropriate \$2,993,490 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 nineteen.



**MOTION 3 UNDER ARTICLE 8 PREVAILS WITH 197 YES VOTES AND 13 NO VOTES.**

**ARTICLE 9.** To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2020 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 2020; 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 2020 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)	\$ 22,913 *
2. Masconomo/Reed Park Restrooms engineering & design	(open space & recreation)	\$ 25,000
3. Preservation of Dexter Pond	(historic preservation)	\$ 14,000
4. Park and Recreation facility improvements	(open space & recreation)	\$ 26,000
5. Singing Beach Bathhouse Preservation	(historic preservation)	\$ 5,000
6. Affordable Housing Trust Project Funding	(community housing)	\$ 100,000
7. Research unknown owners of land for possible open space	(open space & recreation)	\$ 25,000
8. Masconomo Park entrance & parking lot	(open space & recreation)	\$ 80,000
9. Drone/Film Survey of Saw Mill Brook Watershed	(open space & recreation)	\$ 10,000
10.Preservation of Original Historic Town Documents	(historic preservation)	\$ 25,000
11.Historic Restoration of Town Common	(historic preservation)	\$ 100,000
12.Cemetery Restoration	(historic preservation)	\$ 35,000
TOTAL		\$ 467,913

(\*Administrative amount limited to 5% of total annual revenue)  
Per petition of the Community Preservation Committee  
Per petition of the Board of Selectmen

Sue Thorne of the Community Preservation Committee moves, and Ron Mastrogiacomo seconds the article as presented with the following clarifications:

Items 1 and 6 to be funded from FY2020 estimated receipts for the purposes stated, and  
Items 2-5 and 7-12 to be funded from FY2019 undesignated fund balance for the purposes stated with the exception of Item 3 and Item 5 which are for open space and recreation purposes, not historic preservation.

- 1) To appropriate \$22,913 from the Community Preservation Fund FY-2020 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 \$25,000 from the Community Preservation Fund FY-2019 undesignated fund balance for open space and recreation; for design efforts for restrooms at Masconomo/ Reed Parks.
- 3) To appropriate \$14,000 from the Community Preservation Fund FY-2019 undesignated fund balance for open space and recreation; for preservation efforts of the Dexter Pond resource area.
- 4) To appropriate \$26,000 from the Community Preservation Fund FY-2019 undesignated fund balance for open space and recreation; for Park and Recreation facility improvements.
- 5) To appropriate \$5,000 from the Community Preservation Fund FY-2019 undesignated fund balance for open space and recreation; for restoration work at the Singing Beach bathhouse.
- 6) To appropriate \$100,000 from the Community Preservation Fund FY-2020 estimated annual revenues for community housing; for the Manchester Affordable Housing Trust.
- 7) To appropriate \$25,000 from the Community Preservation Fund FY- 2019 undesignated fund balance for open space and recreation; for research by the Assessor's Office of parcels of unknown owners for possible open space.
- 8) To appropriate \$80,000 from the Community Preservation Fund FY-2019 undesignated fund balance for open space and recreation; for the Masconomo Park entrance way and parking lot.
- 9) To appropriate \$10,000 from the Community Preservation Fund FY-2019 undesignated fund balance for open space and recreation; for a detailed filming of the Saw Mill Brook watershed.
- 10) To appropriate \$25,000 from the Community Preservation Fund FY 2019 undesignated fund balance for historic preservation; for the preservation of original historic Town documents by the Town Clerk.
- 11) To appropriate \$100,000 from the Community Preservation Fund FY 2019 undesignated fund balance for historic preservation; for the restoration of the Town Common.
- 12) To appropriate \$35,000 from the Community Preservation Fund FY 2019 undesignated fund balance for historic preservation; for Town Cemetery Restoration work.

**For a grand total of \$467,913**

**Financial Summary:**

FY-2020 Total estimated Annual Revenues = \$ 458,000  
\$ 390,000 (1.5 % surcharge) + \$ 68,000 (estimated 17.5% Mass. State matching revenue)

Reserved for Open Space Fund balance = \$ 106,455

Reserved for Community Housing balance = \$ 28

CPC Undesignated Fund balance 06/30/19 = \$ 400,000 (estimated)  
Total Funds Available for FY20 = \$ 858,000 (\$400,000 est. unreserved  
as of 6/30/19  
+ est. revenue of \$458,000)  
Total Proposed Expenditures for FY20 = \$ 467,913

**THE MOTION UNDER ARTICLE 9 PREVAILS WITH 217 YES VOTES AND 10 NO VOTES.**

**ARTICLE 10.** To see if the Town will vote to raise and appropriate or transfer from available funds \$10,000 for the purpose of funding expenses related to the celebration of the Town's 375th Anniversary; or to take any other action relative hereto.

Per petition of the Board of Selectmen

Balance to a new account for the purpose of paying expenses of the 375th Anniversary Celebration Committee.

The Finance Committee and The Board of Selectmen both recommend approval.

**THE MOTION UNDER ARTICLE 10 PREVAILS WITH 226 YES VOTES AND 10 NO VOTES.**

**ARTICLE 11.** To see if the Town will vote to raise and appropriate or transfer from available funds \$258,311 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

Eli Boling moves and Susan Beckmann seconds the Town transfer from the Undesignated Fund Balance \$258,311 for the purpose and subject to the conditions stated in the article.

The Finance Committee and The Board of Selectmen both recommend approval.

**THE MOTION UNDER ARTICLE 11 PREVAILS WITH 205 YES VOTES AND 11 NO VOTES.**

**ARTICLE 12.** To see if the Town will vote, pursuant to the provisions of G.L. c.44, §53E½ as most recently amended, to set the following Fiscal Year 2020 spending limitations on expenditures from the revolving fund(s) set forth in the Town's Revolving Fund By-law, Article IV, Section 11 of the General By-laws:

Program or Purpose: Costs Associated with Town of Manchester-by-the-Sea Recreation Programs;

FY2019 spending limit: \$280,000.

Or take any other action relative thereto.

Per petition of the Board of Selectmen

Rebecca Jaques moves the article as printed in the warrant and Eli Boling seconds.

The Finance Committee and The Board of Selectmen both recommend approval.

**THE MOTION UNDER ARTICLE 12 IS APPROVED WITH 211 YES VOTES AND 3 NO VOTES.**

Moderator Alan Wilson, with the consent of the meeting, appointed Jay Bothwick as Assistant Moderator as Wilson planned to speak to Article 13.

**ARTICLE 13.** To see if the Town will vote to amend Article II, Section 13 of the General By-law by adding the option of electronic voting to the list of voting methods which may be used at town meetings. The amended sections would read as follows with the added language highlighted and underlined:

Subsection A would then read in its entirety: “A. Except as otherwise provided in this Section 13, a vote on any question shall in the first instance be taken in the manner which the Moderator directs. If a two-thirds vote of a town meeting is required by statute, the count need not be taken, except as provided in the following sentence. If a vote declared by the Moderator but not counted **electronically or** by the tellers is immediately questioned by seven or more voters, the Moderator shall call for another vote **counted electronically or** by a show of hands or a standing vote, in either case counted by the tellers, or by ballot.”

Subsection B would then read in its entirety: “B. Whenever any twenty (20) voters so request, the vote on any question shall be taken **electronically or** by ballot, **as the Moderator may direct.**”

Subsection C would be unchanged.

Per petition of the Board of Selectmen

Alan Wilson moves the article as printed in the warrant with the addition of Subsection D: The Moderator and Town Clerk shall ensure that any electronic voting system used pursuant to this By-law produces an anonymous log of all votes recorded, so that a voter may retain his or her handset identifier and determine, after the meeting dissolves, how his or her votes were recorded. Susan Beckmann seconded the motion.

The Board of Selectmen recommends approval.

**THE MOTION UNDER ARTICLE 13 PREVAILS WITH 224 YES VOTES AND 6 NO VOTES.**

Assistant Moderator Jay Bothwick turned the meeting back over to Moderator Alan Wilson.

**ARTICLE 14.** To see if the Town will vote to amend the Town’s General Bylaw by adding a subsection F to Article III, Duties of Town Officers, Section 3, Town Clerk, which would read as follows:

F. All Town Boards, Committees and Commissions shall file all approved meeting minutes and adopted rules and regulations with the Town Clerk for filing and placement on the Town’s website within 7 business days of approval and/or adoption.

Per petition of the Board of Selectmen

Margaret Driscoll moves the article as printed in the warrant, and Susan Beckmann seconds.

The Board of Selectmen recommends approval.

**THE MOTION UNDER ARTICLE 14 PREVAILS WITH 206 YES VOTES AND 13 NO VOTES.**

**ARTICLE 15.** To see if the Town will vote to amend the Town's General Bylaw by adding to subsection D of Article X, Police and other Regulations, Section 28, Animal Control, a section 4, which shall read:

4. Should any owner or keeper of a dog or kennel fail to license such before March 31 (or the first business day after March 31), that owner or keeper shall pay a graduated fine of \$10.00 per month for each month the dog or kennel is not registered up to a total fine of \$30.00, excepting a dog brought into Town as provided in M.G.L. Ch. 140 § 138.

Per petition of the Board of Selectmen

Eli Boling moves the article as printed in the warrant, but with the word "fine" changed to "late fee" in both places that it appears, and Rebeca Jaques seconds the motion.

The Board of Selectmen recommends approval. The Finance Committee is not taking a position on this article.

**THE MOTION UNDER ARTICLE 15 PREVAILS WITH 216 YES VOTES AND 12 NO VOTES.**

**ARTICLE 16.** To see if the Town will vote to authorize the Board of Selectmen to acquire by gift all or a portion of the parcel of land located at the corner of Magnolia Avenue and Overledge Road containing approximately 24,000 square feet, shown on Assessor Map 5 as Parcel 07, and described more particularly in deeds recorded with the Southern Essex District Registry of Deed in Book 8066, Page 101, said property to be acquired and designated for conservation, forestry, and passive recreation purposes, to be held under the care, custody and control of the Conservation Commission under the provisions of G.L. c. 40, §8C; and further to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect such acquisition, or take any other action relative thereto.

Per petition of the Board of Selectmen

Rebecca Jaques moves the article as printed in the warrant and Eli Boling seconds.

The Board of Selectmen recommends approval. The Finance Committee is not taking a position on this article.

Moderator Wilson reminds the meeting that Article 4, Section 8 of the Town's General Bylaw provides that no acquisition of an interest in real property should be authorized by Town Meeting unless it has been referred to the Planning Board and the Planning Board has made a report to the Town. The Planning Board met on March 25, 2019 and their report recommends acceptance of this gift by the Town.

**THE MOTION UNDER ARTICLE 16 PREVAILS WITH 226 YES VOTES AND 7 NO VOTES.**

**ARTICLE 17.** To see if the Town will vote to adopt the following Food Ware and Poly-

styrene Reduction By-law, and to include this By-law as Section 43, Article X within the Town's General By-law, or take any other action relative thereto:

## **SECTION 43: FOOD WARE AND POLYSTYRENE REDUCTION BY-LAW**

### **A. Purpose and Intent**

Polystyrene food containers and plastic utensils form a significant portion of the solid waste going into our landfills, they are not biodegradable and will remain in our landfills for centuries and that portion of them that makes their way into the oceans will break down into dangerous microplastics which harm and kill marine life and may affect human health.

The purpose of this By-law is to reduce the usage of polystyrene and plastic products by all food-related establishments in the Town of Manchester-by-the-Sea.

### **B. Prohibited Uses and Distribution of Food Service Equipment and Packaging**

(a) Polystyrene, polyvinyl chloride (PVC), or polyethylene terephthalate (PETE) food or beverage containers shall not be used to package or serve food or beverages by food establishments if that packaging takes place on the premises within the Town of Manchester-by-the-Sea.

(b) Food establishments using disposable food service products shall use biodegradable, compostable, reusable or recyclable products.

(c) Retail establishments are prohibited from selling or distributing polystyrene food service ware to customers.

(d) Retail establishments are prohibited from selling or distributing polystyrene packing material or products containing it to customers.

### **C. Exemptions**

(a) Foods prepared or packaged outside the Town are exempt from the provisions of this By-law.

(b) Food and retail establishments will be exempted from the provisions of this Article for specific items or types of disposable food service ware if the Department of Health Director or designee finds that a suitable biodegradable, compostable, reusable, or recyclable alternative does not exist for a specific application and/or that imposing the requirements of this chapter on that item or type of disposable food service ware would cause undue hardship to the establishment.

(c) Any establishment may seek an exemption from the requirements of this chapter by filing a request in writing with the Department of Health or designee. Any specific requirement of this chapter may be waived for a period of not more than one year if the establishment seeking the exemption has demonstrated that strict application of the specific requirement would cause undue hardship.

"Undue hardship" is a situation unique to the food establishment where there are no reasonable alternative food service equipment or packaging and compliance with this provision would cause significant economic hardship to that food establishment. Re-application to demonstrate continued undue hardship is required for continued exemptions on an annual basis.

### **D. Definitions**

"ASTM" shall refer the American Society for Testing and Materials whose applic-

able standards here are: D7081 being the standard for biodegradable plastics in the marine environment; D6400 being the standard for plastics designed for compostability in municipal aerobic composting facilities; D6868 being the standard for aerobic compostability of plastics used as coatings on a compostable substrate.

“Biodegradable” shall mean entirely made of organic materials such as wood, paper, cellulose or bioplastics that meet the ASTM D7081 standard or any other standard that may be developed specifically for an aquatic environment.

“Compostable” shall mean organic or bioplastic materials certified to meet ASTM D6400, D6868 or that conform to other third-party standards, such as Vinçotte, for home composting. Any compostable product must be clearly labeled with the applicable standard.

“Disposable food service products” refers to food and beverage containers, bowls, plates, trays, cartons, cups, lids, straws, stirrers, forks, spoons, knives, film wrap, and other items designed for one-time or non-durable uses on or in which any food vendor directly places or packages prepared foods or which are used to consume foods. This includes, but is not limited to, service ware for takeout foods and leftover food from partially consumed meals prepared at food establishments.

“Food establishment” shall mean any operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption. This includes restaurants, food service and food trucks.

“Packing material” shall mean polystyrene foam used to hold, cushion, or protect items packed in a container for shipping, transport or storage. This includes, without limitation, packing “peanuts”, shipping boxes, coolers, ice chests, or similar containers made, in whole or in part, from polystyrene foam that is not wholly encapsulated or encased within a more durable material.

“Prepared food” shall mean any food or beverage prepared on the premises, using any cooking or food preparation technique, regardless whether it is consumed on or off the premises.

“Polystyrene” includes foam and rigid polystyrene. Foam polystyrene includes expanded polystyrene (EPS) and extruded polystyrene, such as “Styrofoam” a trademark. EPS is generally used to make cups, bowls, plates, trays and cartons. Rigid or oriented polystyrene is generally used to make clear containers, cups, plates, straws, lids and utensils.

“Retail establishment” shall mean any business that sells goods directly to the consumer including, but not limited to, grocery stores, pharmacies, liquor stores, convenience stores, restaurants, retail and clothing stores.

“Reusable” means products that will be used more than once by a food establishment. Reusable includes tableware, flatware, cleanable durable containers, packages, or trays used on-premises or returnable containers such as soft drink bottles and milk containers that are designed to be returned to the distributor and supplier for reuse as the same food or beverage container.

## **E. Administration and Enforcement**

The Police Department will be the enforcement agent for this By-law. The Department of Health is authorized to issue warnings, notices of violation and penalties.

This By-law may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to GL. C.40 §21D. Fines for civil penalties shall be issued as follows:

- 1) If a violation has occurred, the Department of Health shall issue a warning notice for the first violation.
- 2) If an additional violation has occurred, the Department of Health shall issue a notice of violation and shall impose a penalty against the establishment.
  - a) The penalty after the issuance of a notice of violation shall be \$50 for the first offense;
  - b) The penalty for a) subsequent violations shall be \$100; and shall be imposed for every seven-day period that the violation continues to occur.
  - c) No more than one penalty shall be imposed within a 7 day period;

#### **F. Severability**

If any provision or section of this Law shall be held to be invalid, then such provision or section shall be considered separately and apart from the remaining provisions or sections of this law, which shall remain in full force and effect.

#### **G. Enactment**

This By-law shall go into effect six months after the date of passage at Town Meeting.

Per Citizen's Petition

Gary Gilbert moves to amend Article X of the Town's General Bylaw by adopting new Section 44, as printed on the handout titled "Motion under Article 17." Allison Anholt-White seconds the motion.

#### **MOTION UNDER WARRANT ARTICLE 17**

*(Additions to the Warrant Article are shown in bold.)*

*Revisions were made primarily for clarity and to include the Building Inspector as enforcement agent, to allow for appeals, to exempt medicine containers, and to modify the phase-in period to 3 months.)*

#### **SECTION ~~43~~ 44: FOOD WARE AND POLYSTYRENE REDUCTION BY-LAW**

##### **A. Purpose and Intent**

Polystyrene food containers and plastic utensils form a significant portion of the solid waste going into our landfills, they are not biodegradable and will remain in our landfills for centuries and that portion of them that makes their way into the oceans will break down into dangerous microplastics which harm and kill marine life and may affect human health.

The purpose of this by-law is to reduce the usage of polystyrene and plastic products by all food-related **and retail** establishments in the Town of Manchester-by-the-Sea.

##### **B. Prohibited Uses and Distribution of Food Service ~~Equipment~~ Products and Packaging**

- (e) Polystyrene, polyvinyl chloride (PVC) or polyethylene terephthalate (PETE) food or beverage **rigid** containers shall not be used to package or serve food or beverages **for sale** by food establishments if that packaging takes place on the premises within the Town of Manchester by-the-Sea.
- (f) Food establishments using disposable food service products shall use biodegradable, compostable, reusable or recyclable products.
- (g) Retail establishments are prohibited from selling or distributing polystyrene **dispos-**



**able food service ware products** to customers.

- (h) Retail establishments are prohibited from selling or distributing polystyrene **foam** packing material or products containing it to customers.

### C. Exemptions

- a) Foods **and goods** prepared or packaged outside the Town are exempt from the provisions of this By-law.
- b) Food and retail establishments ~~will~~ **may** be exempted from the provisions of this ~~Article~~ **By-law** for specific items or types of disposable food service ware if the ~~Department of Health Director or designee finds~~ **for up to one year based on the decision of the Building Inspector** that a suitable biodegradable, compostable, reusable, or recyclable alternative does not exist for a specific **product application** and ~~for that imposing the requirements of this chapter By-law on that item or type of disposable food service ware~~ would cause undue hardship to the establishment. **An appeal of the Building Inspector's decision may be filed with the Board of Selectmen.**
  - i) "Undue hardship" is a situation unique to the food ~~or retail~~ establishment where there are no reasonable alternative food service ~~equipment~~ **products** or packaging and compliance with this provision would cause significant economic hardship to that food ~~or retail~~ establishment. ~~Re-application to demonstrate continued undue hardship is required for continued exemptions on an annual basis.~~
  - ii) **Extensions of the exemption may be granted upon application to the Building Inspector upon showing that the circumstances justifying the exemption continue to exist.**
- (c) ~~Any establishment may seek an exemption from the requirements of this chapter by filing a request in writing with the Department of Health or designee. Any specific requirement of this chapter may be waived for a period of not more than one year if the establishment seeking the exemption has demonstrated that strict application of the specific requirement would cause undue hardship.~~
- (c) **Containers used in the packaging of prescription medicines are exempt from the provisions of this By-law.**

### D. Definitions

"ASTM" shall refer the American Society for Testing and Materials whose applicable standards here are: D7081 being the standard for biodegradable plastics in the marine environment; D6400 being the standard for plastics designed for compostability in municipal aerobic composting facilities; D6868 being the standard for aerobic compostability of plastics used as coatings on a compostable substrate.

"Biodegradable" shall mean entirely made of organic materials such as wood, paper, cellulose, or bioplastics that meet the ASTM D7081 standard or any other standard that may be developed specifically for an aquatic environment.

"Compostable" shall mean organic or bioplastic materials certified to meet ASTM D6400, D6868 or that conform to other third-party standards, such as Vincotte, for home composting. Any compostable product must be clearly labeled with the applicable standard.

"Disposable food service products" refers to food and beverage containers, bowls, plates, trays, cartons, cups, lids, straws, stirrers, forks, spoons, knives, film wrap, and other items designed for one-time or non-durable uses on or in which any food vendor directly places or packages prepared foods or which are used to consume foods. This includes, but is not limited to, service ware for takeout foods and leftover food from partially consumed meals

prepared at food establishments.

“Food establishment” shall mean any operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption. This includes restaurants, food service and food trucks.

“Packing material” shall mean polystyrene foam used to hold, cushion, or protect items packed in a container for shipping, transport or storage. This includes, without limitation, packing "peanuts", shipping boxes, coolers, ice chests, or similar containers made, in whole or in part, from polystyrene foam that is not wholly encapsulated or encased within a more durable material.

“Prepared food” shall mean any food or beverage prepared on the premises, using any cooking or food preparation technique regardless whether it is consumed on or off the premises.

“Polystyrene” includes foam and rigid polystyrene. Foam polystyrene includes expanded polystyrene (EPS) and extruded polystyrene, such as “Styrofoam” a trademark. EPS is generally used to make cups, bowls, plates, trays and cartons.

Rigid or oriented polystyrene is generally used to make clear containers, cups, plates, straws, lids and utensils.

**“Recyclable” shall mean material that can be sorted and reconstituted using the Town’s municipal recycling program or a comparable recycling program.**

“Retail establishment” shall mean any business that sells goods directly to the consumer including, but not limited to, grocery stores, pharmacies, liquor stores, convenience stores, restaurants, retail and clothing stores.

“Reusable” means products that will be used more than once by a food establishment. Reusable includes tableware, flatware, cleanable durable containers, packages, or trays used on-premises or returnable containers such as soft drink bottles and milk containers that are designed to be returned to the distributor and supplier for reuse as the same food or beverage container.

#### E. Administration and Enforcement

**The Police Department and the Building Inspector will be the enforcement agents for this By-law and both are authorized to issue notices of violation. Food and retail establishments are required to provide product, sales and any other product related information upon request.**

**This By-law may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to GL. C.40 §21D.**

**Fines for civil penalties shall be issued as follows:**

- 1) A written warning will be issued with 30 days granted to correct the violation;**
- 2) \$50 per day for subsequent violations concerning the same product(s);**
- 3) \$100 per day for violations that persist in excess of 30 days.**

~~The Police Department will be the enforcement agent for this By-law. The Department of Health is authorized to issue warnings, notices of violation and penalties.~~

~~This By-law may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to GL. C.40 §21D. Fines for civil penalties shall be issued as follows:~~

- ~~1) If a violation has occurred, the Department of Health shall issue a warning notice for the first violation.~~
- ~~2) If an additional violation has occurred, the Department of Health shall issue a notice of violation and shall impose a penalty against the establishment.~~
  - ~~a) The penalty after the issuance of a notice of violation shall be \$50 for the first offense;~~
  - ~~b) The penalty for a subsequent violations shall be \$100;~~
  - ~~c) No more than one penalty shall be imposed within a seven day period;~~

#### F. Severability

If any provision or section of this Law shall be held to be invalid, then such provision or section shall be considered separately and apart from the remaining provisions or sections of this law, which shall remain in full force and effect.

#### G. Enactment

This By-law shall go into effect **July 1, 2019.** ~~six months after the date of passage at Town Meeting.~~

The Board of Selectmen recommends approval.

Motion made by Thomas Kehoe, duly seconded, to amend section G Enactment, to read as follows: "This bylaw shall go into effect as of October 1, 2019."

**THE MOTION TO AMEND THE ENACTMENT DATE PREVAILS WITH 178 YES VOTES AND 57 NO VOTES.**

**THE MAIN MOTION, AS AMENDED, PREVAILS WITH 214 YES VOTES AND 21 NO VOTES.**

**ARTICLE 18.** To ask the Town the following question: Do you want industrial sodium fluoride added to the public water supply? (According to the Town Department of Public Works (DPW), the material safety data sheet (MSDS) for this chemical states it is also "used as an insecticide" and warns "do not release into sewers and waterways.) This is a non-binding vote.

Per Citizen's Petition

Jessica McGovern moves that the meeting answer the following question: Do you want industrial sodium fluoride added to the public water supply? Joanna Keefe seconds the motion.

The Board of Health recommends a yes vote on this article. The Board of Selectmen shares the position of the Board of Health recommending a yes vote.

Motion made by Mary Jo Feuerbach, duly seconded, to terminate debate.

**MOTION TO TERMINATE DEBATE PREVAILS WITH 184 YES VOTES AND 47 NO VOTES.**

**VOTE ON MAIN MOTION ANSWERED IN THE AFFIRMATIVE WITH 143 YES VOTES AND 80 NO VOTES.**

**ARTICLE 19.** To see if the Town will vote to raise and appropriate or transfer from available funds \$45,000 for the purchase of town meeting electronic vot-

ing equipment; or take any other action relative thereto.  
Per petition of the Board of Selectmen

Margaret Driscoll moves and Rebecca Jaques seconds that the Town transfers from the Town's Undesignated Fund Balance \$45,000 to a capital account for the purpose of purchasing town meeting electronic equipment.

The Finance Committee and the Board of Selectmen both recommend approval.

**THE MOTION UNDER ARTICLE 19 PREVAILS WITH 187 YES VOTES AND 17 NO VOTES.**

**ARTICLE 20.** 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

Susan Beckmann moves and Mory Creighton seconds that the Town pass over, do nothing, article 20.

The Finance Committee and the Board of Selectmen both recommend approval.

**THE MOTION PREVAILS WITH A UNANIMOUS VOICE VOTE.**

Susan Beckmann moves to dissolve the Annual Town Meeting and Eli Bowling seconds the motion.

**THE MOTION TO DISSOLVE THE MEETING PASSES UNANIMOUSLY.**

The Moderator declares the meeting dissolved at 9:14 p.m.

And you are directed to serve this warrant by posting attested copies thereof, one at the Town Hall Building, one at the Police Station, one at the Fire House, one at the Memorial School, and one at the Post Office, twenty-one (21) days, at least, before the time of holding said meeting.

Hereof fail not to make due return of this warrant, with your doings thereon, to the Town Clerk three (3) days before the day of this meeting.

Given under our hands at Manchester-by-the-Sea, aforesaid, this 7th day of March, 2019.  
BOARD OF SELECTMEN

\_\_\_\_\_  
/s/ Susan M. Beckmann, Chairman

\_\_\_\_\_  
/s/Arthur Steinert, Vice Chairperson

\_\_\_\_\_  
/s/Eli G. Boling

\_\_\_\_\_  
Rebecca Jaques

\_\_\_\_\_  
Margaret F. Driscoll

To the Town Clerk:

I have served the foregoing Warrant by posting attested copies thereof as directed by the By-Law of the Town and the Commonwealth.

\_\_\_\_\_  
/s/Joseph Aiello  
Constable

\_\_\_\_\_  
March 6, 2019  
Date of Posting

\_\_\_\_\_  
/s/ Adele Ardolino, Asst.  
Received by Town Clerk

A True Copy.

Attest: \_\_\_\_\_  
Christina J. St. Pierre, Town Clerk

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



## SPECIAL TOWN MEETING MINUTES

A Special Town Meeting of the Town of Manchester-by-the-Sea was held on Tuesday, November 19, 2019 and called to order by Moderator Alan Wilson at 7:04 p.m.

The meeting was held at the Memorial Elementary School on Lincoln Street, pursuant to the warrant being duly posted in accordance with local bylaw. The Moderator asked that all who can rise for the invocation from Pastor Ryan Ackerman of the Cornerstone Church and to remain standing for the Pledge of Allegiance.

The Moderator then gave his opening remarks, procedural points and explained that red voting cards were being used for this meeting. The Moderator recognized the Town Officials in attendance as well as any media and consultants.

Registrar Bruce Warren assisted voters checking in and seating, and was supported by Adele Ardolino, Carolyn Kelly, Elaine Persons, Lee Simmons, Pamela Thorne, Melissa Flinn and Alison Anholt-White. The tellers for the meeting were announced as Adele Ardolino, Nancy Hammond, Carolyn Kelly and Pamela Thorne. Two hundred and twelve voters checked in for the meeting.

The Moderator explained the Electronic Voting process and thanked resident Jim Starkey for writing a software program to produce post meeting voting reports.

**ARTICLE 1:** To see if the Town will vote to transfer for and dedicate to water supply, water quality protection and open space purposes in perpetuity the parcel of land identified on Assessors' Map 62 as Lot 24 and described in a deed recorded with the Essex South District Registry of Deeds in Book 3075, Page 494, which parcel shall be under the care, control and custody of the Conservation Commission under G.L. c. 40, §8C, subject to such rights of access as the Board of Selectmen may determine, and subject to the provisions of Article 97 of the Massachusetts Constitution; or take any other action relative thereto.

Per petition of the Selectmen and the Conservation Commission

The Board of Selectmen recommends approval

Planning Board recommends approval.

The Finance Committee will make their recommendation at the Town Meeting

Steve Gang moves to transfer for and dedicate to water supply, water quality protection and open space purposes in perpetuity, the parcel of land identified on Assessor's Map 62 as Lot 24 and described in a deed recorded with the Essex South District Registry of Deeds in Book 3075, Page 494, which parcel shall be under the care, control and custody of the Conservation Commission under G.L. c. 40, §8C, and subject to the provisions of Article

97 of the Massachusetts Constitution, reserving to the Board of Selectmen, however, the right, after consultation with the Conservation Commission, to use, widen and/or otherwise improve the existing logging road thereon for pedestrian and vehicular access purposes, including access to other Town properties. Olga Hayes seconds the motion.

The Finance Committee recommended passing over (taking no action) under the article at this time.

**ARTICLE 1 MOTION BY STEVE GANG, SECONDED BY OLGA HAYES, PREVAILS WITH 135 YES VOTES AND 20 NO VOTES.**

**ARTICLE 2:** To see if the Town will vote 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) Town Common Renovation  | (recreation/open space) | \$225,000 |
| 2) Trask House Restoration | (historic preservation) | \$ 3,000  |

Per Petition of the Community Preservation Committee

The Board of Selectmen recommends approval  
The Finance Committee recommends approval

Jack Burke moves the article as printed in the warrant and Sue Thorne seconds that motion.

A voter asked a procedural question as to whether the two projects can be divided into two separate votes. The Moderator announced that according to our local bylaws, the Moderator has the authority to divide a question that is susceptible to being divided.

A motion was made by Mr. Garlan Morse, duly seconded, to move the question.

**THE MOTION TO MOVE THE QUESTION WAS VOTED UNANIMOUSLY.**

The Moderator explained that the two projects within the main motion will be voted on separately.

The Moderator called for the vote for the Town Common Renovation.

**THE MOTION AND VOTE FOR THE TOWN COMMON RENOVATION PROJECT PREVAILS WITH 128 YES VOTES AND 61 NO VOTES.**

The Moderator called for the vote for the Trask House Restoration.

**THE MOTION AND VOTE FOR THE TRASK HOUSE RESTORATION PREVAILS WITH 169 YES VOTES AND 35 NO VOTES.**

**ARTICLE 3:** To see if the Town will vote to raise and appropriate or transfer from available funds \$55,000 for the purpose of designing and developing bid specifications for the replacement of waterlines within the Town water system, including any incidental or related costs; or take any other action relative thereto.

Per petition of the Board of Selectmen

The Board of Selectmen recommends approval  
The Finance Committee recommends approval

Arthur Steinert moves and Eli Boling seconds that the Town raise and appropriate from local receipts \$55,000 for the purpose of designing and developing bid specifications for the replacement of waterlines within the Town water system, including any incidental or related costs.

**ARTICLE 3, MOTION BY ARTHUR STEINERT, SECONDED BY ELI BOLING,**

**PREVAILS WITH 186 YES VOTES AND 8 NO VOTES.**

The Moderator informed the meeting that as Articles 4 and 5 related to the same topic he was going to allow discussion of both at this time.

**ARTICLE 4:** To see if the Town will transfer the care, custody, and control of the parcel of land described below from the tax custodian for tax title purposes to the Board of Selectmen for general municipal purposes and for the purpose of leasing, and to authorize the Board of Selectmen to enter into a long term lease, for terms of up to twenty years at a time, the Town-owned parcel of land shown on Assessor's Map 63 as Lot 7, located on Upper Pine Street, and commonly known as the Town landfill site or transfer station, for the development and operation of a compost facility thereon, said lease to be on such terms and conditions and for such consideration of the Board of Selectmen deems appropriate, or take any other action relative thereto.

Per petition of the Board of Selectmen

The Board of Selectmen recommends approval

The Finance Committee recommends approval, conditioned on the Committee being represented in lease negotiations. (The Selectmen have agreed to this condition).

Eli Boling moves and Becky Jaques seconds the article as presented in the warrant.

Motion made by Alida Bryant, duly seconded, to move the question.

**THE MOTION TO MOVE THE QUESTION WAS VOTED UNANIMOUSLY.**

**ARTICLE 4, MOTION BY ELI BOLING, SECONDED BY BECKY JAQUES, PREVAILS WITH 174 YES VOTES AND 19 NO VOTES.**

**ARTICLE 5:** To see if the Town will vote to raise and appropriate or transfer from available funds \$300,000 for the purpose of paying the Town's portion of the construction of a new compost facility at the current transfer station site; or take any other action relative thereto.

Per petition of the Board of Selectmen

The Board of Selectmen recommends approval

The Finance Committee recommends approval

Eli Boling moves and Becky Jaques seconds that the Town raise and appropriate from local receipts \$300,000 for the purpose of paying the Town's portion of the construction of a new compost facility at the current transfer station site.

**ARTICLE 5, MOTION BY ELI BOLING, SECONDED BY BECKY JAQUES, PREVAILS WITH 183 YES VOTES AND 21 NO VOTES.**

Eli Boling moves to dissolve the Special Town Meeting, duly seconded by Margaret Driscoll. The motion to dissolve the meeting prevails unanimously.

The Moderator declared the meeting dissolved at 8:33 p.m. and thanked everyone for attending.

A True Copy.

Attest: /s/ Christina J. St. Pierre, CMMC  
Manchester-by-the-Sea Town Clerk

# TOWN OF MANCHESTER-BY-THE-SEA ANNUAL TOWN ELECTION RESULTS

MAY 21, 2019

MEMORIAL ELEMENTARY SCHOOL,  
43 LINCOLN STREET

## Moderator, for 1 year

Alan Wilson - Cand. for Re-Elect	193
Scattered	0
Blanks	23

## Library Trustee, for 3 years

Dorothy J. Sieradzki - Cand. for Re-Elect	181
Scattered	0
Blanks	35

## Planning Board, for 3 years - 3 positions

Peter P. Canny, Jr. - Cand. for Re-Elect	152
Ronald S. Mastrogiacommo -Cand. for Re-Elect	152
Gary L. Russell	153
Scattered	2
Blanks	189

## Constable, for 3 years - 3 positions

Joseph P. Aiello - Cand. for Re-Elect	164
Stephen T. Driscoll - Cand. for Re-Elect	152
G. David MacDougall	143
Scattered	1
Blanks	188

## School Committee, for 3 years - 2 positions

Kenneth D. Warnock, Jr. - Cand. for Re-Elect	172
Eric A. Bourke	158
Blanks	102

## Selectman, for 3 years -2 positions

Eli G. Boling - Cand. for Re-Elect	171
Jeffrey H. Bodmer-Turner	160
Scattered	6
Blanks	95

## Question #1

Shall the Town of Manchester-by-the-Sea be allowed to assess an additional \$270,000 in real estate and personal property taxes for the purpose of purchasing a new ambulance?

Yes	150
No	60
Blanks	6

## Question #2

Shall the Town of Manchester-by-the-Sea be allowed to assess an additional \$295,000 in real estate and personal property taxes for the purpose of paying for drainage and sidewalk repair projects including possibly contributing to the cost of replacing the Central Street culvert?

Yes	163
No	47
Blanks	6

Total Voters Participating:	216
Total Voters Eligible	4180
	5.17%

A True Copy.

Attest: /s/ Christina J. St. Pierre, CMMC  
Town Clerk



Summer Concert





*Cast of Manchester Summerstage Performs the Music Man*





*Manchester Parks & Rec Basketball*



*Manchester Summer Playground Staff*

**TAX COLLECTOR'S REPORT  
FISCAL YEAR 2019**

**REAL ESTATE OUTSTANDING AS OF  
6/30/2019**

FISCAL YEAR 2018	-
FISCAL YEAR 2019	167,507.84

**PERSONAL PROPERTY OUTSTANDING  
AS OF 6/30/2019**

FISCAL YEAR 2016	289.70
FISCAL YEAR 2017	539.91
FISCAL YEAR 2018	666.80
FISCAL YEAR 2019	2,880.80

**MOTOR VEHICLE EXCISE OUSTAND-  
ING AS OF 6/30/2019**

CALENDAR YEAR 2016	2,439.59
CALENDAR YEAR 2017	4,645.35
CALENDAR YEAR 2018	11,977.16
CALENDAR YEAR 2019	81,974.53

**BOAT EXCISE OUTSTANDING AS OF  
6/30/2019**

FISCAL YEAR 2016	975
FISCAL YEAR 2017	1069.01
FISCAL YEAR 2018	654
FISCAL YEAR 2019	2395



*Memorial School Holiday Concert Fun*

**TREASURER'S TRUST FUND REPORT**  
**6/30/19**

**CEMETERY PERPETUAL CARE FUND**

	General Ledger	Bank Balance	Due to (Due from)
Balance June 30, 2018	\$368,194.65		
Income from perpetual care	\$22,200.00		
Interest Earned	\$24,667.83		
Withdrawals			
Balance June 30, 2019	<u>\$415,062.48</u>	\$414,762.48	\$(300.00)

**CEMETERY SALE OF LOTS FUND**

Balance June 30, 2018	\$131,852.88		
Income from sale of lots	\$22,200.00		
Interest Earned	\$9,339.71		
Withdrawals	\$ -		
Balance June 30, 2019	<u>\$163,392.59</u>	\$163,092.59	\$(300.00)

**MISCELLANEOUS FUNDS**

6/30/18 General Ledger	INCOME	DEPOSITS	EXPENDITURES	6/30/19 General Ledger	6/30/19 Bank Balance	Due to (Due from)
B.L. Allen Fund						
\$1,291.39	\$81.88			\$1,373.27	\$1,373.27	\$ -
Tuck's Point Invest						
\$9,398.04	\$595.89			\$9,993.93	\$9,993.93	\$ -
Post War Rehab						
\$4,959.50	\$314.47			\$5,273.97	\$5,273.97	\$ -
Essex Woods Park						
\$15,926.59	\$1,009.82			\$16,936.41	\$16,936.41	\$ -
Clara Winthrop						
\$34,612.42	\$2,454.80	\$11,000.00	\$(10,924.91)	\$37,142.31	\$39,924.29	\$2,781.98
Susan Crowell						
\$11,810.67	\$748.84			\$12,559.51	\$12,559.51	\$ -
Knight Cemetery						
\$7,710.99	\$488.92			\$8,199.91	\$8,199.91	\$ -
Julia Ware Fund						
\$2,292.27	\$175.56			\$2,467.83	\$2,944.19	\$476.36
Odd Fellows						
\$4,085.73	\$259.05			\$4,344.78	\$4,344.78	\$ -
Stabilization Fund						
\$1,642,074.98	\$104,114.45			\$1,746,189.43	\$1,746,189.43	\$ -
OPEB						
\$1,828,493.04	\$38,420.91	\$258,311.00		\$2,125,224.95	\$2,125,224.95	\$ -



*Singing Beach Team Members*



*Special town meeting November 19, 2019*

**DEBT SERVICE  
FISCAL YEAR 2019**

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

Date of Issue 10/1/1999	Principal	Interest
FY 2018 Ending Balances	\$130,000.00	\$6,630.83
FY 2019 Payments (includes MCWT Subsidy)	<u>\$(65,000.00)</u>	<u>\$(4,843.33)</u>
<b>Total Balances Outstanding</b>	<b>\$65,000.00</b>	<b>\$1,787.50</b>

**Municipal Purpose Loan**

Date of Issue 2/15/03	Principal	Interest
FY 2018 Ending Balances	\$840,000.00	\$47,099.50
FY 2019 Payments	<u>\$(195,000.00)</u>	<u>\$(16,800.00)</u>
<b>Total Balances Outstanding</b>	<b>\$645,000.00</b>	<b>\$30,299.50</b>

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

Date of Issue 5/26/2011	Principal	Interest
FY 2018 Ending Balances	\$2,000,000.00	\$445,505.96
FY 2019 Payments	<u>\$(190,000.00)</u>	<u>\$(68,368.76)</u>
<b>Total Balances Outstanding</b>	<b>\$1,810,000.00</b>	<b>\$377,137.20</b>

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

Date of Issue 2/13/14	Principal	Interest
FY 2018 Ending Balances	\$1,570,000.00	\$327,899.65
FY 2019 Payments	<u>\$(270,000.00)</u>	<u>\$(42,900.00)</u>
<b>Total Balances Outstanding</b>	<b>\$1,300,000.00</b>	<b>\$284,999.65</b>

**Municipal Purpose Loan of 2018 (G.O.)**

Date of Issue 3/29/18		
FY 2018 Beginning Balance	\$5,160,000.00	\$1,782,474.23
FY 2019 Payments	<u>\$(250,000.00)</u>	<u>\$(212,561.73)</u>
<b>Total Balances Outstanding</b>	<b>\$4,910,000.00</b>	<b>\$1,569,912.50</b>

**MA Clean Water Trust (DW-14-03)**

Date of Issue 4/13/17		
FY 2018 Beginning Balance	\$1,381,752.00	\$294,126.14
FY 2019 Payments	<u>\$(59,515.00)</u>	<u>\$(27,635.04)</u>
<b>Total Balances Outstanding</b>	<b>\$1,322,237.00</b>	<b>\$266,491.10</b>

**MA Clean Water Trust (CW-14-31)**

Date of Issue 4/13/17		
FY 2018 Beginning Balance	\$189,555.00	\$9,579.62
FY 2019 Payments	<u>\$(45,872.00)</u>	<u>\$(3,791.10)</u>
<b>Total Balances Outstanding</b>	<b>\$143,683.00</b>	<b>\$5,788.52</b>

**ACCOUNTANT'S REPORT  
FISCAL YEAR ENDING JUNE 30, 2019  
RECEIPTS GENERAL FUND**

**Receipts General Fund**

**TAXES**

REAL ESTATE TAXES	26,647,977.10
PERSONAL PROPERTY TAXES	618,265.85
TAX LIENS REDEEMED	45,892.15
SPECIAL ASSESSMENTS	36,885.30
MOTOR VEHICLE EXCISE	1,033,289.04
BOAT TAX	15,815.97

INTEREST/CHARGES RE & PP TAXES	48,946.20
INT. CHGS. REL. MV TAXES	14,328.48
INTEREST/SPECIAL ASSESSMENTS	1,484.95
INTEREST/CHARGES ON BOAT TAXES	366.58
INTEREST ON TAX LIENS	10,241.98

**FEES AND CHARGES**

FEES-AFFORDABLE HOUSING TRUST	4,781.25
FEES-BOARD OF APPEALS	6,365.00
FEES-CABLE	1,642.80
FEES-COMM-FLU CLINIC REIMB.	7,829.18
FEES-CONSERVATION COMMISSION	10,570.00
FEES-COPYING	35.00
FEES-FILM/PHOTO	-
FEES-HISTORIC DISTRICT	1,035.00
FEES-INSURANCE REPORTS	105.00
FEES-MISCELLANEOUS-FIRE DEPT.	1,440.00
FEES-MISCELLANEOUS-TOWN CLERK	360.00
FEES-MOORING WAITING LIST FEES	7,620.00
FEES-MUNICIPAL LIENS	5,025.00
FEES-OIL BURNER INSPECTIONS	450.00
FEES-PARKING-ELECTRIC	1,268.90
FEES-PLANNING BOARD	3,400.00
FEES-SALE OF MAPS	-
FEES-SHORT-TERM PAYING GUEST	-
FEES-SPECIAL DUTY-ADMIN.	15,697.36
FEES-STREET LISTS	1,416.00
FEES-TRANSIENT DOCK FEES	1,100.38
FEES-UNDERGROUND STORAGE	60.00
FEES-VITAL CERTIFICATES	5,120.00

**RENTALS**

RENTALS-SPRINT-SCHOOL ANTENNA	91,440.57
RENTALS-STATION CELL TOWER	60,086.37
RENTALS-WATER TOWER ANTENNA	44,300.05
RENTALS-TUCK'S POINT	28,375.00
RENTALS-SINGING BEACH CANTEEN	13,500.00
RENTALS-ATHLETIC FIELD	15,600.00
RENTALS-KAYAK RACK	4,500.00
RENTALS-CROWELL CHAPEL RENTAL	3,000.00

**CEMETERIES**

CEMETERIES-BURIALS/CREMATIONS	9,175.00
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**FINES & FORFEITURES**

FINES-PARKING	41,342.50
FINES-COURT	8,739.85
FINES-DOGS	205.00
FINES-LIBRARY	883.86
FINES-HARBOR VIOLATIONS	50.00

**STATE AID**

COMM.-CSI-STATE AID UNRESTRICTED	229,939.00
COMM.-CSI-LOSS OF TAXES ELDERLY	3,514.00
COMM.-CSI-VETERAN'S BENEFITS	12,472.00
COMM.-EXTRA POLLING HOURS	400.00

**TRANSFERS INTO GENERAL FUND**

TRANSFERS FROM SEWER	427,224.00
TRANSFERS FROM WATER	135,316.00
TRANSFER FROM SPECIAL REVENUES	55,000.00

MEALS TAX COLLECTIONS	61,656.90
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RECREATION-BEACH PASSES	175,099.75
RECREATION-NON-RESIDENT PARKING	40,150.00
RECREATION-PARKING STICKERS	89,720.00

AMBULANCE CHARGES	224,195.46
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INVESTMENT INCOME	167,104.00
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**LICENSES AND PERMITS**

LICENSES-BUSINESS CERTIFICATES	2,080.00
LICENSES-CAMP	570.00
LICENSES-COMMON VICTUALERS	1,000.00
LICENSES-DOG	18,425.50
LICENSES-FIREARMS	1,450.00
LICENSES-INN HOLDERS	300.00
LICENSES-LIQUOR	18,150.00
LICENSES-MARRIAGE INTENTIONS	875.00
LICENSES-ONE(1)-DAY LIQUOR	105.00
LICENSES-SEPTIC PUMP	4,925.00
LICENSES-SEPTIC SYSTEMS	1,980.00
LICENSES-SUNDAY ENTERTAINMENT	-
LICENSES-SWIMMING POOL	740.00
LICENSES-TAXI AND LIVERY	50.00
LICENSES-USED CAR DEALER	140.00
PERMITS-BLASTING	100.00
PERMITS-BUILDING	159,042.66
PERMITS-BUSINES/BOATER PLACARD	6,875.00
PERMITS-DEMOLITION	-
PERMITS-DIS. WORK CONSTRUCTION	7,730.00

*Continued . . .*

PERMITS-ELECTRICAL	67,046.16
PERMITS-FOOD SERVICE PERMITS	6,700.00
PERMITS-GAS	15,520.00
PERMITS-KEEPING OF ANIMALS	-
PERMITS-LODGING HOUSE	200.00
PERMITS-LPG	750.00
PERMITS-OPEN BURNING	1,090.00
PERMITS-PERC TESTING	5,005.00
PERMITS-PLUMBING	29,765.00
PERMITS-ROAD OPENING	5,100.00
PERMITS-SMOKE ALARM INSPECTION	5,625.00
PERMITS-TANK REMOVAL	1,100.00
PERMITS-TITLE V INSPECTION REV	5,930.00
PERMITS-WELL	330.00
PAYMENTS IN LIEU OF TAXES	4,752.68
TRASH-RUBBISH STICKERS\	
TRANSFER STATION STICKERS	329,120.00
NON-RECURRING-MISCELLANEOUS	28,576.45
<b>TOTAL RECEIPTS GENERAL FUND</b>	<b>31,222,952.23</b>

**Receipts all Other Funds**

**HARBOR MASTER FUND**

TRANSFER TO HARBOR IMPROV.	384,876.64
MOORING FEES	242,044.66
BOAT EXCISE TAX	15,816.00

**RECREATION REVOLVING**

RECREATION RECEIPTS	355,069.93
PLAYGROUND RECEIPTS	23,751.44
CONCERTS RECEIPTS	13,800.00

**HIGHWAY IMPROVEMENT FUND**

CHAPTER 90	80,010.00
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**SEPTIC LOAN PROGRAM**

BORROWING/WITHDRAW	43,605.00
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**SEWER FUND**

UTILITY USAGE RECEIVABLES	1,194,438.61
SEWER HOOKUP	10,600.00
TRANSFER FROM GENERAL FUND	15,000.00

**WATER FUND**

UTILITY USAGE RECEIVABLES	780,459.94
WATER HOOKUP	500.00
SALE OF WATER METERS	13,064.40
TRANSFER FROM GENERAL FUND	30,000.00

**WATER TREATMENT**

UTILITY USAGE RECEIVABLES	545,966.99
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**COMMUNITY PRESERVATION ACT**

R.E. TAXES-COMMUNITY PRESERV.	365,147.40
COMM.-COMMUNITY PRESERVATION	67,065.00
EARNINGS ON INVESTMENTS/ UNREALIZED GAINS & (LOSSES)	35,631.12
INTEREST/R.E. TAXES	567.25

**STABILIZATION FUND**

EARNINGS ON INVESTMENTS/ UNREALIZED GAINS & (LOSSES)	104,114.45
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**OTHER POST EMPLOYEE BENEFITS**

EARNINGS ON INVESTMENTS/ UNREALIZED GAINS & (LOSSES)	38,420.91
TRANSFERS IN	258,311.00
AFFORDABLE HOUSING TRUST	150,005.00

<b>TOTAL RECEIPTS ALL OTHER FUNDS</b>	<b>4,768,265.74</b>
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<b>GRAND TOTAL ALL RECEIPTS</b>	<b>35,991,217.97</b>
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*Winter Fun Fest*



**SPECIAL REVENUE FUNDS  
FISCAL YEAR ENDING JUNE 30, 2019**

SPECIAL REVENUE FUNDS	BALANCE 06/30/18	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2019
<b><u>Gift's Accounts Fund 200</u></b>					
Library Gifts	13,342.75	10,775.18	2,453.99	-	5,021.56
Library Children's Room Gifts	3,310.92	1,406.81	2,680.00	-	4,584.11
Winthrop Field	51,556.22	4,900.00	16,600.00	-	63,256.22
Debeaumont Fund	36,371.43	-	-	-	36,371.43
Town's 375th Anniversary	-	9,641.44	21,750.00	-	12,108.56
Selectmen Veterans Honor	1,046.12	-	-	-	1,046.12
Tuck's Point Gift Account	4,717.15	-	-	-	4,717.15
Fire Equipment Gift	51.91	-	-	-	51.91
Library 130th Anniversary Gifts	9,738.14	-	725.00	-	10,463.14
Police Gifts Account	10,027.80	5,856.99	4,200.00	-	8,370.81
Council on Aging Vans Gift	903.90	800.00	-	-	103.90
Adopt A Bench Gifts	2,998.20	1,841.17	2,000.00	-	3,157.03
Selectmen's Gifts	14,376.28	3,511.97	4,197.20	-	15,061.51
Fire Engine Gift Fund	-	2,565.00	4,065.00	-	1,500.00
Fire Gifts	4,498.59	6,137.98	4,892.25	-	3,252.86
Fire CPR Gifts	1,610.85	639.00	1,775.00	-	2,746.85
Recreation- Fourth of July Gifts	28,435.29	39,584.96	39,439.30	-	28,289.63
Park & Rec- Sweeney Park Gifts	-	4,000.00	4,000.00	-	-
Friends of COA	2,510.67	5,664.29	7,302.00	-	-
Pedestrian Sign/Safety Gifts	1,050.00	-	-	-	4,148.38
Selectmen - Street light conversion	40,000.00	40,000.00	-	-	1,050.00
<b>Total</b>	<b>226,546.22</b>	<b>137,324.79</b>	<b>116,079.74</b>	<b>0.00</b>	<b>205,301.17</b>

**SPECIAL REVENUE FUNDS  
FISCAL YEAR ENDING JUNE 30, 2019**

SPECIAL REVENUE FUNDS	BALANCE 06/30/18	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2019
<b><u>Performance Bonds &amp; Deposit's Fund 260</u></b>					
Zoning 40 Masconomo Street Bond	800.00	-	-	-	800.00
Planning Board - Windover	487.50	-	-	-	487.50
Planning Board - Memorial Elementary Special Permit	-	5,980.00	6,000.00	-	20.00
Zoning Board - 601 Summer Street Bond	1,299.75	-	-	-	1,299.75
Zoning Masconomo Park Performance Bond	1,940.00	-	-	-	1,940.00
Conservation Tennis Court Escrow	218.27	-	-	-	218.27
Conservation Beaver Dam Bond	1,260.00	-	-	-	1,260.00
Conservation - 9 Tuck's Point Road	1,139.21	4,327.24	5,424.00	-	2,235.97
Conservation - 9 Tuck's Point Road Security Deposit	10,000.00	-	-	-	10,000.00
Conservation - Memorial Elementary Peer Review	-	6,600.00	13,000.00	-	6,400.00
Conservation Brookwood School Bond	14,749.07	-	-	-	14,749.07
Conservation - Surf Village Peer Review	1,500.00	1,020.00	-	-	480.00
Conservation 10 Boardman	7,500.00	-	-	-	7,500.00
Conservation Commission-10 Boardman Ave.	182.52	-	-	-	182.52
Conservation Windover Bond	25,000.00	-	-	-	25,000.00
Planning Marina Antenna-Terrasearch	5,429.17	-	10.84	-	5,440.01
Zoning First Parish Church Antenna-T Mobile	3,221.00	-	6.43	-	3,227.43
Appeals Board-Omni point	964.20	-	-	-	964.20
Appeals Board-Eisgrau	750.00	-	-	-	750.00
Appeals Board-Kimball	1,500.00	-	-	-	1,500.00
Appeals Board-Crooked Lane	100.00	-	-	-	100.00
Zoning Appeals - 12 Smith's Point	2,500.00	-	-	-	2,500.00
Zoning Appeals - 1/3 Boardman Ave.	-	3,000.00	3,000.00	-	-
Total	80,540.69	20,927.24	27,441.27	0.00	87,054.72

Continued . . .

**SPECIAL REVENUE FUNDS  
FISCAL YEAR ENDING JUNE 30, 2019**

<b>SPECIAL REVENUE FUNDS</b>	<b>BALANCE 06/30/18</b>	<b>EXPENDITURES</b>	<b>RECEIPTS</b>	<b>ADJUSTMENTS &amp; TRANSFERS (+)/-</b>	<b>RESERVED FOR JULY1, 2019</b>
<b>State and Federal Grants Fund 290</b>					
Bulletproof Vests Grant	(647.31)	-	1,792.26	-	1,144.95
Law Enforcement Grant	37,825.66	38,067.14	50,179.18	-	49,937.70
Law Enforcement Canine Grant	1,985.35	-	-	-	1,985.35
Mass. Technology Grant	1,800.75	-	-	-	1,800.75
Police Community Policing Grant	271.69	125.00	-	-	146.69
MAPC Fire Training Grant	79.56	2,739.56	1,820.00	-	(840.00)
Fire Local Prepared Grant	3,708.00	2,564.33	3,754.00	-	4,897.67
Library Children's Room Grant	93.92	19.35	-	-	74.57
State Aid for Libraries	6,341.96	8,352.55	5,666.73	-	3,656.14
Cultural Council-State Grant	3,577.46	2,926.00	4,601.60	-	5,253.06
H.M. Pump Out Grant Program	1,750.14	2,300.63	2,821.49	-	2,271.00
Senior Home Care Grant	87.39	-	-	-	87.39
Council on Aging State Formula Grant	6.13	17,148.26	17,213.87	-	71.74
DPW - Recycling Dividends	17,906.37	-	18,000.00	-	35,906.37
Fire Senior Safe Grant	3,813.98	49,038.04	48,116.00	-	2,891.94
Green Communities State Grant	4,455.41	58,330.85	6,118.20	-	(47,757.24)
Council on Aging Falls Prevention Grant	115.00	-	-	-	115.00
Harbor Boating Infrastructure Grant	2,279.04	154,457.19	-	-	(152,178.15)
FEMA Storm Reimbursement	-	-	62,779.79	-	62,779.79
Harbor Float Grant	-	2,521.55	-	-	(2,521.55)
Dept of Ecol. Restor. Morss Pier Grant	-	257,856.14	297,558.93	-	39,702.79
Comm. Compact/Safe Yield Study Gravely Pond	25,000.00	-	-	-	25,000.00
Complete Streets Grant Program (DOT)	-	-	-	-	-
DPW Sustainable Materials Grant	9,000.00	9,000.00	-	-	-
Working on Wellness Grant	2,269.27	2,269.27	-	-	-
FEMA Pre-disaster Mitigation Grant	(5,746.40)	-	1,996.40	-	(3,750.00)
Health-Substance Abuse Prevention Grant	2,344.90	2,344.90	-	-	-
Municipal Vulnerability Preparedness Grant	6,732.70	11,500.00	5,000.00	-	232.70
Sawmill Brook Restoration Studies MET Grant	(10,700.56)	-	10,471.25	-	(229.31)
Diabetes Prevention Program Grant	-	299.50	4,183.00	-	3,883.50
State Earmark - Veteran's Memorial	-	-	15,000.00	-	15,000.00
Police Pedestrian Safety Program	-	1,873.66	406.04	-	(1,467.62)
Municipal Vulnerability Action Grant	-	88,180.00	52,908.00	-	(35,272.00)
Fire FEMA Equipment Grant	-	2,302.50	-	-	(2,302.50)
DPW Waste Reduction/Compost Education Grant	-	-	500.00	-	500.00

<b>Total</b>	<b>114,350.41</b>	<b>714,216.42</b>	<b>610,886.74</b>	<b>-</b>	<b>11,020.73</b>
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SPECIAL REVENUE FUNDS	BALANCE 06/30/18	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2019
<b><u>Other Special Revenue Fund 320</u></b>					
Special Detail Police	(65,198.72)	307,665.21	353,585.83	-	(19,278.10)
Special Detail Fire	(4,353.59)	8,116.00	8,883.60	-	(3,585.99)
Insurance Reimbursement	6,230.93	16,363.13	137,555.65	-	127,423.45
Commonwealth - Extended Polling Hours	1,683.00	-	3,233.50	-	4,916.50
Town Technology Fund	189,552.43	-	20,584.32	-	210,136.75
Tuck's Point Deposits	6,821.39	-	-	-	6,821.39
Conservation Fund	28,281.78	2,012.50	373.90	-	26,643.18
Wetlands Protection Fund	31,034.54	1,411.99	4,987.00	(5,000.00)	29,609.55
Police Cell Block Fees	11,237.70	568.57	-	-	10,669.13
Police Narcotic Fund	3,999.33	19,000.00	19,371.38	-	4,370.71
Tax Collector Agency Account	-	8,900.00	8,900.00	-	-
Fire Hazmat	6,688.07	10,120.65	10,253.81	-	6,821.23
TNC Surcharge Distribution-Dept. of Public Utilities	335.30	-	501.70	-	837.00
Plum Hill Road Improvements	-	-	45,000.00	-	45,000.00
Total	216,312.16	374,158.05	613,230.69	(5,000.00)	450,384.80
<b><u>Highway Improvements Fund (Ch90) Fund 230</u></b>					
	(10.00)	80,000.00	80,010.00	-	-
<b><u>Community Preservation Fund (CPA) Fund 210</u></b>					
	762,254.76	343,835.89	468,410.77	-	886,829.64
<b><u>Recreation Revolving Account Fund 220</u></b>					
Recreation Programs	383,792.54	241,429.22	355,069.93	-	497,433.25
Playground	(27,502.04)	60,469.01	23,751.44	-	(64,219.61)
Concert Gifts	4,598.09	11,555.00	13,800.00	-	6,843.09
Total	360,888.59	313,453.23	392,621.37	-	440,056.73

Transfer to the  
General Fund

**RECAPITULATION  
FISCAL YEAR ENDING JUNE 30, 2019**

RECAPULATION	BALANCES FROM ENCUMBRANCES FY-2018	APPROPRIATIONS ANNUAL FY-2017 APRIL - 2018	TRANSFERS RECEIPTS In + Out (-)	REVISED BUDGET FY-2019	EXPENDITURES FY-2019	RESERVED FOR ENCUMBRANCES FY-2020	TRANSFERRED TO UNRESERVED FUND BALANCE
<b>GENERAL GOVERNMENT</b>							
<b>EXECUTIVE/LEGISLATIVE</b>							
Selectmen's Department							
Salaries	-	202,719.00	1,900.00	204,619.00	204,602.28	-	16.72
Expenses	-	33,525.00	-	33,525.00	28,468.48	-	5,056.52
Audit	1,000.00	47,000.00	-	48,000.00	37,500.00	8,750.00	1,750.00
Information Technology							
Salaries		3,750.00	(1,500.00)	2,250.00	622.86	-	1,627.14
Expenses	902.41	99,300.00	1,500.00	101,702.41	69,996.73	30,892.84	812.84
Moderator							
Expenses	-	50.00	-	50.00	-	-	50.00
Finance Committee							
Salaries	-	4,500.00	(1,900.00)	2,600.00	2,600.00	-	-
Expenses	-	320.00	-	320.00	276.18	-	43.82
Reserve Fund	-	170,000.00	(153,059.00)	16,941.00	-	-	16,941.00
Election & Registration							
Salaries	-	7,300.00	-	7,300.00	4,322.75	-	2,977.25
Expenses	-	23,195.00	16,559.00	39,754.00	33,235.15	-	6,518.85
<b>FINANCIAL ADMINISTRATION</b>							
Accounting Department							
Salaries	-	149,052.00	-	149,052.00	145,826.06	-	3,225.94
Expenses	-	4,700.00	-	4,700.00	4,699.00	-	1.00
Assessors Department							
Salaries	-	152,687.00	-	152,687.00	152,685.61	-	1.39
Expenses	-	38,545.00	-	38,545.00	37,327.44	-	1,217.56
Treasurer and Collector's Department							
Salaries	-	156,173.00	-	156,173.00	148,778.12	-	7,394.88
Expenses	1,000.00	27,490.00	-	28,490.00	24,795.18	-	3,694.82

*Continued . . .*

Town Clerk's Department									
Salaries	-	96,095.00	-	96,095.00	96,095.00	-	6,340.98	-	-
Expenses	4,748.56	6,900.00	-	11,648.56	4,641.71	-	-	-	665.87
Legal Services									
Expenses	42,374.12	110,000.00	-	152,374.12	141,169.71	-	3,398.00	-	7,806.41
Zoning Board of Appeals									
Salaries	-	21,859.00	-	21,859.00	17,824.47	-	-	-	4,034.53
Expenses	378.00	9,750.00	-	10,128.00	8,429.08	-	-	-	1,698.92
Planning Board									
Salaries	-	80,356.00	-	80,356.00	66,577.17	-	-	-	13,778.83
Expenses	-	9,150.00	-	9,150.00	1,115.77	-	6,746.99	-	1,287.24
Town Hall & Common									
Expenses	-	80,100.00	-	80,100.00	79,828.35	-	-	-	271.65
Pensions									
Contributory Pensions	-	1,168,756.00	-	1,168,756.00	1,168,756.00	-	-	-	-
Non-Contributory Pensions	-	2,200.00	-	2,200.00	2,110.78	-	-	-	89.22
Insurance									
Workers' Compensation	20,965.47	65,000.00	26,000.00	111,965.47	93,876.11	-	18,089.36	-	-
Unemployment Compensation	-	7,000.00	6,000.00	13,000.00	12,906.29	-	-	-	93.71
FICA	-	95,000.00	-	95,000.00	87,276.63	-	-	-	7,723.37
Group Insurance-Town's Share	-	1,560,000.00	(20,000.00)	1,540,000.00	1,306,975.95	-	-	-	233,024.05
Insurance-Liability, Fire, Auto	460.00	120,000.00	-	120,460.00	120,177.93	-	-	-	282.07
TOTAL GENERAL GOVERNMENT	71,828.56	4,552,472.00	(124,500.00)	4,499,800.56	4,103,496.79	74,218.17	322,085.60		

#### PUBLIC SAFETY

Police Department									
Salaries	-	1,618,786.00	25,000.00	1,643,786.00	1,643,786.00	-	-	-	-
Expenses	30.22	110,806.00	-	110,836.22	110,367.00	441.11	28.11	-	-
Parking Clerk									
Salaries	-	12,063.00	-	12,063.00	12,063.00	-	-	-	-
Expenses	3,110.00	16,550.00	-	19,660.00	11,836.02	2,969.77	4,854.21	-	-
Fire Department									
Salaries	-	1,256,639.00	(15,000.00)	1,241,639.00	1,204,451.92	-	-	-	37,187.08
Expenses	143.67	125,600.00	15,000.00	140,743.67	128,452.99	11,851.46	439.22	-	-
Harbor Master									
Salaries	-	138,968.00	-	138,968.00	134,663.41	-	-	-	4,304.59

Expenses	-	21,800.00	-	21,800.00	21,746.73	-	53.27
Inspections							
Building Inspector	-	47,396.00	-	47,396.00	45,194.96	-	2,201.04
Gas/Plumbing Inspector	-	12,977.00	-	12,977.00	12,977.00	-	-
Scaler of Weights and Measures	-	3,200.00	-	3,200.00	3,000.00	-	200.00
Electrical Inspector	-	12,977.00	-	12,977.00	12,977.00	-	-
Inspectors' Expenses	-	4,800.00	-	4,800.00	4,774.95	-	25.05
Emergency Management							
Salaries	-	4,000.00	-	4,000.00	4,000.00	-	-
Expenses	-	1,000.00	-	1,000.00	994.34	-	5.66
Emergency Notification	-	5,500.00	-	5,500.00	4,500.00	-	1,000.00
Animal Control							
Expenses	-	17,500.00	-	17,500.00	14,851.57	88.50	2,559.93
<b>TOTAL PUBLIC SAFETY</b>	<b>3,283.89</b>	<b>3,410,562.00</b>	<b>25,000.00</b>	<b>3,438,845.89</b>	<b>3,370,636.89</b>	<b>15,350.84</b>	<b>52,858.16</b>
<b><u>PUBLIC WORKS</u></b>							
Department of Public Works							
Salaries	-	811,777.00	-	811,777.00	809,986.57	-	1,790.43
Expenses	11,061.20	353,250.00	-	364,311.20	340,511.21	23,596.25	203.74
Buildings & Grounds							
Expenses	5,212.22	-	-	5,212.22	5,212.22	-	-
Snow Removal							
Snow Removal Salaries	-	32,000.00	-	32,000.00	45,737.04	-	(13,737.04)
Snow Removal Expenses	-	170,000.00	-	170,000.00	118,984.70	-	51,015.30
Street Lighting							
Expenses	-	40,000.00	57,500.00	97,500.00	95,826.40	-	1,673.60
Sanitation/Composting/Recycling							
Sanitation Salaries	-	21,000.00	-	21,000.00	13,228.89	-	7,771.11
Sanitation Expenses	-	45,000.00	15,000.00	60,000.00	51,212.51	-	8,787.49
Rubbish and Garbage Collection	-	395,000.00	-	395,000.00	373,753.00	-	21,247.00
Rubbish and Garbage Disposal	3,850.84	120,000.00	-	123,850.84	120,598.89	-	3,251.95
<b>TOTAL PUBLIC WORKS</b>	<b>20,124.26</b>	<b>1,988,027.00</b>	<b>72,500.00</b>	<b>2,080,651.26</b>	<b>1,975,051.43</b>	<b>23,596.25</b>	<b>82,003.58</b>

Continued . . .





Expenses	-	8,334.00	-	8,334.00	6,879.76	-	1,454.24
Singing Beach Operations							
Salaries	-	70,284.00	-	70,284.00	68,964.75	-	1,319.25
Expenses	-	16,800.00	-	16,800.00	14,093.24	1,572.89	1,133.87
Lifeguards							
Salaries	-	57,814.00	-	57,814.00	48,561.84	-	9,252.16
Expenses	-	3,400.00	-	3,400.00	3,359.79	-	40.21
Tuck's Point							
Salaries	-	6,400.00	-	6,400.00	6,400.00	-	-
Expenses	29,875.97	30,370.00	-	60,245.97	27,257.75	30,133.47	2,854.75
Other							
Memorial Day	-	3,000.00	-	3,000.00	3,000.00	-	-
Fourth of July	-	13,000.00	-	13,000.00	13,000.00	-	-
Memorial Day - Flowers for Freedom	1,000.00	-	-	1,000.00	1,000.00	-	-
Town's 375th Anniversary Celebration	-	-	10,000.00	10,000.00	10,000.00	-	-
TOTAL RECREATION	30,875.97	347,685.00	10,000.00	388,560.97	340,799.97	31,706.36	16,054.64

#### DEBT SERVICE

#### INTEREST AND MATURING DEBT

Principal on Bonds	-	1,170,387.00	(718.00)	1,169,669.00	1,056,778.62	-	112,890.38
Interest on Bonds	-	371,339.00	718.00	372,057.00	372,056.63	-	0.37
Temporary Interest and Cost on Issuing Bonds	-	30,000.00	-	30,000.00	-	-	30,000.00
WPAT Administration Fees	-	2,503.00	-	2,503.00	2,503.21	-	(0.21)
TOTAL DEBT SERVICE	-	1,574,229.00	-	1,574,229.00	1,431,338.46	-	142,890.54

#### ENTERPRISE FUNDS

Sewer Fund							
Salaries	-	274,762.00	-	274,762.00	274,303.86	-	458.14
Expenses	380.50	352,150.00	-	352,530.50	237,944.86	7,462.15	107,123.49
Water Fund							
Salaries	-	224,533.00	-	224,533.00	224,370.17	-	162.83
Expenses	12,011.57	158,000.00	-	170,011.57	154,273.92	10,901.99	4,835.66
Treatment Expenses	-	574,862.00	-	574,862.00	545,951.39	15.60	28,895.01

Continued . . .

TOTAL ENTERPRISE FUNDS	12,392.07	1,584,307.00	-	1,596,699.07	1,436,844.20	18,379.74	141,475.13
<b>TOTAL ARTICLE 4 OPERATING</b>	<b>141,098.21</b>	<b>14,345,807.00</b>	<b>(15,000.00)</b>	<b>14,471,905.21</b>	<b>13,521,371.79</b>	<b>163,604.78</b>	<b>786,928.64</b>
Treasures Tax Liens (tax title)							
Tax Title Purposes	-	10,000.00	-	10,000.00	5,608.00	-	4,392.00
Article 3 & 7 - Education							
North Shore Regional Vocational School Dist.	-	97,688.00	-	97,688.00	96,343.00	-	1,345.00
Manchester Essex Regional School	-	14,274,688.00	-	14,274,688.00	14,274,687.96	-	0.04
Manchester Essex Regional School Debt	-	1,403,891.00	-	1,403,891.00	1,403,890.88	-	0.12
Total Education	-	15,776,267.00	-	15,776,267.00	15,774,921.84	-	1,345.16

CAPITAL PROJECTS GENERAL FUNDS

Selectmen							
Town Hall upgrades/alarm system	100,396.88	-	-	100,396.88	8,385.81	92,011.07	-
Town Hall Renovation Work	95,530.56	-	-	95,530.56	38,861.79	56,668.77	-
Street Light Purchase/LED Conversion	296,208.00	-	-	296,208.00	72,936.72	90,936.50	132,334.78
Computer Network/IT Upgrades	12,978.00	-	-	12,978.00	-	12,978.00	-
Town Hall HVAC Project	-	-	350,000.00	350,000.00	-	350,000.00	-
Permitting Software Upgrade/Mapping	-	-	33,500.00	33,500.00	14,278.20	19,221.80	-
Electronic Voting	2,887.56	-	-	2,887.56	-	-	2,887.56
Voting Tabulating Machines	2,500.00	-	-	2,500.00	-	2,500.00	-
Electronic Voting Equipment	-	-	45,000.00	45,000.00	-	45,000.00	-
Police							
Public Safety Radio Upgrades	-	80,000.00	-	80,000.00	20,999.12	59,000.88	-
Police Weapons	-	5,000.00	-	5,000.00	4,986.00	-	14.00
Police Car	-	39,000.00	-	39,000.00	38,788.59	-	211.41
Fire							
Fire Engine Fund	170,000.00	250,000.00	-	420,000.00	-	420,000.00	-
Fire Dept. Turn-out Gear	16,995.49	-	-	16,995.49	15,565.01	1,430.48	-
Public Works							
Electrical Upgrades	20,000.00	-	-	20,000.00	-	-	20,000.00
Storm Drains	494,264.11	225,000.00	-	719,264.11	626,208.25	93,055.86	-
DPW Garage Site Decontamination/Improv.	5,091.67	-	-	5,091.67	5,022.80	-	68.87

Recap Sheet

Road Maintenance & Construction	220,707.65	-	250,000.00	470,707.65	193,744.05	276,963.60	-
Tuck's Point Chowder House	25,000.00	-	-	25,000.00	25,000.00	-	-
Bell Court Repairs	46,598.82	-	-	46,598.82	42,857.14	-	3,741.68
DPW Office & Garage Replacement & Repairs 52,786.06	-	-	-	52,786.06	10,603.20	42,182.86	-
Dump Truck/Sander/Plow	-	82,000.00	-	82,000.00	81,589.84	-	410.16
Pickup Truck	-	55,000.00	-	55,000.00	42,892.80	12,107.20	-
Trench box, Small Bucket, Roller	37,573.00	-	-	37,573.00	-	-	37,573.00
Guardrail Replacement	15,000.00	-	-	30,000.00	-	30,000.00	-
Pedestrian Crossing Lights	-	12,000.00	-	12,000.00	4,383.00	7,617.00	-
Mini Excavator	-	88,000.00	-	88,000.00	82,762.98	-	5,237.02
Town Grant Match - DEP Compost	-	75,000.00	-	75,000.00	27,993.01	47,006.99	-
Town Grant Match - Complete Streets	-	32,000.00	-	32,000.00	31,312.16	687.84	-
Storm Damage Repairs	150,000.00	-	-	150,000.00	85,960.75	64,039.25	-
Message Boards	-	-	39,000.00	39,000.00	32,000.00	-	7,000.00
Dump Truck Body	-	16,225.00	-	16,225.00	16,225.00	-	-
Mechanic Equipment	-	20,000.00	-	20,000.00	20,000.00	-	-
Central Street Culvert Article 19 - ATM 04/2013 302,152.31	400,000.00	-	-	702,152.31	143,234.90	558,917.41	-
Conservation							
Chebacco Woods Trail Restoration	4,550.00	-	-	4,550.00	822.00	-	3,728.00
Library							
Design Plans - Consolidated Teen Area	4,925.54	-	-	4,925.54	4,457.56	-	467.98
Library Wiring/Office Upgrade	6,084.26	-	-	6,084.26	6,084.25	-	0.01
Library - Teen Space	-	40,000.00	-	40,000.00	40,000.00	-	-
Interior Painting/Carpets, Etc.	-	-	20,000.00	20,000.00	-	20,000.00	-
Recreation							
Sweeney Parking Lot Re-paving	40,000.00	-	-	40,000.00	8,000.00	32,000.00	-
Athletic Fields Master Plan	-	20,000.00	-	20,000.00	14,000.00	6,000.00	-
Tennis Court Resurfacing	-	10,000.00	-	10,000.00	-	10,000.00	-
Harbor Master							
Harbor Dredging Account	26,766.13	75,000.00	80,000.00	181,766.13	16,833.83	164,932.30	-
Dock Replacements	40,000.00	-	-	40,000.00	40,000.00	-	-
Tuck's Point Float Permitting	49,000.00	-	-	49,000.00	-	49,000.00	-
Kayak Racks	-	10,000.00	-	10,000.00	3,466.50	-	6,533.50
Harbor Equipment - Boat	-	-	50,000.00	50,000.00	50,000.00	-	-
Harbor Office - Design/Permitting	-	-	20,000.00	20,000.00	-	20,000.00	-

TOTAL CAPITAL GENERAL FUND 2,237,996.04	1,549,225.00	887,500.00	4,674,721.04	1,870,255.26	2,584,257.81	220,207.97
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<u>NON-APPROPRIATED EXPENSES</u>									
MV PARK SURCHARGE	-	3,720.00	-	3,720.00	-	3,720.00	3,720.00	-	-
MOSQUITO CONTROL	-	38,593.00	-	38,593.00	-	38,593.00	38,593.00	-	-
AIR POLLUTION CONTROL	-	3,394.00	-	3,394.00	-	3,394.00	3,394.00	-	-
MET. AREA PLANNING COUNCEL	-	2,796.00	-	2,796.00	-	2,796.00	2,796.00	-	-
MBTA	-	118,249.00	-	118,249.00	-	118,249.00	118,249.00	-	-
TOTAL NON-APPROPRIATED EXPENSES	-	166,752.00	-	166,752.00	-	166,752.00	166,752.00	-	-
<u>GENERAL FUND TRANSFERS OUT</u>									
Sewer Capital	-	15,000.00	-	15,000.00	-	15,000.00	15,000.00	-	-
Water Capital	-	30,000.00	-	30,000.00	-	30,000.00	30,000.00	-	-
Harbor Capital	-	10,000.00	25,000.00	35,000.00	-	35,000.00	35,000.00	-	-
OPEB Trust Fund	-	-	258,311.00	258,311.00	-	258,311.00	258,311.00	-	-
TOTAL GENERAL FUND TRANSFERS OUT	-	55,000.00	283,311.00	338,311.00	-	338,311.00	338,311.00	-	-
<u>CAPITAL PROJECTS ENTERPRISE FUNDS</u>									
Sewer Fund									
Sewer Plant Fencing	3,400.00	-	-	3,400.00	-	-	-	-	3,400.00
Infiltration & Inflow Improvements	70,651.32	-	-	70,651.32	-	3,061.15	67,590.17	-	-
Sewer Treatment Plant Improvements	117,434.10	160,000.00	-	277,434.10	-	9,381.75	268,052.35	-	-
TOTAL SEWER	191,485.42	160,000.00	-	351,485.42	-	12,442.90	335,642.52	-	3,400.00
Water Fund									
General Water Updates	278,801.21	190,000.00	-	468,801.21	-	130,104.78	338,696.43	-	-
Round/Gravelly Pond Dredging	3,939.00	-	-	3,939.00	-	-	3,939.00	-	-
Rebuild Round Pond Pumping Station	14,707.84	-	-	14,707.84	-	-	14,707.84	-	-
TOTAL WATER	297,448.05	190,000.00	-	487,448.05	-	130,104.78	357,343.27	-	-
Sewer									
Transfers to the General fund	-	446,458.00	-	446,458.00	-	427,224.00	-	-	19,234.00 *

Water	Transfers to the General fund	135,316.00	-	135,316.00	135,316.00	-
<u>Community Preservation Fund</u>						
<u>ARTICLES</u>						
CPC Administrative Costs	-	20,000.00	-	20,000.00	2,350.00	-
Town Hall Landscape Design Work	15,000.00	-	-	15,000.00	6,784.84	17,650.00
Historic Preservation of Town Common	-	-	100,000.00	100,000.00	-	8,215.16
Reed Park Restrooms/Utility Eng/Design	-	-	25,000.00	25,000.00	-	100,000.00
Drone/Film Survey Saw Mill Brook Watershed	-	-	10,000.00	10,000.00	-	25,000.00
Unknown Owner Search of Land Records for Open Space	-	25,000.00	-	50,000.00	-	10,000.00
Preservation of Town Hall Records	-	-	25,000.00	25,000.00	6,850.00	43,150.00
Trail Improv., Markers, Brochures	22,252.78	-	-	22,252.78	-	25,000.00
Preservation of Dexter Pond	-	-	14,000.00	14,000.00	1,712.98	8,539.80
Comm. Housing Project Funding	150,000.00	-	-	150,000.00	872.50	13,127.50
Seawall Restoration at Morss Pier	131,524.21	-	-	131,524.21	150,000.00	-
Cabana Restoration	3,261.48	-	-	3,261.48	60,512.21	-
Veteran's Honor Roll/Memorial	50,000.00	-	-	50,000.00	3,261.48	39,809.50
Cemetery Restoration Work	26,833.48	-	35,000.00	61,833.48	-	-
Tuck's Point Chowder House	4,676.80	-	-	4,676.80	3,700.00	50,000.00
Planting at Masconomo Park	8,650.00	-	-	8,650.00	58,133.48	-
Park & Recreation Facility Improvements/Equipment	-	-	26,000.00	26,000.00	4,676.80	8,650.00
Singing Beach Bath House Preservation	-	-	5,000.00	5,000.00	-	-
Singing Beach Street Light Replacement	21,000.00	-	-	21,000.00	7,653.83	18,346.17
Rotunda Restoration	28,250.00	-	-	28,250.00	-	5,000.00
Masconomo Park Ent/Parking Lot Pavement	-	-	80,000.00	80,000.00	10,208.00	10,792.00
Crowell Chapel Windows	3,500.00	-	-	3,500.00	13,285.00	14,965.00
					69,268.25	10,731.75
					2,700.00	800.00
Total Community Preservation Fund	464,948.75	45,000.00	345,000.00	854,948.75	343,835.89	440,853.36
<u>SEPTIC LOAN PROGRAM FUND</u>						
	156,470.00	-	-	156,470.00	75.00	156,395.00

<b>HARBOR IMPROVEMENT FUND</b>									
Transfer to Harbor Master (Budget fund 019)	-	235,768.00	125,000.00	360,768.00	349,876.64	-	-	10,891.36	
<b>HARBOR IMPROVEMENT FUND</b>	-	235,768.00	125,000.00	360,768.00	349,876.64	-	-	10,891.36	
<b>HIGHWAY IMPROVEMENT FUND (CH90)</b>									
Road construction, repairs, and related	-	-	670,191.00	670,191.00	80,000.00	590,191.00	-	-	
<b>HIGHWAY IMPROVEMENT FUND</b>	-	-	670,191.00	670,191.00	80,000.00	590,191.00	-	-	
<b>STORM DAMAGE REPAIRS ATM 04/2014</b>									
	12,933.90	-	-	12,933.90	636.13	12,297.77	-	-	
<b>HARBOR DREDGING</b>	1,000,000.00	-	-	1,000,000.00	-	1,000,000.00	-	-	
<b>CAPITAL IMPROVEMENTS 04/2016</b>									
Water System Improvements	204,327.27	-	-	204,327.27	185,011.20	19,316.07	-	-	
Sewer System Improvements	98,107.50	-	-	98,107.50	97,664.09	443.41	-	-	
<b>CAPITAL IMPROVEMENTS 04/2016</b>	302,434.77	-	-	302,434.77	282,675.29	19,759.48	-	-	
<b>CAPITAL IMPROVEMENTS 04/2017</b>									
Sewer System Improvements	1,038,542.74	-	-	1,038,542.74	263,421.30	775,121.44	-	-	
Water System Improvements	1,634,007.95	-	-	1,634,007.95	1,126,938.57	507,069.38	-	-	
<b>CAPITAL IMPROVEMENTS 04/2016</b>	2,672,550.69	-	-	2,672,550.69	1,390,359.87	1,282,190.82	-	-	
<b>RECREATION REVOLVING</b>									
Transfers To the General Fund	-	50,000.00	-	50,000.00	50,000.00	-	-	-	
Recreation	-	-	-	-	191,429.22	-	-	(191,429.22)	
Playground	-	-	-	-	60,469.01	-	-	(60,469.01)	
Concerts	-	-	-	-	11,555.00	-	-	(11,555.00)	
<b>RECREATION REVOLVING</b>	-	50,000.00	-	50,000.00	313,453.23	-	-	(263,453.23)	
<b>AFFORDABLE HOUSING TRUST</b>									
Expenditures	136,713.69	-	150,000.00	286,713.69	-	286,713.69	-	-	
<b>Grand Totals</b>	<b>7,614,079.52</b>	<b>33,165,593.00</b>	<b>2,446,002.00</b>	<b>43,225,674.52</b>	<b>35,143,219.62</b>	<b>7,229,249.50</b>	<b>853,205.40</b>		

# RESERVE FUND FISCAL YEAR 2019

	Account Number	Date	Amount
RESERVE FUND	001-100-013-57810		FY-2019
<u>APPROPRIATIONS</u>			
ORIGINAL BUDGET FY-2019		04/02/18	170,000.00
<u>TRANSFERS</u>			
<u>Account Description</u>			
Elections - Electronic voting	001-100-015-52011	10/17/18	(16,559.00)
Street light electricity	001-400-307-52000	03/20/19	(45,000.00)
Pay as you throw bags	001-400-403-54825	03/20/19	(15,000.00)
Harbor Patrol boat	019-000-001-58102	04/16/19	(25,000.00)
Unemployment insurance	001-100-075-51720	05/20/19	(6,000.00)
Workers compensation for medical payments	001-100-073-51710	05/20/19	(6,000.00)
Police salaries	001-200-100-51000	06/24/19	(25,000.00)
Street lights (2)	001-400-307-52000	06/24/19	(12,500.00)
Conservation commission salaries	001-450-487-51000	06/24/19	(2,000.00)
Total			(153,059.00)
Balance			16,941.00



*Cindy Manos Retires After 33 Years of Service*

**TRUST FUNDS**  
**FISCAL YEAR ENDING JUNE 30, 2019**

	BALANCE 06/30/18	ADJUSTMENTS & TRANSFERS (-)/+	RECEIPTS	EXPENDITURES	RESERVED FOR JULY 1, 2018
<b><u>Non-Expendable Trust Funds</u></b>					
B.L. Allen Fund	1,300.00	-	-	-	1,300.00
Tuck's Point Fund	6,000.00	-	-	-	6,000.00
Post War Rehabilitation Fund	3,920.59	-	-	-	3,920.59
Perpetual Care Fund	364,050.51	-	22,200.00	-	386,250.51
Perpetual Care Fund-Odd Fellows	3,000.00	-	-	-	3,000.00
Knight Cemetery Fund	1,806.20	-	-	-	1,806.20
Crowell Cemetery Fund	3,000.00	-	-	-	3,000.00
Total Non-Expendable Trust Funds	383,077.30	-	22,200.00	-	405,277.30
<b><u>Expendable Trust Funds</u></b>					
B.L. Allen Interest Fund	(8.61)	-	81.88	-	73.27
Tuck's Point Interest Fund	3,398.04	-	595.89	-	3,993.93
Post War Rehabilitation Fund	1,038.91	-	314.47	-	1,353.38
Essex Woods Park Fund	15,926.59	-	1,009.82	-	16,936.41
Perpetual Care Interest Fund	4,144.14	-	24,667.83	-	28,811.97
Cemetery Sale of Lots Fund	131,852.88	-	31,539.71	-	163,392.59
Winthrop Library Fund	34,612.42	-	13,454.80	(10,924.91)	37,142.31
Crowell Cemetery Interest Fund	8,810.67	-	748.84	-	9,559.51
Knight Cemetery Fund	5,904.79	-	488.92	-	6,393.71
Julie Ware Library Fund	2,292.27	-	175.56	-	2,467.83
Cemetery Odd Fellows Fund	1,085.73	-	259.05	-	1,344.78
Adele Q. Ervin Library (Principal)	-	-	100,000.00	-	100,000.00
Adele Q. Ervin Library (Int)	-	-	858.43	-	858.43
Expendable Trust Funds	209,057.83	-	174,195.20	(10,924.91)	372,328.12
<b><u>Other Trust Funds</u></b>					
Stabilization Fund	1,642,074.98	-	104,114.45	-	1,746,189.43
Other Post Employee Benefits (OPEB)	1,828,493.04	258,311.00	38,420.91	-	2,125,224.95
Manchester Affordable Housing Trust	136,713.69	-	150,005.00	-	286,718.69
TOTAL TRUST FUNDS	4,199,416.84	258,311.00	488,935.56	(10,924.91)	4,935,738.49



**TOWN OF MANCHESTER**  
**COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS**  
**JUNE 30, 2019**

	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	8,561,909.07	2,736,652.99	1,337,835.77	4,912,874.40	1,983,284.48		19,532,556.71
Petty Cash	585.00						585.00
Property Tax Receivable:							
Real Estate	167,507.84	2,164.40					169,672.24
P/P Tax	4,377.21						4,377.21
Reserve for Abatements*	(488,741.10)						(488,741.10)
Other Accounts Receivable:							
Motor Vehicle Excise	101,036.63						101,036.63
Boat Excise	5,093.01						5,093.01
Tax Liens	329,505.48						329,505.48
Water & Sewer User Charges					174,220.91		174,220.91
Departmental	236,832.15						236,832.15
Tax Foreclosure	11,792.45						11,792.45
Special Assessments	91,505.05						91,505.05
Amount Provided Bond Payments						10,195,920.00	10,195,920.00
<b>Total Assets</b>	<b>9,021,402.79</b>	<b>2,738,817.39</b>	<b>1,337,835.77</b>	<b>4,912,874.40</b>	<b>2,157,505.39</b>	<b>10,195,920.00</b>	<b>30,364,355.74</b>

\* As of FY2019, the Dept. of Revenue requires reserve for abatements as a reduction of assets instead of recorded under liabilities.

**TOWN OF MANCHESTER**  
**COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS**  
**JUNE 30, 2019**  
*continued*

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	PROPRIETARY FUND TYPES	ACCOUNT GROUP	
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	ENTERPRISE FUND	GENERAL LONG-TERM OBLIGATIONS	TOTALS
<b>LIABILITIES</b>							
Accounts Payable	150,023.24	44,512.70	21,757.70	-	41,829.27		258,122.91
Accrued Payroll	277,577.24						277,577.24
Payroll Withholdings	21,528.54						21,528.54
Other Liabilities	16,623.83						16,623.83
Deferred Revenue	450,002.47	2,164.40					452,166.87
Bonds and Notes Payable						10,195,920.00	10,195,920.00
Total Liabilities	915,755.32	46,677.10	21,757.70	-	41,829.27	10,195,920.00	11,221,939.39
<b>Fund Equity</b>							
<b>Fund Balances:</b>							
Retained Earnings					524,310.59		524,310.59
Reserved for Encumbrances	2,495,550.55	1,421,371.66	2,314,248.07	286,713.69	1,591,365.53		8,109,249.50
Reserved for Petty Cash	585.00						585.00
Reserved for Special Duty				(22,864.09)			(22,864.09)
Reserved for Open Space		106,455.00					106,455.00
Reserved for Community Housing	125,000.00	28.00					28.00
Designated Overlay Surplus	5,484,511.92	1,164,285.63	(998,170.00)	4,649,024.80			125,000.00
Undesignated							10,299,652.35
Fund Equity (Deficit)	8,105,647.47	2,692,140.29	1,316,078.07	4,912,874.40	2,115,676.12	-	19,142,416.35
Total Liabilities & Fund Equity	9,021,402.79	2,738,817.39	1,337,835.77	4,912,874.40	2,157,505.39	10,195,920.00	30,364,355.74



*Singing Beach by Christine Metrano-Barber*

# KEY TELEPHONE NUMBERS

Police 911 (978-526-1212 for regular business  
& Animal Control)

Fire 911 (978-526-4040 for regular business)

Ambulance 911 (978-526-4040 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

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

Incorporated:	1645
Size:	7.73 square miles
Shore Line:	12.8 miles
Population:	5556
Registered Voters:	4188
Dogs:	115
Government:	Board of Selectmen (meets the first and third Mondays of the month with default to Tuesday in the event of a Monday holiday) Open Town Meeting (normally held the first Monday in April) Annual Election (third Tuesday in May)
Voter Registration:	Town Clerk's Office during normal Town Hall hours. Special evening sessions before each election and Town Meeting. One can also register online at <a href="http://www.RegisterToVoteMA.com">www.RegisterToVoteMA.com</a> .
Official Notices:	All official Town board and committee meeting notices are posted on the Town Hall bulletin board. Meeting notices are also posted on the Town's website. Published notices can be found in the Manchester Cricket or Gloucester Daily Times.
Tax Rate:	FY2019 \$11.23 per thousand of assessed valuation.
Taxes Due:	August 1st, November 1st, February 1st, and May 1st.
Trash Removal:	Weekly trash curbside service (Monday and Tuesday) Weekly recycle curbside collection (Monday and Tuesday) Compost: Black Earth weekly curbside collection (Mon & Tues) Textiles: Black Earth weekly curbside collection (Mon & Tues) *Transfer Station hours: Wednesday 7:30 a.m. – 3 p.m. Saturday 10 a.m. – 3 p.m. Refer to the Town's website for Holiday Hours
Town Hall Hours:	Monday-Wednesday, 8:30 a.m. – 5 p.m. Thursday, 8:30 a.m. – 6:30 p.m.; Friday, CLOSED
Library Hours:	Monday and Wednesday, 10 a.m. – 8 p.m. Tuesday and Thursday, 1 p.m. – 8 p.m. Friday & Saturday, 10 a.m. – 5 p.m. Closed Sundays & Saturdays – July through Labor Day Sundays, 1p.m. – 5p.m. (seasonally; please check website)
Post Office Hours:	Window Service: Monday-Friday, 9:00 a.m. – 5 p.m. Saturday, 9:00 a.m. – 12 noon Lobby Hours: Monday-Friday, 6:15 a.m. – 5:45 p.m. Saturday, 6:15 a.m. – 4:30 p.m.
Town Website:	<a href="http://www.manchester.ma.us">www.manchester.ma.us</a>



# CONGRATULATIONS MERSD HORNETS!



Manchester Essex Hornets Girls Lacrosse Team  
Wins 2019 Division.



Manchester Essex Hornets Baseball Team  
Wins 2019 State Title.