

Manchester-by-the-Sea

TOWN REPORT 2017



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ANNUAL REPORT For The Year 2017

In Memoriam

KATHRYN C. GREENSLET

LEWIS O. THOMPSON, JR.

ROBERT W. EMMONS, JR.

ARTHUR M. LANDY

JOHN M. BISHOP

PATRICIA J. PLUMMER

LEWIS F. DAY, JR.

CARL V. NICKERSON

EDWARD S. KEATING

GEORGE C. MONIZ

SHEPARD BROWN

MARGARET M. PALLAZOLA

HUGH SHEPLEY

WILLIAM A. COLELLA

RUTH M. WILSON

Town Report edited by Debra Morong and Town Hall Staff

Front Cover: Rock Dundee as viewed from Singing Beach.
Photo courtesy of Susan Federspiel

Back Cover: 4th of July Parade.
Photos courtesy of Susan Federspiel and Patricia Slade

The editors are grateful to those citizens who contributed photographs to the 2017 Town Report.

MANCHESTER-BY-THE-SEA
2017-2018 ELECTED AND APPOINTED OFFICIALS
(Chairs shown in **boldface**)

2. ELECTED OFFICIALS

Constables

Joseph P. Aiello	2019	3 Yr. Term
G. David MacDougall	2019	
Stephen T. Driscoll	2019	

Housing Authority

Gretchen A. Wood	2021	
Nancy Hammond (Governor's App)	2021	
John F. Kenney	2022	
Susan W. Thorne	2020	
vacant	2018	5 Yr. Term

Library Trustees

Dorothy Sieradzki	2019	3 Yr. Term
David Shaw	2020	
Ric Rogers	2018	

Moderator

Alan Wilson	2018	1 Yr. Term
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Planning Board

Peter Canny (Chair)	2019	3 Yr. Term
Constance Sullivan	2019	
Ronald Mastrogiacomio	2019	
Andrea Fish	2020	
Christine DeLisio	2018	
	(Until Election)	
Frank Marangell	2018	
Robert D. Mehlman	2018	

School Committee

Kenneth D. Warnock	2019(M)	3 Yr. Term
Julie Keil Riordan (Vice-Chair)	2019(M)	
Sarah Wolfe	2019(E)	
Caroline C. Weld	2020(M)	
Rachel Fitzgibbon	2020(E)	
Shannon O. Erdmann	2018(M)	
Anne Cameron (Chair)	2018(E)	

Selectmen, Board of

Eli G. Boling (Chair)	2019	3 Yr. Term
Susan M. Beckmann (Vice-Chair)	2019	
Arthur Steinert	2020	
Margaret F. Driscoll	2020	
Thomas P. Kehoe	2018	

2. APPOINTED OFFICIALS

Action, Inc. Representative

Gretchen Wood	2021	5 Yr. Term
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ADA Committee

Elizabeth Heisey	2019	3 Yr. Term
Laurie Werle	2020	
Lisa Bonneville	2018	
Gretchen Wood	2018	
Vacancy	2019	
Vacancy		
Town Administrator (ex officio)		

Affordable Housing Trust

Margaret Driscoll (BOS Rep)	2019	2 Yr. Term
Constance Sullivan (Planning Board)	2019	
Nancy Hammond (Housing Authority)	2018	
Sarah Mellish (FinCom Rep)	2018	
Joan McDonald (CPC/Designee)	2019	
John Feuerbach (At-Large)(Chair)	2019	
Chris Olney (At-Large Designee)	2018	

Animal Control Board

Kerri Bisner	2019	3 Yr. Term
Bernard (Bing) Fishman	2019	
Sally Curry	2020	
Roxanna Leone	2018	
Vacancy	2018	

Animal Inspector

Hayes DeMuelle (Board of Health App)	2018
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Appeals, Board of

Michael Sullivan (Chair)	2019	3 Yr. Term
James Diedrich	2020	
Andrew Crocker(1st alternate)	2020	
Bridget Murray	2018	
Sarah Mellish	2018	
Laura Tenny (2nd alternate position)	2018	
John Binieris (Full Member)	2018	

Assessors

Timothy P. Girian	2019	3 Yr. Term
Louis R. Logue (Chair)	2020	
Jeffrey McAvoy	2018	

Bike/Pedestrian Committee

Freddy Cicerchia	2019	3 Yr. Term
Kurt Svetaka	2019	
Albert Centner (Chair)	2019	
Susan Centner	2019	
Aileen O'Rourke	2020	
Parker Harrison	2020	
Jared Porter	2020	
Amy M. Coleman	2018	
Terry Cowman	2018	

Building Inspector

Paul Orlando	2019	3 Yr. Term
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Cable Access Corp. Rep.

Paul Jermain	2019	3 Yr. Term
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Cape Ann Regional Planning

Committee Emergency Response Coordinator

Thomas P. Kehoe	2018	3 Yr. Term
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Chebacco Woods Land

Management Committee

(H) Hamilton (M) Manchester		
(M) DPW Director (ex officio)		
(M)Ralph Smith (Chair)	2019	3 Yr. Term
(H) Jack Hass	2019	
(M)Michael Mack	2020	
(H)Virginia Cookson	2020	
(H/M)Susanna McLaughlin	2018	

Community Preservation

John Kenney (Housing Authority)	2019	3 Yr. Term
Ronald Mastrogiacomio (PB)	2020	
Sari Oseasohn (Con Com)	2020	
Christopher Wood Kelly (Parks & Rec.)	2020	
John F. Burke, Jr. (at large)	2018	
Rebecca G. Campbell (at large)	2018	
Sue Thorne (at large) (Co-Chair)	2018	
Mark Weld (FinCom)	2018	
Joseph Sabella (HDC)	2018	

Conservation Commission

Sari Oseasohn	2019	3 Yr. Term
Steven Jaworski, Vice Chair	2019	
Olga Hayes	2020	
David Lumsden	2020	
Steve Gang, Chairman	2018	
Gary Russell	2018	
Joseph Puopolo	2018	

Council on Aging

Robert Howard, DMD	2019	3 Yr. Term
George Nickless	2019	
Kathy Bothwick	2019	
Mary G. Hull	2020	
Su Kwedor	2020	
Steven Gillespie, MD (Chair)	2018	
Allison Gustavson	2018	
Deb Fraize	2018	
Vacancy	2018	
Vacancy	2019	
Mary Ann McGovern	2020	

Cultural Council

Peggy Conlon	2019	3 Yr. Term
Julia Bishop	2019	
Alison Daley	2019	
Evonne Blanchard	2018	
Susan Poswistilo	2018	
Jennifer Doane	2020	
Katherine Arthur	2020	
Amy Carlin	2020	
Lisa Watt-Bucci	2020	
Margaret Maher	2020	

Downtown Improvements**Project Committee**

Kurt Svetaka	2018	1 Yr. Term
Andy Harris (chair)	2018	
Gar Morse	2018	
Ben Rossi	2018	
Chris Shea	2018	
Tim Logue	2018	
Steven Carhart	2018	

Dredging Committee

Greg Bialy (HAC Member)	2019	3 Yr. Term
Mory Creighton (FinCom Member)	2019	
James Starkey (Sailboat owner)	2019	
Andrew Dunbar (powerboat owner)	2018	
Sean Daly (mooring service member)	2018	
Paula Polo-Filias (at-large member)	2020	
Carl Doane (at-large member)	2020	

Emergency Mgmt. Dir.

Fire Chief, George Kramlinger	Contracted	
Thomas P. Kehoe, Asst. Dir	2018	1 Yr. Term

Essex Technical High Sch.

Jeff Delany	December 31, 2020	
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Finance Committee

Diane Kaneb	2019	3 Yr. Term
Sarah Mellish (appt. by Town Moderator)	2019	
Michael Pratt (appt. by Town Moderator)	2020	
Andy Oldeman	2020	
Scott Susko	2018	
Mark Weld	2020	
John Croft	2018	
Albert M. Creighton, III (Chair)	2018	
Chuck Furlong (appt. by Town Moderator)	2018	

Fire Chief

George Kramlinger	10.1.16 – 9.30.19	
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Gas/Plumbing Inspector

Joseph Guzzo	2019	3 Yr. Term
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Harbor Advisory Committee

Edward Conway	2019	3 Yr. Term
Daniel Gray	2019	
Daniel Lane	2019	
Christopher Comb (commercial fisherman)	2020	
Christian Del Rosario	2020	
Carl Doane (Chair)	2020	
Greg Bialy	2018	
Stephen Lauber	2018	
Philip Leahy	2018	

Health, Board of

Beverly Melvin	2019	3 Yr. Term
Leslie Nitkiewicz (Chair)	2019	
Peter B. Germond, M.D.	2020	
Deborah A. Bradley	2020	
Paula Polo-Filias	2018	

Historical District/Historical Commission

John Round (Historical Society)	2019	3 Yr. Term
Susan Wadia-Ells (resident)	2019	
Don Halgren (resident)	2020	
Tracie Gothie (realtor)	2020	
Joe Sabella (resident)	2018	
Richard Smith (resident)	2018	
Vacancy		

July 4th Committee (Re-appoint in fall)

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

Manchester Coastal Stream

Michele Kulick	2019	3 Yr. Term
Patricia Mitchell	2019	
Lynn Atkinson	2020	
Carolyn Kelly	2020	
Jessica Lamothe (Chair)	2020	
Joan Nesbit	2020	
Francie Caudill	2018	

Master Plan Committee

Susan Beckmann, Chair	Indefinite Terms	
Jay Bothwick		
Sarah Creighton		
Josh Crosby		
Lisa Bonneville		
Gary Gilbert		
Axel Magnuson		
Gary Russell, Vice Chair		
Susan Baker Leavitt		
Regina Villa		
Laura Winn		

Memorial Day Observance

American Legion	2018	1 Yr. Term
Legion Auxiliary	2018	

M.A.P.C. Representative

Andrea Fish	2019	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	2018	1 Yr. Term
Dennis Dixon (Chair)	2018	
Sean Stallings	2018	
David Walls	2018	
William Vachon	2018	
Davis Keniston	2018	
Vacancy		

North Shore HOME Consortium Representative

George Record	2019	3 Yr. Term
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North Shore Task Force Rep.

Andrea Fish, Planning Board	2018	1 Yr. Term
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Open Space & Recreation

Steve Jaworski (Con Com Rep)	2019	3 Yr. Term
Kelly Blagden (Park & Rec Rep)	2019	
Francie Caudill (Coastal Stream)	2020	
Mike Chapman (At Large)	2020	
Helen Bethell (At Large)	2018	
Christine DeLisio (Planning Board)	2018	
Jared Porter (Bike/Pedestrian)	2019	

continued...

Parking Clerk				Town Accountant			
Christina Wright-St. Pierre	2020	3 Yr. Term		Andrea Mainville	6.30.2018	(Contract)	
Parks and Recreation Comm				Town Administrator			
Michael Coyne	2019	3 Yr. Term		Gregory Federspiel	6.30.2019	(Contract)	
Tod Johnson	2019			Town Clerk			
Olga Hayes	2020			Christina Wright-St.Pierre	2020	3 Yr. Term	
Kelly Blagden (Chair)	2018			Treasurer/Collector			
Sean Daley	2018			Jennifer Yaskell	2020	3 Yr. Term	
Woody Kelly, Alternate				Tree Warden			
Police Chief				Thomas Henderson	2018	1 Yr. Term	
Edward Conley	2019	3 Yr. Contract		Welcome to Manchester			
Registrars, Board of				Frederick Johnson	2019		
Eileen Buckley (Chair)	2019	3 Yr. Term		Betsy Christie Milne	2019		
Gary P. Giusto	2020			Tanya Stubbs	2019		
Bruce Warren	2018			Margaret Maher	2020		
Christina Wright-St. Pierre (ex officio)				Patrick Meehan (chair)	2020		
Seaside One Committee				Julie Smith	2020		
Thomas Durkin (Chair)	2019	3 Yr. Term		Monika Congdon	2018		
Carl Anderson	2020			Ginny Germond	2018		
Merritt Miller	2018			Judy Shipman	2018		
Shade Tree Management & Pest Control				Winthrop Field Committee			
Mark Hammond	2018	1 Yr. Term		Michael Chapman (Chair)	2019	3 Yr. Term	
Shellfish Constable				James E. Moroney	2019		
Thomas Henderson	2018	1 Yr. Term		Gar Morse	2020		
Sustainability Committee				George Nickless	2020		
Faith Emerson	2019			Matthew Brzezinski	2018		
Michael Even	2019			Michael Carvalho	2018		
Linda Kaplan	2020			Sue Thorne	2018		
Corey Meyer	2018			Wiring Inspector			
Su-yin Mittermaier	2018			Joseph Novello	2019	3 Yr. Term	
Tory Morton	2020						



Town Clerk Denise Samolchuk was presented a Town chair on the occasion of her retirement from Town service. Denise was Assistant Town Clerk and Senior Clerk in the Selectmen's office and spent eight years as Town Clerk. She also received the congratulations and citations from the State Senate and the House of Representatives. Pictured are; State Senator, Bruce Tarr, Selectmen Tom Kehoe, Sue Beckmann, Arthur Steinert and Margaret Driscoll, Denise (seated), State Representative Brad Hill and Chair of the Selectmen, Eli Boling.

ANNUAL REPORTS



Members of the Board of Selectmen (left to right) Vice-Chair Susan Beckmann, Chairman Eli Boling, Margaret Driscoll. Standing (from left to right) Arthur Steinert and Thomas Kehoe.

BOARD OF SELECTMEN

Manchester's Board of Selectmen consists of five elected volunteers. Working with the advice of various administration employees, as well as numerous volunteer boards, along with input from the public, we set the policy and direction for the town government operations and budget. Throughout the year, the board meets regularly to tend to the ongoing decisions required to drive the agenda that we've set for the year, as well as deal with any of a myriad of issues that come up along the way. The current board consists of Arthur Steinert, Susan Beckmann, Eli Boling, Muffin Driscoll and Tom Kehoe. Arthur Steinert joined the Board in May of 2017, after being elected to the spot that opened when Paul Barclay retired from the Board.

Over the past year, the town has continued to focus efforts along the major prongs of infrastructure repair and planning. Considerable work has gone into water and sewer repairs, as well as the master plan. This year's budget continues these themes.

Major water line work was undertaken throughout several areas of town this year. Some of this work involved reconfiguring water main

usage, though a majority of it was focused on repairing or replacing our aging networks of valves. This will lay the groundwork for a more maintainable water system moving forward. We did additional work on sewer lines to repair leaks in the system that caused issues with our wastewater treatment plant, and wherever appropriate, repaired sewer lines in areas that we did water line work.

We successfully completed our first major dredging project in 30 years. This is a part of a multi-stage plan to dredge the harbor in phases, putting us on a more systematic schedule for doing harbor maintenance. The planning work done by town staff, including Harbor Master Bion Pike, the Harbor Advisory Committee and the Dredging Committee, was of such quality that our state representatives encouraged and helped us engage the state in pursuing grant money. The state was just restarting its grant programs for dredging statewide, and Manchester-by-the-Sea was fortunate to be the first to receive grant funding from the new program.

The town did extremely well with grants this year. As always, we do not plan optimistically for grants, so when we receive them, they come as a

pleasant relief. We owe a debt of gratitude to town staff and volunteer committee workers for their efforts in pursuing grant proposals. We owe additional thanks to our state representative, Brad Hill, and our state senator, Bruce Tarr, for their efforts on our behalf to help us navigate some of the grant processes at the state level. The efforts of all concerned resulted in the following major grants being awarded to the town:

- Dredging - \$500,000
- Regional Compost Site - \$400,000
- Central Street Bridge Replacement - \$500,000
- Complete Streets - \$242,000
- Morss Pier - \$377,000
- Sawmill Brook Analysis - \$42,000
- Green Communities - \$156,000

In the past 5 years the town has been awarded over \$4.2M in grants in total.

Next year will see a continued drive along the path of water pipe repair, though we will be focusing our efforts on not quite as many major locations at once. Roads that were torn up during this year's pipe work will be repaved. Some intersections around town will be improved thanks to grants from the Complete Streets program. Late in the year, there will be work done at Morss Pier and new docks will be added off Reed Park. Expansions to our composting efforts will make Manchester-by-the-Sea a regional composting center. The harbor loop sewer line will be updated. Other miscellaneous pieces of aging infrastructure will continue to get attention it has long deserved.

The master plan will be completed, and will provide a clear roadmap for an array of town projects for the next decade. The many thoughtful responses from the citizen surveys that were received provided excellent guidance to the steering committee. The plan will help set priorities for land use decisions, capital projects, and many of the policy decisions that the town boards make on a regular basis.

This year, in an attempt to improve communications to residents, the board started a monthly newsletter that is delivered to every mailbox in town. We hope that this newsletter helps people keep engaged more with what the town boards are doing. We have seen an increase in new volunteers coming to work on committees, in part based on the newsletter, and we plan on continuing its distribution.

A significant change in town was the reduction

of the speed limit overall to 25 MPH. Additionally, a safety zone was established within a mile of the MBTA station limiting the speed to 20 MPH. The police have gradually been increasing their enforcement of limits in town, allowing people time to adjust to the new limits. Over time, the slower pace of driving in town will improve safety of children walking to school, and all other manner of pedestrian and biking activities.

This fall, we will be meeting to vote on a school building project for the Memorial Elementary School. Over the spring and summer, residents can look forward to hearing details on the proposed building plans, including construction sequencing and cost details as well as options for funding the project. Residents are encouraged to attend any of the many meetings of the school building committee as we move through this process.

This year will be Tom Kehoe's last year on the Board of Selectmen. Tom has had a long career in town service. He served for 5 years on the planning board, 6 years on the Recreation Committee (a predecessor to the Parks and Rec Committee) and 12 years on the Board of Selectmen, with 4 as its chair. Besides that, he was a volunteer call firefighter for 40 years (!), and still serves as the Deputy Emergency Management Director, a post he has held for 6+ years. Tom's voice is the one you often hear when reverse 911 calls come to your phones. Tom's record of service to the town is long by any measure, and deeply appreciated.

We also appreciate your support and guidance as we work together as a community to chart a course that ensures Manchester remains a wonderful place for all.

TOWN ADMINISTRATOR

Balancing Service Needs, Wants, and our Ability to Pay

Each year the community gathers together at the Annual Town Meeting to vote on the coming year's expenditures. The proposals put before voters are the result of a process that begins in the fall when the Selectmen and the Finance Committee articulate budgetary goals. These goals guide department leaders as they formulate their requests. Meetings with department leaders, Finance Committee liaisons and the Town Administrator fine tune these requests into a preliminary budget that is presented at a public forum in late December. The Selectmen and the Finance Committee spend the months of January and Feb-

ruary scrutinizing the budgets to make sure they are providing the services desired while not overburdening taxpayers. A second public forum is held in late February before finalizing what will be presented at the Annual Town Meeting. A similar process is followed by the School District with the School Committee and District Administrators for the District's budget.

The services provided by the Town cover a broad range from public safety to public works, from senior rides to after school child care, and from collecting taxes to issuing building permits. The delivery methods of these services are rooted in the unique historical circumstances of Manchester as well as modern day practices. Changes to the way services are delivered can be slow as people tend to hold on to the familiar. But changing times often demand new approaches and we should not be shy to pursue new models for service delivery.

Determining the proper level of services challenges the crafters of the budget. Opinions vary as to what governmental services should be, how they should be delivered and to what extent. The best guide we have to how the community really feels about service levels and expenditures is what voters approve at the Annual Town Meeting. Despite concerns expressed by some that the budgets are all but a done deal come town meeting, all budgets must be approved and can be altered by voters at Town Meeting. Efforts to engage the community in the development of the budget prior to the Annual Town Meeting vote have garnered little increase in public input. It appears a majority of residents are content with relying on the Selectmen, the School Committee and the Finance Committee to formulate the budgets knowing that voters have the final say.

Government services often expand based on interest group demands. A group advocating for certain services does not necessarily worry about the impact to total expenditures. This can result in higher total expenditures if the advocates of a given service are strong enough and those responsible for the overall budget feel that their efforts to hold down spending will be overturned by the service advocates. We have seen such a dynamic play out here in Manchester recently regarding public safety expenditures and historically regarding school expenditures.

Overall expenditures for the community have grown significantly over the past 20 years. Our per capita expenditure rate puts Manchester in the

top tier of high spend communities in the state. One driver of our spend rate has been the large amount of capital projects and new borrowing that voters have approved. Over \$51,000,000 in new debt has been approved since 1997, mostly by voting for new debt exclusions that are above and beyond the taxation limitations of Proposition 2 ½. When millions of interest payments are factored in, these borrowings represent a very large addition to town expenditures. The new middle high school, a major upgrade to the sewer plant, and the cost of buying the homes and cleaning up the site of the old town burn dump account for the majority of the new debt. All told, debt service represents about 8% of total expenditures. This, too, is at the higher end compared to other communities though there is a wide range of debt service as a percentage of total expenditures across the state. A general rule of thumb is to strive to not have debt payments exceed 15% of total expenditures. However, we are well below the maximum borrowing that state law allows.

In addition to approving various borrowings, voters have also approved three overrides in the past 20 years. An override becomes a permanent increase in the level of taxation in order to support expanded services. One of the overrides was for town operating expenses; two have been for school operating expenses.

The property tax is the major source of revenue for the Town, accounting for roughly 80% of all revenue. Over the past 20 years tax burdens have usually increased 2 ½ % annually to pay for increased operating costs. In addition, another 1-1 ½ % increase in tax revenue has come from new construction -- additions and new homes. Another 1 to 1 ½ % increase has been necessary to help pay for the debt service on the approved borrowings or to fund the overrides. This 5% average annual growth in taxes/expenditures, driven to a large degree by needs of the School District, means total expenditures have doubled in about 15 years, a rapid pace. (The increased tax bills of a specific property will vary depending on one's neighborhood, construction quality/age, and the impact of new taxes generated from new growth.)

Going forward voters may well want to slow the rate of annual increases. One important way to do this would be to curtail new borrowings to the extent possible. For town capital projects we have recently been seeking new borrowings only as we retire a similar amount of old debt. This keeps taxes necessary for debt payments level

rather than increasing like they did over the past 20 years. Work is underway to craft a capital plan that weans us off of borrowing for all but the largest of projects. Shifting to an annual cash basis allows more funds to go towards actual infrastructure projects as we eliminate interest payments. The strategy relies on capping the amount of taxes that are collected above the limits of Proposition 2 ½ and converting debt exclusions to capital expenditure exclusions. While this means taxes will not decrease as debt is retired, it also means taxes do not continue to increase the way they did over the past 20 years.

This strategy of no net increase in debt will not work for the Memorial School project as the debt for the middle high school is still in place for another 15 years (though declining annually.) Depending on how voters want to approach the funding of the Memorial School project, there may be ways to have a smaller new exclusion (tax hike) but we need to be careful about diverting funds from needed Town capital projects. Finding savings in our operations, either through efficiencies or reducing service levels, provide possible additional ways to reduce the tax impact of the school project. Looking further out, if the Essex Elementary School project can wait until the middle high school debt is nearly paid off, than the strategy of replacing old debt with new works.

An area that deserves more attention is the investigation of regional services. Small examples of this are already in play – we share an animal control officer with Hamilton; veteran services are obtained through Gloucester's Veteran Agent, who also serves Rockport; mutual aid agreements are in place for public safety needs. Seeking new collaborations in larger areas has the potential to save money while maintaining or even improving services. Combining administrative and public safety services, or sharing expensive equipment are possibilities that warrant our exploration. My former community recently entered into a new agreement with their neighboring town to share a town manager and a human resources director. Are there similar opportunities here?

Another factor that will help in our long range management of our finances is the retirement of our pension and post employment benefit liabilities. We are on track to fully fund these liabilities by the early 2030's. While this seems like a long way off, the 12+ years will go by quickly, especially in relation to large capital planning needs. Redirecting up to a million dollars will be a big help in preventing taxes from increasing.

Finally, the potential for new commercial growth done with proper safeguards against environmental impacts and for maintaining the character of the community can play a significant role in helping with our capital needs. The survey results from the master planning efforts indicated strong support for well-planned commercial growth on the lands to the north of Route 128 as a way to grow our tax base.

Being clear about what is truly needed for municipal services versus what is nice to have, being open to new ways to deliver services and being smart about when and how we approve new, large projects will enable us to make the necessary investments in the community while avoiding overburdening taxpayers.

Gregory T. Federspiel, Town 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.

2017 was a quiet year for the ADA Committee. In February we met to discuss a proposal to allow the second floor of the Seaside One building to be used for town offices. The Committee recommended approval with the stipulation that repairs be made to the handicap access to the building; that there be clear signage and a system in place for notification to office personnel that help is needed; and with the understanding that arrangements may need to be made in the future if an employee or future employee needs an accommodation.

The Committee also met in October to review proposed plans for renovation of the Tuck's Point Chowder House. DPW Director Murray said the proposed work is to rebuild the foundation only which did not trigger bringing the building to full ADA compliance. However, she said there is a possible future Phase II renovation which at that time may require more ADA compliant renovations. The Committee made recommendations, and DPW Director Murray agreed, for some minor changes (removing some thresholds) that should be made during this phase while replacing the flooring.

Beth Heisey, ADA Coordinator

ANIMAL CONTROL

The Board of Selectmen reappointed the four Animal Control Board members for one, two and three year terms. The responsibilities of the Animal Control Board are to assure that animals do

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

BOARD OF ASSESSORS

The Board of Assessors has established as of January 1, 2017, for Fiscal Year 2018, which begins on July 1, 2017 and ends on June 30, 2018 the following assessed values for the town, as required by law.

FY2018 - Real Estate & Personal Property	
Residential Property - 2167 parcels	\$2,238,369,780
Commercial Property - 102 parcels	97,448,467
Industrial Property - 14 parcels	7,046,900
Personal Property - 150 accounts	54,138,870
Total Taxable - 2433 par/acc.	2,397,004,017
Exempt Property - 354 parcels	184,283,600
Tax Rate per \$1,000 of value	\$11.03
Total Taxes Raised	\$26,438,954.31

FY2017 - Real Estate & Personal Property	
Exemptions approved	
(elderly,veterans, blind, etc.) –	28
Deferrals –	3
Senior Workoff -	2
Abatement applications filed –	24
Personal Property apps. approved -	3
Personal Property apps. Denied -	0
Real Estate apps. approved -	10
Real Estate applications denied –	10
Withdrawn –	0
Deemed Denied –	1
Late Filing -	0

Motor Vehicle & Boat Excise Abatements (processed in 2017)	
2017 Motor Vehicle Excise abatements	256
2016	15
2015	4
2014	2
2013	2
FY18 Boat Excise abatements	22
FY17	13
FY16	4
FY15	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. We have our maps and assessment records on-line. They can be accessed through the town web site.

Thank you for your assistance and cooperation throughout the year.

Louis R. Logue, Chairman

BICYCLE AND PEDESTRIAN COMMITTEE

Our mission:

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

Committee members:

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

In 2017, the committee continued to focus on the four categories identified in 2016, infrastructure, education, advocacy, and community. However, to address what was identified as the most pressing safety issues facing Manchester-by-the-Sea, the committee directed its efforts more to infrastructure and advocacy.

Infrastructure:

The top priorities of the committee in 2017 were the creation of a designated safety zone having a maximum speed limit of 20 mph in Manchester-by-the-Sea and the passage of a town-wide 25 mph speed limit for all areas outside the safety zone. Working from citizen input and Manchester Police Department traffic studies the committee concluded that reducing speed limits within town would be a viable first step to achieving an overall safer environment for cyclists and pedestrians. In order to accomplish these two priorities, the town was required to introduce and pass two warrant articles at the 2017 annual Town Meeting accepting the amendments of M.G.L. Chapter 90 which were adopted by the State Legislature in August 2016. The committee worked in conjunction with the Board of Selectman and Town Manager to introduce the warrant articles and subsequently worked to educate and lobby the public for passage of the articles at the April 2017 Town Meeting.

After the warrant articles passed at Town

Meeting, the committee began working on establishing the boundaries of a proposed safety zone and working to present its recommendation for a town-wide speed limit of 25 mph. In regard to the boundaries for a safety zone, the committee asked for input from a number of sources. Feedback from the Downtown Improvement Committee, the Department of Public Works, Manchester Police Department, Manchester Fire Department and most importantly, feedback from the general public went into the final recommendation on the safety zone boundaries. The committee presented a recommendation on the safety zone to the Board of Selectman at the September 25, 2017 meeting and after public input and debate; the measure was adopted by the BOS to create the safety zone as recommended by the Bike/Pedestrian Committee. A month prior, at the August 21, 2017 BOS meeting, members of the Downtown Improvement Committee, the Bike/Pedestrian Committee and the general public spoke in favor of establishing a town-wide 25 mph speed limit that would encompass the areas of town not covered by a safety zone. This measure was also adopted by the BOS.

This past year, the Board of Selectman adopted a Complete Streets Policy for the town of Manchester-by-the-Sea. This presented the town with the opportunity to address a number of infrastructure upgrades, through the Complete Streets funding process that the Bike/Pedestrian Committee had identified as being crucial to its mission of making MBTS a safer community. The committee worked closely with Town Planner Sue Brown and the Complete Streets Prioritization Plan Steering Committee to identify a list of projects to consider for the Complete Streets funding application. From the list of over twenty projects that were identified through the prioritization process, the committee presented its recommendations to the Board of Selectman on the eight projects that would have the greatest positive impact on the safety of cyclists and pedestrians throughout MBTS.

Advocacy:

During 2017, the committee continued to advocate for increased speed and crosswalk enforcement by the Manchester Police Department. The MPD is continuing to collect and analyze data via traffic studies throughout town. The committee continues to work with Chief Conley to ensure its goals meet or exceed the expectations of our law enforcement professionals. The committee also worked with the Board of Selectman and Town Manager, (as noted in the previous sec-

tion) to advocate for more self-governance by the town, i.e. the adoption of the amendments to M.G.L. Chapter 90.

Education:

Several members of the Bike/Pedestrian Committee participated in the annual Cape Ann Pan-Mass Challenge Kid's Ride on September 30, 2017. The ride, which included kids of all ages and abilities, is geared to raising awareness of cancer and raising money for the Dana-Farber Cancer Institute. This year's ride was held at Masconomo Park and despite a less than ideal weather day over \$10,500 was raised for cancer research.

Community:

The Bike/Pedestrian Committee continues to work with citizen coalitions and other town committees toward common goals. Committee members are also working with the Memorial Elementary School to identify and mitigate areas of need around the school related to biking and walking to school. As in the past, the most important conduit in helping the B/P Committee to identify and prioritize issues around bicycle and pedestrian safety is the participation of the residents of MBTS. Participation at our monthly meetings is welcomed and encouraged.

The year ahead:

Moving into 2018, some of the issues the committee will focus on are crosswalk safety, line striping and parking on major roadways as it relates to bicycle and pedestrian safety. The committee will also concentrate on the reduction of speed on town roads, this being the most important factor in making our streets safer for all those who use them. Another area of focus will be on the Complete Streets projects that have been approved for funding, some of which address the redesign and/or improvement of major road intersections. The committee will also be involved in the selection process for the next round of the Complete Streets project application process.

The committee's efforts with the Memorial Elementary School in 2018 will focus on promoting safe biking and walking to school. This will include safety education, bike rodeos and continued support of Safe Routes to School initiatives.

Manchester-by-the-Sea
Bicycle/Pedestrian Committee

CABLE ACCESS CORPORATION REPRESENTATIVE

Cape Ann TV (CATV) is a non-profit, membership-based organization dedicated to produc-

ing community and institutional programming and to providing public access for the free exchange of information and ideas which reflect the talents, skills, interests, concerns and diversity of the Cape Ann community.

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

The organization offers a four-camera studio; portable field equipment; and editing suites, with a choice of systems: Final Cut Pro and Adobe Premier. The station invested in a new server which will serve as the technological backbone of the infrastructure designed to support new service delivery options, and a field switcher which will enable the organization to efficiently provide higher quality coverage of more local events. Membership and training are pre-requisites for equipment and facility use which are available on a first-come, first-served, basis.

More than 65 significant Manchester events were covered during the 2017 calendar year including: Selectmen and Town Hall meetings; school committee meetings; MERHS sports games; MERHS graduation; and Cape Ann Symphony performances.

Paul Jermain,

CATV Treasurer - Manchester Representative

CHEBACCO WOODS LAND MANAGEMENT COMMITTEE

The year was not especially active for the Chebacco Woods Land Management Committee. Periodically we replaced maps and dog bags, and we removed trash from the trash barrel by the kiosk at regular intervals. Stendahl Tree removed \$800 worth of fallen trees and large branches. Ron Strong deposited several yards of material to repair trails. The work has not yet been done. We authorized several Gordon students to clear small branches and remove any trash they find. Work will be done in the spring due to snow cover.

MANCHESTER COASTAL STREAM TEAM

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

We purchased cigarette "butlers" – receptacles for people to dispose of cigarette butts so that they don't wash into coastal waters and can be recycled. We worked with the DPW to determine the best spots and they will be installed at White Beach and Masconomo Park.

Over the summer we worked in collaboration with Salem Sound Coastwatch to continue monitoring the intertidal areas of Black and White Beach for marine invasive species. We also conducted water collections biweekly in three locations that flow into Kettle Cove to gather information regarding possible sources of bacterial contamination.

The Stream Team worked with the Coastal Resilience Advisory Group (CRAG) to do stream surveys and monitoring of Sawmill Brook and will be assisting with stream measurements through the winter 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 extended our 19-year cooperation with the DPW to open the tide gate in the spring to encourage smelt runs in Sawmill Brook; joined the Community Center on their town-wide clean-up effort with a focus at Black and White Beaches; and cleared the invasive purple loosestrife at Dexter Pond to allow native species to flourish.

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

COMMUNITY PRESERVATION COMMITTEE

Now in its twelfth 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.

Projects approved at the Annual 2017 Town Meeting included funding for the restoration of the Tuck's Point Chowder House, the Central Street Seawall Culvert Railing, work at Dexter Pond and Powder House Hill, the completion of the MBTA canopy restoration, continued cemetery restoration, and design fees for Town Common Landscaping. We continue to allocate 10% of local CPA receipts to the three areas of our jurisdiction as well as 5% for Administration.

The CPC continues to work on organizing its

project files held at Town Hall.

In the past year, we created a more detailed application form and process for funding requests. We are requiring that Town project requests be accompanied by detailed budgets for the on-going operation and maintenance of the appropriate facility or building. We are making every effort to ensure the investments of today do not again become the deferred maintenance of tomorrow.

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 to work with the Town to prioritize the funding requests.

Respectfully,

Woody Kelly 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 volunteer and dedicated service to the community. The Commission conducted 17 regular public meetings and continued its regulatory and non-regulatory activities in the year 2017.

Wetlands permit applications were up slightly compared to 2016. These applications are reviewed under both the Massachusetts Wetlands Protection Act and the Town Wetlands Bylaw. The Commission issued 21 Determinations of Applicability and approved 10 De Minimis Change requests. The Commission also issued 25 Orders of Conditions, 22 Certificates of Compliance, 2 Enforcement Orders, and 1 Emergency Certification. A number of Letter/Tree Permits were issued by the Administrator, including a MERSH Senior's project for bat habitat around Dexter Pond, approved by the Commission.

The Commission also provided comments to the Planning Board on four issues.

In 2017, the Town received three grant awards: a Division of Ecological Restoration (DER) Assistance Award; a Massachusetts Environmental Trust (MET) Grant; and a Municipal Vulnerability Preparedness (MVP) Grant.

The MET grant is funding a detailed technical study of the lower reaches of Sawmill Brook in order to understand the causes of flooding and recommend specific mitigation solutions in light of the impact of sea level rise. The DER grant is providing technical assistance from their staff for this project. Work began in November and will continue through June 2018.

The MVP grant (issued under Executive Order 569 by the Governor) will fund workshops with stakeholders from the Town to start the process of becoming more resilient to the impacts of Climate Change. The work is in the planning stages and will be completed by the end of June 2018.

Beaver dam building seemed to increase in Manchester in 2017. New pond levelers were installed on Conservation Land at Dexter Pond and Spruce Swamp/Dug Hill (upper Pine Street) which effectively lowered the water levels and deterred dam repairs. Solutions are being sought for recent activity along Sawmill Brook.

On the advocacy front, the Commission endorsed the Open Space Committee recommendation that three Town-owned parcels to the west of downtown be designated as Conservation Land under Commission management. At the Fall Town Meeting, residents voted overwhelmingly to approve the Warrant Article. The Commission also began the process to protect scenic wetland views by advocating a change in the Manchester Wetlands By-Law (XVII). This effort will continue into 2018.

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 for the department, also staffs the Open Space Committee. The Commissioners are eternally grateful to these able staff for their energy, output and insights.

In September, the Conservation and Planning Department offices moved to the 2nd floor of Seaside One. The new office space works very well.

The Commission members and its Administrator participate on other committees, including the Community Preservation Committee, the Open Space and Recreation Committees and the Wastewater Committee and work cooperatively with other boards. Commissioners regularly attend informational workshops and conferences to keep up with current regulations, procedures, and strategies for effective resource and conservation area management. Olga Hayes completed the certification for Wetland Fundamentals offered by the Massachusetts Association of Conservation Commissioners.

Steve Gang, Chair;
Steve Jaworski, Vice Chair

COUNCIL ON AGING

Manchester-by-the-Sea has a senior population of approximately 1,782 or approximately 33% of the population being 60 or over. Census projections show the senior population growing to over 38% by the year 2035, while the overall Town census drops significantly. The focus of this department continues to be a mission of developing more far-reaching programs to meet and serve the ever-increasing needs of our senior citizens. Development and construction of a senior center, health insurance, transportation and affordable housing continue to be key issues facing our seniors.

The following are some of the highlights of the services provided in 2017:

- Monthly “Lunch of the Month” for 40-50 senior citizens, partially funded by The Friends of the Council on Aging
- Provided over 7500 units of transportation to senior and disabled citizens
- Provided over 530 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) 3,693 Meals on Wheels to 26 homebound seniors
- Sponsored several health and wellness seminars
- Monthly Low Vision Support Group offering special presentations
- Weekly Yoga Program funded in part by the Friends of the Council on Aging
- StrongWoman exercise program twice weekly with 70 to 75 participants for each 12 week session
- Weekly Zumba Gold Class with 20 to 25 participants
- Launched a week mindful meditation wellness program
- Co-hosted an all community shredding day
- Worked with the Manchester Police Department to launch the Smart911 program
- Annual summer luncheons/events at Tuck’s Point
- The COA newsletter is mailed and/or emailed to over 1100 senior citizens each month. The Friends of the Council on Aging fund the mailing.
- Provide Tax-Aide in a partnership with AARP and SeniorCare to approximately 80 senior and disabled citizens

- Provide SHINE (Serving Health Information Needs of Everyone) Counseling
- Provide Medicare Advocacy Counseling
- Develop and promote TRIAD programs

A very big part of the COA growth and success goes to approximately 80 active volunteers who donated thousands of hours in 2017. It is because of their many acts of kindness and their caring attitude that the COA is able to reach a greater than ever number of senior citizens in need.

Nancy Hammond

*Director of Senior Services/
Council on Aging*

CULTURAL COUNCIL

The Manchester Cultural Council continued its mission of bringing cultural enrichment, creative, and educational opportunities to Town residents of all ages. The Fiscal Year 2018 grant allocation of \$4,481 from the Massachusetts Cultural Council enabled us to fund all 13 programs requested.

These programs include: Family Programs at the Manchester Historical Museum, A performance by the Delvena Theatre Co of “Isabella” sponsored by the COA, A performance /presentation by Denis Cormier Hands on History of “The American Revolution” for the MERSD 5th graders, “Youth Orchestras Manchester by the Sea Concerts”, Seaside Garden Club “Life’s so sweet with a Sugar Maple in your yard” Demonstration, “3D Design & Printing/Robotics Workshop” at the Manchester Public Library, “Sea Songs, Stories & Sing-A-longs” provided by Davis Bates and Roger Tincknell for the COA, “Painting on Silk” workshop at The Manchester Public Library, a performance of “Incredible Mae West” for The Woman’s Club, The Marble Collection” publishing/marketing for art students at the MERHS, Cape Ann Symphony “Youth Initiative 2018” for 4th and 5th graders, and Brent Daniels – Music Technology” interactive performance for K-5th graders.

The Cultural Council is comprised of 10 members this year, who are appointed by The Board of Selectmen to serve three-year terms. We are always seeking new members and encourage those with any interest to contact us.

Alison Daley, Chair

DOWNTOWN IMPROVEMENTS PROJECT COMMITTEE

The Downtown Improvement Project Committee (the DIP) had a membership of 6 this year. The members are appointed annually by the Selectmen. Members were Steve Carhart, Andy Harris (Chairman), Gar Morse, Ben Rossi, Chris Shea, and Kurt Svetaka.

The DIP continued work on Phase II which begins at the end of Phase I at Beach and Union Streets and continues through town until 127 becomes a state route again. Particular attention was paid to the intersections with School Street and Pine Street. A traffic roundabout is being designed for the Pine Street four-way intersection. The roundabout should be completed during 2018.

The DIP worked on several ongoing projects in collaboration with the Town Administrator, the DPW, the Police and Fire Departments and the Bike/Pedestrian Committee. These include identifying locations where the Town may set speed limits of 20 mph and 25 mph, recommendations for traffic calming measures and identification of possible new one-way streets to improve safety on residential streets.

The DIP thanks the residents of Manchester for their enthusiastic support of the DIP

Andy Harris, Chairman

DREDGING COMMITTEE

Manchester's harbor is not natural; before first being dredged in the 1890s, it was a tidal mud flat with a meandering shallow creek at low tide. Without regular maintenance, Manchester Harbor will revert to a mud flat. In the past few decades, harbor maintenance has been grievously neglected.

Legally, the harbor is public tidal land owned by the Commonwealth, with administration ceded to the Town of Manchester. Because it is state land, moorings are available to everyone in Massachusetts, not just Manchester residents and, in exchange, the Commonwealth paid between 75% and 90% of cost of dredging for many years. Mooring fees were set to cover the town's portion of required dredging. In recent decades, although state support for dredging was policy, dredging was regularly underfunded. Half dozen years ago, the Commonwealth stopped funding maintenance dredging entirely.

Manchester raised mooring fees to cover maintenance dredging going forward. However, the

dredging fund is insufficient to cover 35 years of accumulated neglect. Fortunately for Manchester, the Commonwealth has re-instituted grant funds for dredging and we were awarded \$500,000, about half of the actual dredging cost.

The Manchester Harbor Dredging Advisory Committee is tasked to study harbor dynamics, evaluate dredging strategies, and work with the Harbor Master, the Harbor Advisory Committee, the Board of Selectmen, and other town committees and boards to develop a comprehensive long term dredging plan. To this end, the committee has developed a hydrodynamic model of the harbor and a financial model of the associated costs. We can try to minimize long term dredging costs, but we know with certainty that it will be expensive and that mooring fees alone will not cover the cost of 35 years of inactivity.

FIRE DEPARTMENT and EMERGENCY MANAGEMENT

The MFD is a mostly career (full time) Department providing around the clock fire rescue and suppression, paramedic (PM) level emergency medical services (EMS), all hazards response, and Community Risk Reduction programs with 12 Career members and a full time Chief supplemented by four interior certified Call firefighters. The fire chief works a standard weekly schedule with additional hours devoted to providing continuity and leadership for emergencies, training, and a variety of other activities. The 12 career firefighters are divided into four groups of three – an officer and two firefighters - who work a rotating schedule of 24 hour shifts to provide 24/7/365 coverage.

Group 1

Lt/PM Crosbie (C-4)
FF/PM Happel (F-1)
FF/PM Herenden (F-6)

Group 2

Capt/EMT Biggar (C-2)+
FF/PM Butler (F-3)
FF/PM Soucy (F-5)

Group 3

Lt/EMT Doucette (C-3)
FF/PM Cavender (F-4)
FF/PM Campbell (F-7)

Group 4

Lt/PM Pyburn (C-5)
FF/PM McDiarmid (F-2)
FF/PM Aldrich (F-8)*

+The Captain position also serves as the Fire Prevention officer and MFD second in command.

*After nearly two years of dedicated and faithful service, FF/PM Thomas Aldrich resigned in November to take a FF/PM position with the City of Gloucester FD. We wish Tommy all the best as he starts a new chapter in his Fire Service career.

With vacation, sick leave, injuries, and training, only two career personnel are available for duty 60% of the time. In addition, call-back responses by off-duty career and Call firefighters are trending down. However, with additional overtime funds allocated in the FY18 budget and the re-purposing of call-back funds, every effort was made during the second half of 2017 to have three career members on duty from 8:00 am to 6:00 pm Monday through Friday and around the clock on Saturday and Sunday. Gaps in the schedule prevent the MFD from meeting the Federal “Two-In, Two-Out” regulation that requires a rescue team of two firefighters outside the building when two other firefighters are inside attempting to extinguish the fire. Unfortunately, overtime alone cannot completely make up for the shortfall. As a result, the MFD has put forth a proposal to hire a thirteenth career FF to be used as a “floater” or impact FF. This impact FF will not be assigned to a Group but rather work an irregular schedule that fills known vacancies. The addition of the impact FF plus the targeted use of overtime will enable the MFD to have three career FFs on duty 24/7/365. Three career members on duty at all times - plus the Fire Chief when on duty or one member responding on a call-back - will give the Department a better chance of meeting the “Two-In, Two-Out” standard.

The four active Call members who are certified as interior firefighters are: Richard Curran, Joseph Sanfilippo, Dylan Wolniewicz, and David Roberts (who graduated from the Mass Fire Academy Call/Volunteer recruit training program in March). Of the four, only Call firefighter Curran lives in Town. Call members Jeffrey Obrien and Chaplain David Forsyth serve in a limited support role not involving emergency response duties. During the year, Call firefighters Michael MacEachern, Daniel Lucas, Michael Cupoli, and Christopher Jones resigned from the Department. We wish them all the best. In November, Christopher Doucette of Essex, Charles Lund of Gloucester, and Nicholas Myers of Gloucester began training to become MFD Call firefighters with graduation expected in March of 2018.

During 2017, the MFD operated the following apparatus and vehicles:

2011 E-One 1500 gpm / 750 gal Pumper
2010 Ford Van / Box Ambulance
2001 L-One 100' / 2000 gpm / 500 gal Aerial
2000 Ford Van / Box Ambulance
1998 Pierce 1500 gpm / 500 gal Pumper (E-2)
2007 Ford F-250 Crew Cab Utility
2000 Ford 300 gpm / 400 gal Forestry
2008 Ford F-150 Command Vehicle (Chief)

Overall, during 2017, the MFD responded to 1385 total incidents. The true strength and value of the MFD is that the career members on duty continually flex between the four core competencies of fire rescue and suppression, EMS, all hazards response, and community risk reduction thus giving the tax payers maximum return on their investment.

The four most serious fire responses during 2017 were for a digging induced gas leak on Pine Street, large construction dumpster fire in a new development off Pleasant Street, a porch fire on Desmond Avenue, and a generator fire under the overhang of a large house on Proctor Street. Fortunately, observant neighbors and a home alarm system contributed to early Fire Department notification thus preventing much greater losses.

2017 Emergency Responses, Calls for Service, and Community Risk Reduction

Fire (all types)	22
EMS (all types, includes lift assists)	560
Hazardous Conditions (no fire)	75
Service Call (water problem, etc.)	102
Community Risk Reduction (inspections, etc.)	299
Other (alarm activation, MVA, etc.)	327
Total	1385

Of note - EMS calls increased by 30 (6%) over the previous year and there were 61 instances of two or more calls occurring at the same time.

During 2017, the MFD aggressively executed a comprehensive annual training plan that adheres to Federal law, conforms to recognized standards, and implements nationally recognized best practices. The annual training plan included the following: a 30 hour paramedic refresher; monthly EMS training on a variety of topics to include mass casualty incidents (MCI) and active shooter/hostile events; fire ground safety and survival; rapid intervention team (RIT); respiratory protection and air management; ice and cold water rescue; railroad and MBTA safety/emerg-

gency response; search and rescue; transitional fire attack, pump operations/master stream appliances; confined space awareness/rescue; trench rescue awareness; and initial company operations. The vast majority of topics included a classroom presentation as well as one or more practical sessions. In addition, training was conducted while the members were on duty and in-service whenever practicable.

After several years of planning, training, and the installation of equipment upgrades, the Manchester-by-the-Sea Police Department emergency communications center assumed all MFD dispatch functions in September. This arrangement facilitates a much faster response and enables all on-duty MFD personnel to respond rather than leaving one member behind to perform the dispatch function.

The MFD continues aggressive efforts in Community Risk Reduction which includes fire prevention and life safety education. The MFD conducts hundreds of inspections required by the State fire code using on-duty career personnel. The Massachusetts Department of Fire Services awarded the MFD a Student Awareness of Fire Education (SAFE) grant in the amount of \$3951 and a "Senior SAFE" grant in the amount of \$2596 to provide fire and life safety education to the most vulnerable segments of the population. Department personnel teach the elementary school children a number of fire safety lessons and provide them the opportunity to practice exit drills in the home (EDITH) using a specially configured RV style trailer owned by the Essex County Fire Chief's Association. For the first time, several firefighters provided this education by performing a 20 minute skit that was both informative and entertaining. "Gilligan's Safety Island by-the-Sea" was well received by students, teachers, and parents at Memorial elementary and the Brookwood School. Through outreach and engagement, the Senior SAFE program focused on spreading key fire and life safety messages to the Town's senior citizens.

During 2017, the Department completed execution of two Emergency Management Preparedness Grants (EMPG). Both grants provided \$2460 and require an equal or greater match from the MFD. The 2016 EMPG was used to purchase four dry suit ensembles and two cold water rescue suits. The 2017 EMPG was used to purchase three new atmospheric monitoring meters used to detect gas leaks, explosive vapor concentrations, lethal carbon monoxide, and deadly hydrogen sul-

fide (sewer gas).

At the Annual April Town Meeting, voters approved the requested capital items which included: \$250,000 for a new mini-pumper on a Ford F-550 frame; \$40,000 for a new Ford Explorer command vehicle; \$20,000 for an ambulance stretcher with a motor to raise and lower the unit; and \$15,000 for Call firefighter structural firefighting ensembles. The new mini-pumper will be designated Squad-3, has 4WD, is designed to combine many of the functions of Engine-2 and Forestry-1, and will provide enhanced rescue equipment to respond with the ambulance on EMS calls. Delivery is expected in April of 2018. Engine-2, Forestry-1, and Car-1 have been declared surplus by the BOS and will be sold in 2018.

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

The MFD asks all citizens, businesses, and property owners to ensure you have functional smoke and carbon monoxide detectors, practice an emergency evacuation plan, sleep with bedroom doors closed to prevent the travel of smoke and heat in the event of a fire, use a personal floatation device when engaged in any activity on or near the water, and ensure your street number is easily visible to responding emergency vehicles.

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

Respectfully submitted,
George D. Kramlinger
Fire Chief / Emergency
Management Director

HARBOR ADVISORY COMMITTEE (HAC)

It has been a busy time for the Harbor Advisory Committee. Conversations regarding the dredging project began with the Town Manager, Harbor Master and CLE Engineering.

A dredge company was chosen, moorings were removed and replaced, the new boat ramp was opened, fore and aft moorings were approved for the inner harbor.

Summer descended upon us, over crowding at Sand Dollar Cove was somewhat alleviated and our harbor was once again more crowded than expected.

It is the Committee's hope and expectation that Reed Park will have added 200 feet of float space for the coming summer to address the need for additional space for visiting boats to do long and short-term tie-ups on a for-pay-basis.

There was a change at the top of our committee. Greg Bialy has opted to step down as our chair but stay on as a board member. We thank Greg for his tireless leadership. We continued to move forward with our charge.

Town residents attended our meetings. Almost all spoke to the need of continued good health of our beautiful harbor and how this could be accomplished.

We urge all interested townspeople to attend our meetings and bring their plans and ideas for our harbor to our attention. We can discuss them and forward them to the appropriate party.

Should you have any questions please feel free to call us anytime.

Ed Conway, Vice Chair HAC

HARBORMASTER

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

Infrastructure:

- The expansion plan for the Reed Park docks to accommodate more transient boaters is in the final phase of the permitting process. Preliminary estimates for materials to build the floats are coming in and the goal is to complete the project this spring.
- A \$327,000 grant was awarded by the Seaport Economic Council for a study to assess overall condition as well as fund repairs to the seawall at Masconomo Park. Permitting is near completion and a contractor will be identified soon.
- 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 supported by pilings.
- The dredging project will be complete by February 14th. The Town received a grant of \$500,000 from the State to help offset dredging costs. Added savings were realized when the

winning bid for construction came in \$500,000 below the engineering estimate. The dredging was completed ahead of schedule and under budget thanks to the excellent work of our contractor, Prock Marine and our consulting engineer from CLE.

- A fore & aft mooring system will be utilized inside the drawbridge starting this spring. The goal is to create safe navigation lanes while reducing or eliminating damage from boats swinging into each other while on moorings.

Funds and Revenue:

Mooring & Waitlist Revenue FY17	
Total:	\$251,350
Boat Excise Revenue 2017	
Total:	\$38,104
Dredge Fund as of 1/25/2018	
Total:	\$0
Waterway Fund Balance as of 1/25/2018	
Total:	\$16,500

Boats:

The Clean Vessel Act pump-out boat was busy again this year. Over one thousand gallons of waste were removed from vessels this year and the number is expected to go up in the coming season. The program continues to be funded at 75% by federal dollars with the balance coming from the Waterway Fund. EMT equipment was added to the vessel inventory on both vessels. The Eastern patrol boat received a new engine in 2017 and blue lights to replace the red enforcement lights.

Records:

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

Moorings & Waitlists:

Waitlists - As of January 24, 2018 there are 409 names on the mooring waitlist, 29 of the names were added since January. The mooring-change list has 75 names and the dinghy waitlist stands at 66. Moorings- Approximately 15 moorings changed hands in 2017. It is expected 2018 will be an average mooring reassignment year as well.

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

Staff:

Many thanks to the Assistant Harbormasters Tim Cronin, Mike MacEachern and Claude

Beaudet for their service last season. Sadly Tim will be moving on in his professional life. It is likely however that we will see him around the harbor on a regular basis in other capacities during the coming years.

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

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 2017.

There weren't any beach closings this season, which can be attributed to a drier than normal season and the diligent commitment by the BOH to require septic system inspections and upgrades, if needed, in environmentally sensitive areas.

The BOH Septic Loan Program has begun accepting applications to provide betterment loans to assist homeowners who must address septic system failures. Residents are now able to apply to the Town of Manchester for loan funds to either: repair or replace a failed septic system by renovating the existing system; hooking up to existing sewer; or replacing a traditional septic system with an alternative system approved pursuant to Title 5. Those loans will then be paid back by the homeowner as betterment on their real estate tax bill. Septic Loan Program Applications are available at the BOH in Town Hall and also on the Town website. Residents who have questions regarding the program may contact the BOH office.

Mosquito borne illnesses continue to be a health concern in 2017. Threats from the West Nile Virus and Eastern Equine Encephalitis from infected mosquitoes were monitored and evaluated by the Northeast Massachusetts Mosquito Control District during 2017. No infected mosquitoes were found in Manchester this year. The District provided treatment in the Town's catch basins as well as ongoing monitoring and surveillance. Such monitoring resulted in the Board not needing to have to resort to ground targeted spraying. The public is reminded that if you would like to "opt out" of spraying on your property you will need to file a property exclusion form with the Town Clerk, forms are available on the Town website.

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

Pam Ciccone, RN, Public Health Nurse, held Flu Clinics using purchased vaccines. Over 250 residents were vaccinated! The Clinics were run smoothly and efficiently and were again offered to Town residents and Town Employees. Thank you to all the Cape Ann Nurses, Board Members and residents who assisted Pam with the Clinics. It was with much regret that, Pam Ciccone, RN resigned from the BOH this year. The BOH is in the process of searching for her replacement. The Board thanks her for her hard work during her tenure as the Public Health Nurse. She will be missed. Ellen Lufkin, Assistant to the BOH, is also thanked for her continued service and commitment to the Board and the residents, as well as her tireless efforts in keeping the office running efficiently and smoothly.

In concert with the DPW, the Board continued our commitment to the Town of Manchester to provide a safe environment for disposal of household hazardous waste at its annual collection event. As in prior years, approval of subsurface sewage disposal systems remains the primary source of activity and revenue for the BOH. The Board wishes you all the best of health in 2018.

Leslie R. Nitkiewicz, Chairperson

HISTORIC DISTRICT COMMISSION

During the past year, the Historic District Commission ("HDC") held ten (10) meetings; held no (0) special meetings; considered sixteen (16) applications; conducted sixteen (16) site visits; and granted fourteen (14) Certificates of Appropriateness.

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

The merchants' sign at the corner of Elm and Central Streets was a topic of discussion for a few HDC meetings. It was determined that this sign is indeed located within the Historic District.

Mr. Round updated the Elm St./Harbor fence

replacement project. Several replacement fences were looked at, but no decision has been made to date.

The issue of Ramaker & Associates, in-Motion, and the MBTA was discussed at the May meeting. This proposed project involves the installation of several monopole towers (up to 74 ft.) along the railroad tracks on Cape Ann. The Planning Board also weighed in on this proposed project, along with a large number of concerned residents, Senator Tarr, and Representative Brad Hill. Mr. Round stated that he will draft a letter to the parties involved, stating that this proposed project will have an adverse effect on the Historic District. The MBTA withdrew the proposal to install new monopoles.

Ms. Sue Brown, Town Planner gave an updated presentation on behalf of the Manchester Master Plan Committee in August, and asked the HDC's input on the Master Plan project.

Mr. Round explained that from a Historic District Commission's point of view, our focus is on restoration of buildings, so that they maintain the appearance in keeping with the period they were built. Mr. Sabella suggested that the plan encourage retail. Mr. Sabella suggested a swap of land with the state to move the DPW, police and fire stations to that site. Ms. Brown asked Mr. Sabella if he could follow up on that with Senator Tarr and Mr. Sabella agreed to do that and copy Ms. Brown on the communication.

Mr. Smith asked why the Town of Manchester cannot financially support updating the infrastructure. Ms. Brown replied that maintenance has been deferred for many years and that is why there are such huge bills coming due. Ms. Brown produced a chart and explained that the Master Plan Committee worked with the Finance Committee and others for a chart of the budget projections and compared them with how we have been growing in the recent past and compared it with revenue growth, and our needs are higher than our revenues. If there is a funding gap, let's be really thoughtful and make sure that whatever development goes in contributes to revenue, balances the quality of life and is properly regulated.

Mr. Tom Dodge attended the September meeting to ask the HDC to consider the proposed sidewalk improvement plan, involving brick sidewalks replacing asphalt sidewalks from 11 Central St. to the end of School St.

The HDC members discussed this matter and agreed that they would be in favor of bricks

instead of the existing asphalt, but would like to hear more details regarding cost effectiveness, methodology, materials used, and how well the bricks will stand up over time, and also comparison and testimonials from other towns, such as Gloucester, Salem, etc. The members also suggested that if this project is approved, future expansion of the brick sidewalks should be considered.

At the November meeting, Mr. Bruce Heisey and Mr. Paul Sullivan gave a presentation to the HDC regarding the proposed Veterans Memorial project, and they will file a formal application in the near future for a Certificate of Appropriateness. In the meantime, the HDC will take this matter under advisement.

The continued issue of Signage in the Historic District was again addressed by the HDC. Merchants attended the May meeting to address several issues and concerns. This meeting resulted in pleasant and helpful exchanges. Mr. Round and Mr. Smith discussed the necessary revisions of the Signage Guidelines in detail with the other HDC members at the subsequent meetings, and a final draft was proposed at the November meeting. A letter and revised Signage Guidelines will be mailed to the merchants in the Historic District in early 2018, encouraging the merchants to file applications for Certificates of Appropriateness for their signs, and the \$50 application fee will be waived in these special cases.

The HDC filing fee continues to be \$50.00.

John Round, Chairman

HOUSING AUTHORITY

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

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

This year we experienced nearly a 20% turnover of our elderly/handicapped units exclusive of 4 units of Family Housing in which there was 1 turn over during the year.

The Authority receives operating subsidy from the Department of Housing and Community Development (DHCD) which comes from an annual appropriation in the State Budget. We use

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

Included in the 2017 Capital Improvements Plan are the completions of The Plains pneumatic ejector tank replacement; waste system complete with a generator funded by the Town's CPA; replacement of the electrical outdoor panel board at Newport Park; boiler repairs; hallway painting; catch basin repairs; extensive tree trimming; entrance column repairs all sites; the start of a project for replacement of locksets at Newport Park; a new roof at The Plains office and fencing at Loading Place Road.

The Manchester Housing Authority does not receive funds from the Town of Manchester, however Manchester's Community Preservation Act Committee does award grants to fund some special projects for MHA and we thank them for the recently installed generators at The Plains and Newport Park.

We thank the town for its contribution in helping us to provide adequate and affordable housing for its residents giving them the opportunity to reside in a suitable living environment.

Senator Bruce Tarr and Representative Brad Hill continue to support legislation for the modernization and upgrading of public housing. We thank all the Town boards for their assistance as well.

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

We thank Secretary, Carol Powers, for her many years of service.

We would like to commend our staff, Executive Director Irene Frontiero, Maintenance Mechanics Mr. Chris Rodier and Mr. Brian Bernard, for their diligence and professionalism. We also would like to extend our appreciation and thanks to all the volunteers of the community that contribute and special thanks again to the First Baptist Church for their assistance in this year's fall leaf clean up.

We also thank Melanie Loveland-Hale, Asset Management Specialist; Bruce McCarrier, Facilities Manager; Bob Watt, Project Manager from Office of Construction Service and Avalon McLaren, as they have provided great oversight

and technical assistance from DHCD and Kirk Fulton from RCAT during 2017.

INSPECTORS

The year of 2017 continued to be 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 continues to work part-time in the Building Department and Liz Dukes who does all the Assessor's clerical work is also helping out in the permitting department.

The Inspectors have not changed but the office hours for the Building Inspector have. 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 2017:

Building Inspector

• Permits Issued	280
– Fees Collected	\$121,000

Plumbing/Gas Inspector

• Plumbing Permits issued	190
– Fees Collected	\$ 10,679
• Gas Permits Issued	191
– Fees Collected	\$ 7,088

Electrical Inspector

• Permits Issued	215
– Fees Collected	\$ 99,899

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

LIBRARY TRUSTEES

The Manchester by the Sea Public Library completes another highly successful year serving the literacy, social, and cultural needs of our fair community. Now 130 years young and just getting started.

Each year brings something new and interesting, as well as something old and cherished –

from the historic Seth Thomas clock which has been lovingly restored by gifts and is once again faithfully keeping time for us all, to the newly warming fireplace offering a cozy corner on even the chilliest of days. We gather daily in this exciting and educational institution to explore the world, pique our curiosity, and delight in the best that literature and culture can offer.

The library has evolved into a learning commons where materials, media, programs, and culture are shared, explored, and cycled through the community. As we change and grow to offer more of what our patrons need, we are excited to see what comes next.

In just this year:

- Children's materials circulate over 21,000 times per year.
- The teens check out materials over 3,000 times per year, adults over 43,000.
- With 5,157 registered library users virtually the entire town population plays an active role
- In total, we together checked out over 68,198 materials this year, from both our physical collections, our on line databases and our downloadable content.
- We are a tiny library, part of a large network, but with a collection so viable we loan more than we borrow.

We would like to take this opportunity to thank our town, our people and our benefactors who continue to help so much. The Friends of The Manchester by the Sea Public Library continue to make the library a vibrant and pleasant place in the heart of our town. Their generous sponsorship of the new fireplace, new furniture, programs and materials enrich us all. The staff and volunteers are the unsung heroes who make it easier for everyone to rely on the services the library provides and quietly make sure our patrons leave with a smile. In 2017, the staff was delighted to welcome Carol Bender as our Head of Youth Services, continuing this tradition. The generous donors who answered the call when need arose to repair the clock, sponsor furnishings, donate time, skills, and without who's help we would have needed to make much more difficult choices. Thank you all.

Ric Rogers
Library Trustee, Chair

MANCHESTER AFFORDABLE HOUSING TRUST

The Manchester-by-the-Sea Affordable Housing Trust (AHT) was approved by Town Meeting vote in April 2016, and is now included as Article XXI of the Manchester-by-the-Sea General By Laws. The purpose of the Trust is to provide for the creation, preservation and support of affordable community housing that benefits low and moderate-income households in the town. The AHT Board of Trustees has seven members including 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.

In 2017 the AHT launched a number of initiatives to foster the development of new community housing. These efforts were challenged by the few development opportunities available on private and public land or buildings, as well as insufficient financial resources to purchase land or a building for community housing, or to provide a direct subsidy to a buyer to purchase or lease an affordable home. Looking ahead, the AHT intends to overcome these obstacles and will continue to promote collaboration with town officials and boards, reach out and seek support from residents, seek development partnerships that could maximize AHT's limited resources and encourage zoning changes that could facilitate the development of community housing.

The AHT activities included the following:

- Held monthly public meetings to discuss MAHT matters.
- Received Town Meeting support for Community Preservation Act (CPA) funding (\$100,000) and executed a Grant Agreement with the CPC that funded AHT operating costs and provided a source of funds to promote community housing.
- Engaged in ongoing communication and coordination with town officials and boards including the Board of Selectmen, Finance Committee, Planning Board and the Community Preservation Committee.
- Facilitated the sale of an existing affordable home in the Summer Street community housing complex to an income eligible buyer, thus keeping the unit affordable and eligible under the state's Subsidized Housing Inventory. The

AHT also wrote a “Cricket” article detailing the sale of the affordable home and outlining the benefits of the community housing development to local employees and to foster the diverse, economic well being of Manchester.

- Drafted operating guidelines and principles to assist the AHT when considering development and community housing opportunities.
- Assessed the appropriateness of pursuing community housing on town owned sites from a comprehensive list of town owned land.
- Discussed possible zoning changes to promote community housing, such as accessory unit zoning and 2nd floor housing in the business district, and reflected our discussions and values in the town’s Master Planning meetings.
- Met with State housing officials to discuss options - and performed initial feasibility studies - to rehab, repurpose and create new community housing units at Manchester’s public housing authority sites.
- Undertook a comprehensive inventory of Manchester rental apartment developments and researched rental unit production programs to promote community housing. In addition, met with owners of private rental developments in Manchester to discuss options and incentives to convert market units to affordable, community housing units.
- Met with multiple for profit and non-profit developers who might consider development in town in order to promote local community development values, the role and mission of the AHT and possible partnerships to create community housing.

Trustees,
Margaret Driscoll, John Feuerbach
Nancy Hammond, Joan McDonald
Sarah Mellish, Christopher Olney
Constance Sullivan

MANCHESTER ENERGY EFFICIENCY PROGRAMS (MEEP) ADVISORY BOARD

The MEEP Board was established by the Board of Selectmen in October of 2012. In December 2013, the Town of Manchester-by-the-Sea was designated a Massachusetts Green Community by the Department of Energy Resources. This was the culmination of a year-long effort by the MEEP Advisory Board members.

The designation comes with an initial grant

award of \$138,850 for the Town to use toward various energy efficiency projects.

In 2017, four projects were completed: Oil-to-Gas Conversion at the Library; installation of Electric Vehicle Charging Stations behind Town Hall; “Capacity Commitment Letter” has been signed with Clean Energy Collective, and “Letter of Intent” has been signed with Borrego Solar, which will save 10%-15% of energy costs associated with our Town accounts. Additionally, on June 18, 2017, the Town of Manchester-by-the-Sea was awarded an additional \$155,981 for its Energy Conservation efforts!

Future projects include Street Light conversion to LEDs; Heat Pump HVAC System for Town Hall to replace resistance heating system; 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 our energy consumption and promoting the use of alternative energy sources helps us save taxpayer money, as well as helping to improve our environment.

OPEN SPACE AND RECREATION COMMITTEE

The 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.

The Committee worked with the Conservation Commission to designate three small parcels as conservation land under the Commission’s care and custody in order to protect the town’s water supply in the watershed area. The Town voters supported the article placing the parcels under conservation restriction at the Annual Town Meeting.

This year, the Committee developed plans and applied for CPA funds for recreational enhancements at Powder House Hill (improved trail marking, entrance signage with maps) and Dexter Pond (replace rotted foot bridge and add board walkway). The Committee also applied for CPA funds for the development of a new downloadable Manchester Open Space map which will be posted on the Open Space and Recreation webpage, keyed to the committee’s list of areas with hiking trails. All four projects were approved by voters at the annual Town Meeting.

PARKING CLERK

Fees collected in 2017:

Beach Stickers	\$87,991.00
Parking Fines	64,610.00
Walk-on Passes	2,020.00
Business/Boater Placards	4,035.00
TOTAL	\$158,656.00

3,962 beach and resident stickers were issued during the year.

C. Denise Samolchuk, Parking Clerk

PARKS & RECREATION COMMITTEE

We are a six 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. 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!

PARKS AND RECREATION DEPARTMENT

Bringing families and the community together!

It has been another busy year for the Parks & Recreation Department, things are going smoothly. Participation in Parks & Recreation Department programs has continued to increase every year particularly in the Hornets after School Program, the Winter Basketball Program & the Summer Playground Program.

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

If you were one of the participants who made leisure and recreation a part of your life in Manchester-by-the-Sea by playing a sport, swimming at the beach, attending summer playground, playing tennis, practicing dance, having a cookout at Tuck's Point, or simply attending a concert, we thank you for your participation and we hope to see you again in 2018!

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 16th year in 2018 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 2017 to improve the services we provide. Some key accomplishments of Parks and Recreation is a new offering of programs for Middle School age students, the start of accepting online donations for the Fourth of July Celebration, the reopening of the Crowell Chapel (with its enhanced fire suppression system it can now accommodate up to 140 people), the Parks and Recreation Office has moved and now has its own dedicated space to better serve the public and the Committee also oversaw a project at Masconomo Park to remove invasive plants and open up the view of the harbor! Moving into 2018 the Committee and Department are excited to see some projects through such as the basketball court at Sweeney Park, the Chowder House renovations, continue with some of the new plantings at Masconomo Park, start scheduling the Crowell Chapel again and to also implement the use of credit cards at Singing Beach for fee collection. These projects as well as new ones that come up that will improve the opportunities for our residents 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 & 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.

PLANNING BOARD

The Planning Board consists of seven elected volunteers. The Planning Board makes decisions pertaining to division of land, issues special permits for site development, and proposes town planning policies and amendments to the town's Zoning By-Law.

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

In 2017, the Planning Board:

- Granted 5 Approval Not Required [ANR] for minor transfers of land between abutters or for new lots and issued 6 'Driveway/Curb Cuts.
- Held discussions and public hearings on proposed revisions to the Zoning-By-law: Section 6.1.2 Changes, Extensions and Alterations; Section 6.20, Temporary Moratorium on Recreational Marijuana Establishments; Section 7.4.1: Board of Appeals – Appointment; Organization; Section 4.8.2.1 The Flood Plain District FEMA maps.
- Held public hearings and approved a Special Permit for multiple unit dwelling with six 3-bedroom units in two buildings and associated site improvements for utilities, drainage, driveway and landscape in Manchester-by-the-Sea with access from Magnolia Avenue in Gloucester
- Collaborated with the Town Planner and the Master Plan Committee on revising the Master Plan.

The Planning Board is extremely grateful to Loren Coons for his extraordinary commitment to the town for the past 10 years.

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

Peter Canny, Chairman

DEPARTMENT OF PLANNING

The Department of Planning is staffed by Town Planner, Sue Brown at 25 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 Department in 2017 included Phase II of the Master Plan that will culminate in 2018 with a comprehensive set of recommendations for moving Manchester toward its desired future and the Complete Streets Prioritization Plan.

Phase II of the Master Plan was funded by a \$45,000 Technical Assistance Grant from the Metropolitan Area Planning Council and the Barr Foundation and by \$40,000 from the Planning Budget dedicated for Professional Services. Through a year-long public process, with technical assistance from MAPC and facilitated by the Town's Master Plan Committee, community members assisted in evaluating housing, economic development and land use options, and selecting and prioritizing recommendations to support the preferred options.

The Complete Streets Prioritization Plan, funded by a \$34,000 technical assistance grant from MassDOT, was developed through a community planning process that identified, prioritized and conceptually designed sixteen street improvements projects to increase access, safety and convenience for all users. Following Plan completion the Planning Department submitted a competitive grant request for nine projects, totaling \$396,000. The Department anticipates that MassDOT will award funding for some of the projects in early 2018.

In addition to leading planning projects, the Planning Department supports the Town's land permitting boards, by meeting with individuals who are considering permit applications to answer land regulation questions and assist in the application preparation process.

In 2017, the Department has increased time spent with citizens and local land and business owners to improve the town's ability to respond to

local issues. In parallel, the Department has developed and advanced relationships with local and regional organizations and state and federal agencies to strengthen the Town's capacity to access funds and services to help meet municipal needs.

POLICE DEPARTMENT

On behalf of the members of the Manchester by-the-Sea Police Department, I am pleased to present our 2017 Annual Report. My intention, as always, is to take a moment to share with you some highlights from 2017, provide some statistical references and consider our 2018 objectives.

Since becoming the police chief in October 2016, I have been collaborating with my staff and town leadership, along with community feedback, to develop a long-term strategic plan. What has emerged from this process are our *four pillars of effectiveness*, which are: 1) protecting the public and our employees, 2) identifying and responding to the unique needs of our community, 3) achieving the right organizational culture, and 4) delivering a sustainable operating model. The four pillars of effectiveness establish the first principles by which our mission, vision and core values are built upon. All together these create the parameters we will use to both formulate long-range strategic plans, establish goals and objectives, identify actions to achieve our goals and how we will measure our success.

PROJECTS AND GOALS

The past year has seen a series of new initiatives and projects come to completion. The project that I am most proud of is attaining State certification. A group of assessors from the Massachusetts Police Accreditation Commission (MPAC) spent two days combing through every part of our operations, procedures, and policies to determine if the Manchester by-the-Sea Police Department had met the strict Commission standards.

At the conclusion of their audit, I was informed that we successfully achieved all criteria for certification. A formal MPAC presentation will be made this February. Achieving certification status is significant for several of reasons: 1) the certification process is a critical component of police risk management; 2) the status communicates that MPD's operations meet an established best practice standard; 3) success is experienced collectively and boosts internal esprit de corps; and 4) successfully meeting a strict standard bolsters community confidence in their police department. Given

our size, all personnel had a part to play in our collective success. Naturally, accomplishing certification also depends upon both the support of the community and Town leadership. Without assurances from the Board of Selectmen and the Town Administrator we would not have been able make the capital improvements necessary for success.

In addition to achieving certification, some other operational highlights include: installing MPD's first female locker room, replacing all our circa 1970's lockers, completing field training of our five new reserve officers, assuming MFD dispatching responsibility, upgrading to NexGen 911 technology, adding Smart911 capability, training staff and deploying an electronic distraction device for the first time, training all senior staff on crisis intervention techniques, eliminating paper waste, and creating convenience through online accident report access.

THE COMMUNITY AND MPD

The cornerstone of any police department's relationship with the community must be approachability. By that, I mean all members of our community, along with the public at large, must feel a sense of comfort either contacting the police department for service, walking into the station, or just approaching a police officer in person. This comfort level can only be achieved through the establishment of relationships grounded in trust and mutual respect. In essence, this is where community policing begins. MPD strives to foster such a climate through accessibility, relationship building and transparency. I will highlight some of our 2017 activities that illustrate our approach.



Over the last year, MPD has increased our social media presence by directly linking our Twitter and Facebook posts with our website.

This means that it is not necessary to have a Twitter or Facebook account to see MPD's latest posts. You only need internet access and the ability to navigate to the Town website. I have also established a personal Twitter account @ChiefEdConley and Facebook page which I utilize for press releases and local updates. Not a fan of social media? I am available via email and typically respond within 48 hours. Even if you're not online, you can always call 1212 and ask to see the Chief. I will always find time to accommodate anyone who would like to meet with me in person.

MPD continues our strong relationship with the Council on Aging (COA). In addition to attending COA events, we also improved our overall response to medical aids and missing persons through the acquisition of Smart911 technology. Thanks to a donation from the Friends of the COA, Manchester residents can go online and create a safety profile that will automatically populate self-selected pertinent information directly to our dispatch when 911 is utilized. If you haven't done so, please take a moment and create a profile at www.smart911.com.

One of the best parts of my job is visiting both the Memorial Elementary School and MERHS. Whether it be a random visit to have lunch with the kids or a formal summer safety class, MPD officers truly enjoy spending time getting to know our students. At the high school level, I was honored to have provided some personal remarks at the 2017 MERHS Memorial Day assembly. Also, our spring high school internships have been an opportunity not only to demonstrate what a career in law enforcement is all about, but also to connect with younger residents. This year's Manchester High School intern, Robert Carter, exceeded our expectations and no doubt developed lasting relationships with the staff. Good luck to Robert as he heads to George Washington University.

This spring and summer also brought about an increase in foot and bike patrols. Part nostalgia and part engagement opportunity, foot patrols remain one of the most popular activities that we do. However, despite last year's hours of foot patrols I still get asked when will officers "walk the beat" again. In 2018 we hope to send out notice via Twitter where and when there are foot patrols are occurring to give an opportunity for the public to meet with officers.

One special mention, congratulation to Lieutenant Todd Fitzgerald for being named Town Employee of the Year, well deserved.

By The Numbers

We are committed to evidence-based, data-driven decision making. The greatest challenge to such an approach is the quality of the data collected. We are continuing to define our data sets with an eye on good comparisons. To this end we are redefining what type of event constitutes a call for service (CFS). 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. This refined criterion has resulted in a revision of our 2016 numbers to more accurately reflect non-discretionary workload. Also, please notice our expanded traffic enforcement statistics which illustrates in greater detail the level of work produced by our officers.

Crime

Our crime rate continues to remain within historical boundaries. According to the 2017 NIBRIS reportable Crime Rate per 1,000 residents, our rate was 13.60 which is a slight increase from the 10.81 2016 figure. This increase is attributed to upticks in both property damage and wire fraud cases. In terms of the opioid epidemic, we had 3 non-fatal overdoses in 2017 all involved nonresident motorists.



Posing after swearing-in ceremony are, back row; Officer John Barry and Officer Jordan Bergevine; front row; Lt. Todd Fitzgerald, Officer Jennifer Gilson, Officer Liisa Burk, Officer Eric Giordano and Chief Ed Conley.

PATROL CALLS FOR SERVICE					
	2016	2017			
	5573	5537			
TRAFFIC ENFORCEMENT					
	2015	2016	2017	2016/2017	
				Diff	Inc/Dec
M/V Stops	821	892	1275	383	42.9%
Directed Traffic	556	529	663	134	25.3%
Civil Violations	108	88	114	26	29.5%
Criminal Citations	24	58	70	12	20.7%
Criminal MV Arrests	31	20	31	11	55.0%
Written Warnings	110	144	188	44	30.6%
Other	0	3	9	NA	NA
Total Violations	273	313	412	99	31.6%
Verbal Warn	143	272	345	73	26.8%
Activity Index	416	585	757	172	29.4%
M/V Accidents	124	124	149	25	20.2%

A Look Ahead

A 2018 training priority will be to focus on cutting edge law enforcement approaches to those suffering from emotional disorders. A recent internal data analysis indicated that over the last five years 14 residents who suffer from suspected emotional disorders resulted in about 712 calls for service. I recently pledged MPD to the One Mind campaign. This voluntary program requires that pledged departments meet a strict mental health training criterion before the end of 2019. I believe that police officers, when properly trained, can facilitate positive long-term outcomes for this vulnerable population.

2018 will also see a return of a law enforcement presence within the harbor and along our coastline. Working in collaboration with Harbormaster Bion Pike, we will begin teaming up trained officers with harbormaster staff. The purpose is to have a sworn officer trained and empowered to enforce Massachusetts waterway law. This partnership will allow the harbormaster to focus on actual harbor management and boater safety while relying on police officers to maintain order and to enhance public safety on the water.

I remain honored to have this responsibility and to serve such a unique community; and I am proud to wear the uniform of the Manchester-by-the-Sea Police Department.

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

PUBLIC WORKS

The spring and summer of 2017 was not quiet for residents, businesses and visitors to Manchester-by-the-Sea. It was a year of construction all around town, much of which were Department of

Public Works projects... too many as the season unfolded.

The first project started in the early spring. It did not cause too much disruption at first. This was the first phase of a larger project to replace 60 hydrants that are broken or leaking as well as 50 valves on water mains that do not work. The goal of this project is to assure that all hydrants are available for use by the fire department and for water main flushing, and to be able to control the water distribution system in the event of a main break or needed repair. The high number of valves and hydrants that do not function are a result of decades of deferred maintenance. However, this project contributed to the construction overload when it spilled over into the time other projects began.

The wet spring pushed the paving project off by about 6 weeks, barely allowing enough time for Pine Street to be repaved up to the binder course, by the fourth of July. In the end the contractor finished all the paving work by the required completion date.

Starting in late spring, an emergency sewer repair was undertaken on Beach Street to replace a section of sewer line that was cracked. That longitudinal crack was about 7 feet long and allowed salt water into the sewer collection system, which is detrimental to the wastewater treatment process at the plant. This break was found after the entire collection system was examined by camera and the videos reviewed. This fix was a big step in reducing the salinity of the wastewater treated at the plant.

The wastewater plant also processes a large amount of storm water because of infiltration and inflow (I&I) into the collection pipes and manholes. The town has been under an order from the Department of Environmental Protection (DEP) requiring the reduction of I&I. This order has been in place for several years. This summer, about 95% of the improvements identified in the study of the collection system as necessary to reduce I&I were repaired. That work was located throughout town, the most time consuming portion was on North Street. When the pipe was exposed, we found it had been backfilled decades ago with broken ledge and the pipe was crushed. The remaining 5% of the sewer repair work involves both I&I and salinity. This is a manhole to manhole piece of pipe adjacent to the harbor. The pipe is too fragile to clean and line, so a replacement pipe is being designed and permitted.

A water line replacement project on Lincoln Street and Pleasant Street was also undertaken in the shortened construction season. On Pleasant Street, all services and fire hydrants were connected to the 14” water main and the old 6” main was abandoned. This improved fire flows along the street and also the 14” pipe has higher volumes of water running through it so the inside of the pipe is less susceptible to sediment collection.

From Vine Street to Summer Street the existing 8” water main was replaced by a 14” line removing a serious constriction to the water flow. Unexpected field conditions required that the pipe be jacked under the two large drainage structures rather than installed over the top of those pipes. The shallow cover over the pipes was not identified until exploratory excavation was performed by the contractor. Shallow cover was expected but actual conditions prohibited even insulating the water main for protection. The redesign required a specialized boring machine be located and rented to complete the project. This dragged the time out longer than planned, but the contractor did meet his final completion date by working weekends and long days.

When the final tie in of the new 14” water line was done, about a mile of existing 14” line on either side of the new piece was emptied of water to allow for the connection. When the entire line was filled, the whole distribution system was shaken up and the sediments inside the 14” line were introduced into the water resulting in excessively dirty water. This happened after the work day had ended, so getting personnel back to open up hydrants to clear the water took longer than if it had been in the middle of the day. Also because this happened after the work day had ended, communication attempts were limited. By the next morning the water was running clear and the new 14” line was in service. This work on Lincoln Street also means that the schools now have a looped system and barring a catastrophe, they will always have water. Before, they were fed by one pipe with no back up system.

Add to all this work, the projects that Comcast, private construction and National Grid undertook this past summer, and construction was everywhere around town. The Public Works projects brought critical, long overdue investment in infrastructure to fruition. We learned from the summer; what worked well and what still needs improvement. Communication protocols have already

been updated, for example reverse 911 is now available for DPW and offsite and after hour’s alerts and website updates are now routine. This upcoming construction season will not have as many ambitious projects ongoing simultaneously. But, there is still a good deal of infrastructure renewal and replacement that needs to be done. The capitalization model developed for the water distribution system identified 40 million dollars’ worth of need over a 30 year period. The three most critical projects have been completed to date.

Respectfully,
Carol A. Murray

BOARD OF REGISTRARS

Voter registration totals as of December 31, 2017:

Democrat	912
Republican	706
Unenrolled	2,355
United Independent Party	17
Reform Party	1
Green Party USA	1
We The People	1
Green Rainbow	5
Libertarian	6
MA Independent Party	1
American Independent	3
Socialist	1
Inter 3rd Party	1
TOTAL	4010

The total population figure, gathered from the town census is 5,620.

The required registration sessions were held before the April Town Meeting, the May Town Election, and the October Special Town Meeting. 271 new voters registered in 2017.

Eileen Buckley, Chairman
C. Denise Samolchuk, Town Clerk

MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT

The Manchester Essex Regional School District is a high achieving community committed to educating all students, inspiring passion, instilling a love of learning, and developing local and global citizenship.

The Manchester Essex Regional School District continues to be one of highest performing districts in the state. MERSD is an inclusive school district; as such, we are a collaborative cul-

ture that welcomes all members into our learning community. Recognizing that students share more similarities than differences, our learning community respects each individual's unique contributions. MERSD proudly works to educate each child from his/her own readiness level in order to facilitate the intellectual, social and emotional growth process. There are many measures of success, and we are committed to helping each individual child achieve his/her potential. In addition to a robust core curriculum that balances high expectations for student achievement with the needs of the whole child, we offer specialty programming and a variety of twenty-first century learning opportunities, such as: elementary foreign language; Integrated Pre-Kindergarten; specialized learning programs for students with dyslexia, autism spectrum disorders, and developmental delays; STEM coursework in computer science, engineering, project based environmental studies, and FIRST Robotics; Project Adventure; award winning arts and music programs; and, state champion athletic teams.

Throughout 2017 MERSD continued to make progress in fulfilling its goals as outlined in the Strategic and District Improvement Plans. Highlights include:

• Student Achievement

- MERSD ranked 9th in Boston Magazine's Best Schools edition.
- MERHS recognized as a commendation school by MA Department of Education.
- MERSD ranked among the world's best schools on the PISA (Program for International Assessment). In ELA and Science, MERHS students outperformed all other participants, and in mathematics we have matched the performance of world leaders China and Japan.
- Four MERHS students were recognized by the National Merit Scholarship Board for excellence in scholarship.

• Whole Child – Social Emotional Learning

- MERSD partnered with Yale's Center for Emotional Intelligence. Social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. In

order to meet this goal, a team of twenty-two teachers, principals, and directors were trained at Yale's Center for Emotional Intelligence in an approach called RULER (Recognizing, Understanding, Labeling, Expressing and Regulating emotions). This team will develop and implement a two-year action plan for staff training and student roll-out of the RULER program in grades K-12.

• Community Partnerships

- Cape Ann Chamber of Commerce: MERHS continued its successful collaboration with the Cape Ann Chamber of Commerce with the launch of Career Day for high school juniors and seniors and the continued success of the Cape Ann College Fair
- Spaulding Education Fund (SEF): For close to 30 years, SEF has been committed to advancing educational excellence in the Manchester Essex Regional Schools. It has been responsible for donating over \$850,000 in the past ten years. This year alone, SEF has awarded \$20,000 in grants for its 2017 Fall/Winter grant cycle. Successful grant recipients have created exciting initiatives and found innovative materials to offer unique opportunities that advance, enrich and enliven the classroom experience. Grants were awarded to applicants throughout the district and across all age levels.
- YMCA: MERSD expanded its partnership with the YMCA. Building on the success of the popular Middle School theater program, MERSD and the YMCA launched a K-5 on-site after-school program for Essex Elementary School students.
- Japanese Educator Delegation & Landmark School: For the second year in row MERSD partnered with the Landmark school to host a Japanese educator delegation. The team of researchers and teachers visited MERSD to observe classes and consult with teachers and administrators about implementing inclusive practices and about developing programs for students with special education needs. We look forward to their return trip in the Fall of 2018.

The communities of Manchester and Essex have long had a reputation of excellent academic achievement, high quality faculty, a commitment to small class size, and strong academic and co-curricular programs. The MERSD program is well respected, as are our communities. The suc-

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

Pamela Beaudoin,
Superintendent of Schools

Memorial School Building Project

The Memorial School Building Committee (SBC) and its team of consultants submitted its Preliminary Design Program (PDP) to the (MSBA) Massachusetts School Building Authority on November 22, 2017. This is the first milestone in the MSBA’s Feasibility Study phase.

• What’s In the Preliminary Design Program?

- Memorial School educational program
- Memorial School initial space summary and existing conditions report
- Site analysis and site determination- Memorial School site has been selected
- Project design parameters and initial design options for further study
- Conceptual budget for each option, based on cost per square foot

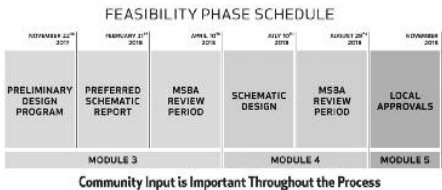
The overall purpose of the Feasibility Study is to gather information about potential sites and design options, identify options for development, analyze their pros and cons, and choose a preferred option for high level schematic design and budget estimate. The PDP document is the first progress report in this process. In the PDP, MSBA requires all districts to present three types of options: renovation only, renovation with additions, and new construction. These options will be examined in detail by MERSD in the next phase of the feasibility process. From December to February, the Building Committee will be working to narrow down the potential options and will submit a Preferred Schematic Design (PSD) option to the MSBA for approval and further development. The overall goal is to identify an option that is both cost effective and aligned with the needs of MERSD’s educational program.

Community Input: During fall of 2017, the Memorial School Building Committee hosted two community meetings at Memorial School to keep both the Manchester and Essex communities up-to-date on the process and to gather feedback. The

meetings focused on the MSBA grant program process and schedule, the existing conditions of Memorial school, and potential building sites. The second community meeting focused on site selection decision making, feasibility phase building options, and project timeline.

Project Timeline: For the Memorial School Building project to go forward, it will require community approval. We are currently on track for a Fall 2018 Town Meeting and November 2018 town vote to fund the Memorial School building project. Both the Manchester and Essex Boards of Selectman voted unanimously to support this effort. This puts us on a pathway to have a project schematic design and cost proposal available in Spring of 2018. Throughout the coming months, representatives from the Building Committee will be hosting various community events in both towns to provide updates, answer questions and seek community feedback.

Finance & Operations



Finance & Operations

Chief among the MERSD School Committee Budget Goals is to “Develop and deliver a fiscally responsible budget that maintains educational quality, supports District goals, and aligns with our multi-year budget commitment to work within the confines of Proposition 2 ½.” With that in mind, MERSD begins each budget season looking to provide at minimum “level services,” or, in other words, the same level of program currently in place. When district or building-level administrators identify the need for program enhancements, it is MERSD’s practice to attempt to fund those first, when possible, through identification of operating efficiencies (i.e., cost savings), in order to minimize the impact to taxpayers. MERSD has a multi-year track record of revamping and improving program delivery in ways that focus on student needs while also generating financial savings.

As of February 6, 2018, the FY19 budget assumes spending growth of 3.18%, following 3.31% in FY18 and 3.27% in FY17. This stable rate of growth is consistent with the multi-year

budget projections used by MERSD to collaborate and plan with member towns of Manchester and Essex. Shortly after the FY18 budget was established, however, MERSD began to face challenges of significantly rising health insurance costs, threatening the district's ability to keep spending growth stable and to maintain program quality. A 28% increase in health insurance rates in FY18 far surpassed MERSD's budget estimate of 9%, due an extraordinary, unexpected rise in high cost claims over the course of the late winter and early spring of 2017. Although this trend has since abated somewhat, the current forecast for FY19 of a 14% rate increase will result in a total \$1.4 million increase in health care costs over a two-year period. This follows a six-year trend in which MERSD's average annual increase in health insurance was just 3%, far below market trend. Unfortunately, the more recent significant increases in health care costs have been limiting MERSD's ability to maintain program quality, with cuts of more than \$900K needed in the FY19 budget to meet a district spending growth target that is consistent with levy limit caps of Proposition 2 ½. Over time, MERSD will attempt to work collaboratively with teachers and staff to find ways to lower the cost of health insurance. Similar collaborative efforts have generated significant results in the past, including a recent agreement to reduce the cost of mandated health insurance for retirees (known as Other Post-Employment Benefits or OPEB) by migrating staff to less costly plans. This effort has enabled MERSD to budget \$1.7 million over four years – funded entirely by savings from employee benefits restructuring – to be placed into a trust fund to ensure that long term liabilities do not pose an unnecessary future burden on taxpayers. This successful collaboration has put MERSD far ahead of most other regional school districts, which have yet to face mounting OPEB liabilities.

Limiting the financial impact of MERSD's health insurance cost structure will take time, and as a result, MERSD has begun the unfortunate work of cost cutting to ensure that the 3.18% target spending growth rate for FY19 can be still be achieved. Proposed reductions include a decision to not replace retiring staff members (resulting in a decrease in total staffing levels), reducing optional after-school transportation services, and reducing summer work in custodial and instructional departments. MERSD has also been able to generate savings in the area of utilities. Partnering

with the Town of Essex, MERSD has been able to receive Green Community grant funding to install nearly \$250K of energy efficient equipment at no cost to the district, to reduce Essex Elementary electricity bills by approximately \$10K per year. Additionally, MERSD will be significantly expanding solar panel arrays on the Middle High School roof this winter, which will help to reduce electricity costs by an additional \$10K per year, with no out-of-pocket investment cost required. Additionally shifting enrollment, has allowed for strategic use of resources. Although we are still managing a cohort of students with record high class sizes, these students are now at the secondary level and entering elementary class enrollments have declined due to a demographic decline in school age children. This population shift has allowed us to reduce classroom sections at the elementary level while maintaining class size benchmarks and shift resources to the secondary level to address the larger cohort.

MERSD At A Glance

Enrollment

- Students = 1,385
 - Resident Population = 1,343
 - School Choice = 64
- Per Pupil Expenditure = \$16,326 (111 in state)
- Per Pupil Exp. State = \$15,545

Active Faculty & Staff

- Faculty = 130.5
- Support Staff = 38
- 12 Month Administrative = 23
- Average Teacher Salary = \$76,558 (125 in state)

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

Facilities

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

District Curriculum & Instructional Technology

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

Important aspects of this work include:

- Coordinating with the Director of Student Services to provide high quality professional development opportunities for all staff, using a variety of formats (teacher-led and specialized workshops)
- Aligning K-12 curriculum to newly adopted state-mandated curriculum frameworks
- Researching and piloting new curriculum
- Creating and implementing a K-12 two-year district-wide professional development plan
- Spearheading a new professional development site to automate the scheduling, collection, and oversight of all aspects of teachers' professional development
- Collaborating with the high school principal and MHS department heads to facilitate the written documentation of MESD curriculum and to support the creation of district curriculum maps
- Collaborating with elementary principals and staff to support district-wide alignment of elementary curriculum
- Partnering with the middle school principal and NELMS to facilitate the creation of a multi-year action plan for professional development
- Partnering with Yale's Center for Emotional Intelligence to bring supports, information, and training to the MERSD faculty, staff, students, and parents
- Facilitating the transition to a new website and future development of a mobile app in collaboration with the district technology team and administrative colleagues
- Collaborating with Director of Finance to facilitate and implement the district technology review and district technology action plan
- Developing district practices for the implemen-

tation of the new technology-based state assessment system

- Creating and implementing the new district mentoring program

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

Julie DeRoche, Ed.D.
Director of Curriculum &
Instructional Technology

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, Ipad minis, 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 imple-

ment the Response to Intervention model to support students, developing a cohesive K-5 approach to balanced literacy, and identifying necessary changes to improve the effectiveness of home-school communication. EES also introduced a social-emotional component to its Response to Intervention model. 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.

Student safety is a top priority for the district. Essex Elementary School has developed a lockdown procedure to ensure safety for students and staff should a dangerous situation arise during the school day. All staff has been trained in this procedure, and practice drills are held annually. It has been determined that the First Congregational Church of Essex would be an evacuation site if the need arose to move all staff and students off school grounds. Staff practiced moving to this location during a faculty meeting and planned for any logistical challenges that we might face. The district has also purchased a security system for the front door. This provides a secure access so that school personnel can monitor who is in the building at all times. Cameras were installed outside the building and throughout the hallways to provide additional security. The Safety Team will continue to review safety protocols and revise our practices as needed. We thank Chief Silva and Chief Doucette for working closely with the school administration on maintaining a safe school.

The 2017 MCAS results show that the percentage of students scoring proficient or above 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 com-

prehension 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, including Project Adventure, ballroom dancing, and a trip to Merrowvista, NH, 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 338 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 mix of students with special needs and peer models. The K-5 classrooms average roughly 19 students per class.

MMES offers all of its students a wide range of activities and academics in our effort to educate the "whole" child. MMES consistently performs among the top schools in the state on the Massachusetts Comprehensive Assessment System (MCAS). All students participate in weekly classes in wellness (physical education/health), music, art, library/research, 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. Our students also enjoy a number of enrichment programs that are sponsored by our PTO, including musical/dance performances and academic enrichment presentations.

MMES is fully engaged in the Massachusetts School Building Authority's (MSBA) feasibility study to determine if it is feasible to renovate or rebuild the school building. The School Building Committee has hired an Owner's Project Manager (OPM) and an architectural firm to begin initial stages of building design. The process was sparked by the growing list of pending repairs needed for the building (windows, roof, heating system, etc.) and the fact that the MSBA process involves significant financial reimbursement to the town/district for renovations and/or new construction. It is exciting to see this process start to take shape!

MMES strives to develop children academically and socially through its curriculum and programs. Character education is a very important part of the school and much work is done to teach children how to be good friends and citizens. Recently, the Yale University's RULER program was implemented to help both staff and children recognize the impact that the emotions of themselves and others have in a school environment.

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 have maintained many MMES traditions and have raised money to enrich the educational experience for our students.

John Willis,
Principal Memorial Elementary School

Manchester Essex Regional Middle School

During the 2016-17 school year, the Manchester-Essex Regional Middle School (MERMS) welcomed me as the new principal. Having formerly worked for MEMS from 2008 to 2014 as an English and social studies teacher and Grade 6 team leader, in an effort to reacquaint myself with the school community and to gain a more complete understanding of who MERMS is as a middle school, I hired the New England League of Middle Schools (NELMS) to conduct a whole-school assessment. The Assessment was a comprehensive look into the school that included stakeholder surveys and interviews as well a

three-day visit to the school in which all classrooms were visited and teaching practices observed. Interviews included all faculty and staff, parents, and students within each grade level. In addition to the NELMS Visiting Committee, I assembled a NELMS Steering Committee, consisting of teachers across content areas and from all grade levels to unpack the report and recommendations and to communicate with the larger faculty and staff. The assessment was completed in January, and the work of rolling the plan to all stakeholders began in the spring of 2017.

Initial takeaways from the NELMS Assessment revolved around increasing a student-centered focus across the middle school as well as increasing student-centered instructional approaches. Additional areas of focus included improved approaches to teaming through cross-curricular and content alignment. As an initial response to this feedback, a Middle School Scheduling Committee, consisting of classroom teachers and administration, was developed to determine if revisions to the current schedule might increase student-centered opportunities across the school. Members of the Committee, along with the building principal, attended a NELMS Scheduling Workshop to gather information. After the workshop, a larger Committee convened to analyze data and review information with revisions to the 2017-18 schedule in mind. Based on information gathered at the NELMS Workshop, and using the high school U Block structure as a model, the 2017-18 middle school schedule was revised to include a half hour period of time each day in which students could focus on work based on individual need. Some of this focus may include, homework completion, studying for upcoming assessments, collaborating with peers on projects, reading, writing, meeting with teachers for extra help, listening to music, and decompressing.

While continuing to integrate NELMS recommendations into the work that we do, all work at MERMS will remain grounded in a commitment to the middle school model and providing learning opportunities to students that spark innovation, interdisciplinary skills, and a whole-child approach to learning and teaching. Middle level educators at MERMS believe that middle school students are unique learners and require a diversity of approaches and supports to be successful. Teacher teams meet several times per week, focusing on students' progress, planning interdisciplinary experiences for students, and ensuring

that the whole child is supported at school.

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

Course offerings remain consistent with prior years. Each grade level is comprised a “core content” classes including English, Math, Science, and Social Studies. Grades 7 and 8 include foreign language (Spanish or French) as one of their five core classes, and Grade 6 includes Literacy and Information Skills as semester-level courses. Based on the NELMS recommendation, work began in the 2016-17 school year to revise Grade 6 offerings for the upcoming school year with a focus on social, emotional learning. A new Middle School Academy (MSA) class was conceptualized and will be offered during the 2017-18 school year. This class will replace Literacy and Information Skills and will include a three-pronged approach to “literacy,” including digital literacy, organizational literacy, and social, emotional literacy.

In keeping with the middle school philosophy of providing opportunities for students to explore their interests and to discover their passions, we offer exploratory classes to students in all three grades: Art, Health, and PE for all grades, foreign language (Spanish & French) for 6th Grade, and Engineering for 7th and 8th Grade. In addition, general music, chorus, and band are offered at all three grade levels.

The middle school continues to make significant headway in integrating the use of technology in the classroom. Embedding technology into the classroom is an effective way to provide students with an opportunity to develop their 21st century skills in an authentic way. Most all teachers have adopted Google Classroom, and they continue to explore advances in curriculum and assessment through the use of Google Apps for Education.

These advancements in technology continue to provide more universal access to students and embed the development of technology and digital citizenship skills into teaching and learning. During the 2016-17 school year, many teachers explored professional development opportunities in the area of technology and new teaching techniques. This learning was shared through professional collaboration days and during organized sharing and learning opportunities during faculty meetings.

Transition is a critical component of the middle school experience. With this in mind, Grade 6 teachers hosted Grade 5 teachers for an afternoon session to conduct a rubric-guided review of Grade 5 students. This enabled Grade 6 teachers to gain a better understanding of the upcoming student population and to begin to put plans in place for students who may need additional supports during the first, transitional months of the upcoming school year. In response to the NELMS assessment, one support planned for the 2017-18 school year was an end-of-day homeroom for Grade 6 students. The Grade 5 “Fly-up Day” was also restructured. In the past, students were guided through a quick tour of the building and moved through classrooms in 10-minute intervals. The new structure involved extending the period of time students spent in each classroom. In addition, rather than sitting through presentations conducted by upper classmen about the planner, homework, and course syllabi, students were given an opportunity to play a game or work on a craft project while getting to know fellow peers and the classroom teachers in a more relaxed, casual manner. The main goal of this day was to provide additional time for students to not only get to know their school and their teachers, but also to socially interact with new peers in a relaxed yet structured way. The middle school has also worked closely with the high school, ensuring that 8th graders are provided with information about the high school experience at MERHS so they are able to make informed decisions about freshman courses in conjunction with their parents and guardians.

The Grade 6 summer orientation day for parents and students was also restructured. During the summer, rising 6th grade students were invited to one of four Locker Nights, at which they receive their locker assignments and practiced opening them. Students were encouraged to return to the school as often as necessary during the last,

few weeks of summer in order to achieve a sense of mastery. In prior years, it often took up to two weeks for all students to become skilled at opening lockers, which became a point of stress for many. Participating in Locker Night during the summer provided students with a sense of security prior to beginning school and eliminated unnecessary stress and anxiety during the first weeks of school. Parent orientation night was moved to an evening presentation in mid-September, a time when most parents and guardians were more likely to attend. During this orientation, parents received necessary information on Aspen, Google Classroom, the Student Planner, the middle school schedule, and other general information that helped parents and students further acclimate to their new school.

Each grade at Manchester-Essex Regional Middle School provides a unique experience for students, always under the umbrella of the middle school model and our core values. In 6th Grade, students transition to middle school, focus on learning study skills and explore learning styles and self-awareness. Students are encouraged to start developing self-advocacy and independence skills in a supportive, nurturing environment. Students are required to begin using Google Classroom, their planner, and Aspen to monitor their schedules and homework, which serves as an organizational tool that will be used throughout middle school. The sixth grade focuses on developing a positive culture, encouraging students to become more independent while still being supported and monitored for success. The 6th Grade Team offers a structured, warm, and nurturing transition to middle school. The 7th grade has developed several grade-wide activities such as Quiz Bowl and a Mock Greek Olympics, and continued use of the student planner. The 7th Grade has actively embraced the use of Google Apps for Education as part of their curriculum, encouraging students to collaborate with one another. The 8th Grade continues the focus on growing independence, self-awareness and self-advocacy. Students are provided with several opportunities to see learning come alive by attending an annual trip to the North Shore Music Theater to view a musical production of Charles Dickens' *A Christmas Carol*, a trip to Boston University to experience *Cooking Up Culture*, to better understand cultural diversity, and attending the class trip to Washington, DC. On this trip, students experience both

social and emotional growth, as well as independence; students experience learning come alive by exploring both the city itself and various museums.

At MERMS, we understand that the social and emotional health of our students is crucial to their academic success. Teachers receive professional development in the areas of reaching all learners and providing social and emotional supports for students. Our Counseling Department works closely with classroom teachers and parents/guardians to ensure that students are supported as needed during times of struggle, crisis, and stability alike. Our counselors work closely to ensure that students are supported properly in the classroom and that social/emotional needs are met.

We are committed to offering opportunities for all students to explore interests and passions and to gain a deeper understanding of the challenges that impact their community and how they can take on leadership roles within these challenges. 8th Grade representatives from both Essex and Manchester attended a Massachusetts Youth Summit on Opioid Awareness and an ADL presentation focusing on building community and combating hate. Student leadership continues to be a focus as we recommend students for Project 351 and offer opportunities to shine in and out of the classroom. We continue to collaborate with the YMCA Theatre Company to offer fall and spring performances. Club offerings continue; we offer Homework Club, STEM Club, Engineering Club, Mountain Biking Club, Ski Bradford, Journalism Club, and Student Council. Students are able to participate in middle school sports and activities, as well as some high school sports (waivers are issued by the MIAA on an annual basis), providing many opportunities for students to participate in our community outside the school day.

In order to bolster school spirit and introduce more student-friendly activities, middle school dances including all grade levels were held in the fall, winter, and spring. A great number of students, spanning all, three grade levels attended each dance. A new, March Madness week was added to the spring schedule, which included spirit days and healthy, grade-level competitions that culminated in whole-school events and activities on the last day of the week. Participants in each event included students and teachers alike.

Manchester-Essex Regional Middle School is an outstanding place for middle school students to

learn, grow and explore; we are thankful for fantastic teachers and a supportive parent/guardian community. We look forward to an excellent and productive 2017-18 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 to gain 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 three percent of the Class of 2017 moved onto to post-secondary academic options. One hundred twenty eight students took Advanced Placement courses during the 2016-2017 school year. Those students took 310 AP course ending exams with 80% of the students scoring 3 – 5 (levels that are deemed acceptable for college credit). One MERHS student was named as National Merit Scholarship Semi-Finalists as a result of their performance on the PSAT. Three more students were named as a Commended Students by the National Merit Scholarship Board for their academic promise. MERHS students also did very well on the Commonwealth's competency exam, MCAS. One hundred percent of students achieved proficient or advanced scores on the English Language Arts exam. Ninety-eight percent of students achieved proficient or advanced in Mathematics. Ninety-eight percent achieved advanced or proficient in Science. MERHS was named a Commended School by the Department of Education and received citations from both Senator Tarr and Representative Hill.

During the 2016-2017 school year, Manchester Essex Regional High School adopted two school-wide goals. The faculty is continuing to focus on instructional practices that will expand strategies to meet the needs of all learners. Faculty members are collaborating regularly to implement new methods for differentiating instruction within the classroom. There continues to be a focus on the development of student centered classroom and authentic assessment. The faculty members are also engaging in conversa-

tions concerning curriculum review in all disciplines. The results are newly implemented curricular pathways, new courses and a broader curricular experience for students.

MERHS has adopted a focus on student's social emotional help. During the summer of 2017, a team from the high school traveled to Yale University to be trained in the Yale Center for Social Emotional Learning RULER Program. This aims to educate students and teachers of the impact of emotional on learning. Three pillars of the program include the Faculty/Classroom Charter, the Mood Meter and the Meta Moment. Implementation will take place over the next two years.

Students continue to enroll in rigorous course loads at the high school level. The core curriculum is enhanced by engaging electives. Students in the Global Issues course are working on raising money to support Eye Glasses for Africa as part of an authentic learning opportunity. The Green Scholars program has been expanded to include an introductory course in sustainability. As part of this program students are working on a variety of programs to promote environmental sustainability projects that will benefit not only the high school, but also the entire Cape Ann community. MERHS DECA continues to find success in regional, state and international competitions. At International Competition, MERHS students brought home two first place in Role Play, a Top Ten Finalist, A Top Twenty Finalist and three ICDC Excellence Awards.

The School Council at the high school level is had a productive year. During the 2016 – 2017 the Council focused on community partnerships. In March of 2016, MERHS partnered with the Cape Ann Chamber of Commerce to implement a Career Day for sophomores and juniors. The School Council also met with police, fire, and librarians from both communities.

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. The Boys' Baseball team played in the North Division Final. Boys and Girls Tennis advance deep into the State Tournament. Boys' soccer played in the Division 6 North State Final game. Field Hockey played in the Division Two North State Final.

For the eighth consecutive year, MERHS invited the senior citizens of Essex and Manchester to the high school for a holiday luncheon pro-

vided by the students. The residents enjoyed a turkey dinner and listened to holiday music provided by the high school band and chorus. Student Council members served as waiters and waitresses during the afternoon festivities. Approximately 80 people were in attendance.

MERHS/MERMS held their annual toy drive to benefit Pathways for Children in Gloucester. The student body as well as the faculty donated more than \$5000 worth of toys. We were the largest donor to participate in this year's toy drive. Additionally, the student body/faculty conducted a food drive of nonperishable food to benefit the Open Door Food Pantry, also located in Gloucester. Both drives were extremely successful and meaningful.

Patricia Puglisi,
MERHS Principal

SEASIDE ONE COMMITTEE

Ongoing maintenance continued at Seaside No. 1 during the course of 2017, including the painting of the cupola. While the Manchester Historical Museum operates Seaside No. 1 for our visitors, the town has taken over facility maintenance. Their diligence was particularly appreciated during the several storms and cold spells that we've recently experienced.

TOWN CLERK

The following monies were collected by this office in 2017.

Marriage Licenses	\$ 830.00
Vital certificates	3850.00
By-Laws	40.00
Map/Copies	34.55
Street Lists	630.00
Dog Licenses	19,505.00
Dog Fines	2,605.00
Business Certificates	2,440.00
Miscellaneous	170.00
Court Fines	0.00
Harbor Fines	25.00
Smoking Fines	0.00
Marijuana Fines	0.00
ZBA Filing Fees	5,590.00
Planning Board Filing Fees	4,750.00
HDC Filing Fees	650.00
DPW Stickers	19,340.00
TOTAL	\$60,459.55

There were 796 dog licenses issued in 2017.

VITAL CERTIFICATES RECORDED IN 2017		
Births	21	(10 male, 11 female)
Deaths		35
Marriages		23

C. Denise Samolchuk, Town Clerk

WELCOMING COMMITTEE

The Manchester-by-the-Sea Welcoming Committee is comprised of volunteers who welcome new property owners to Town at a hosted Welcoming Reception, where they can meet other new homeowners and learn about the many great offerings of our town.

Our goal is to help new residents get acclimated quickly and make some new friends in their new town. We'll host a family reception so kids and adults can meet each other and our volunteers and find out about all of the wonderful things our town has to offer.

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

Patrick Meehan, Chair

WINTHROP FIELD COMMITTEE

The Winthrop Field Committee is an advisory committee to the Selectmen in the preservation and management of Winthrop Field in accordance with the restrictions applicable to it. The Committee met each month and, with the assistance of our Advisors, completed several projects in 2017.

The field was mowed and the hay was baled by Bill Perkins, but the second rotary mowing of the field was not done due to weather conditions. In October, the Committee with neighborhood volunteers cleared brush from around the pond and along the northern boundary of the field.

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

All projects and expenditures in 2017 were funded by donations from the Clara Winthrop Charitable Trust, members of the Winthrop Field Committee, and friends of Winthrop Field.

ZONING BOARD OF APPEALS

In 2017, the Zoning Board of Appeals (ZBA) held ten (10) public hearings, each of which was preceded by a site visit for each pending application. There were twenty-four total applications:

seventeen (17) sought special permits; three (3) sought variances; two (2) were combined special permit/variance applications; one (1) application sought to modify a special permit; and, one (1) application was dismissed without prejudice because the applicant did not appear for the public hearing. Four (4) applications were continued to future hearings because additional information was required. Aside from the dismissed application, each application was granted, some with conditions or modifications imposed by the ZBA.

Each application was processed according to Town and State laws and procedures. Each application was circulated to all abutting property owners, and notice of each public hearing was posted at Town Hall and published in the Manchester Cricket. Each decision was written, filed at Town Hall, circulated to the applicant and abutters, and recorded with the Essex County Registry of Deeds. As necessary and appropriate, the ZBA coordinated its efforts with those of other relevant Town agencies.

The ZBA's filing fees were unchanged in 2017: special permit application (\$240); variance application (\$265); combined special permit/variance application (\$290); comprehensive housing permit under M.G.L. c. 40B (\$500); and, varying fees for appeals of administrative decisions (usually decisions of the Town's Building Inspector), depending on the nature of the controversy.

Michael T. Sullivan, Chairman



2017 Manchester Club Board members, front row; Bruce Heisey, Craig McCoy, Chuck Filias, new President, Sean Daly and Bill Scott. Back row; Steve Stasiak, Alex Magnuson, Jeff Gilson, Tim Brown, Alan Kirker, Don Lombardi and Scott Cook. Missing from the photo; Doug Hotchkiss, Eric Aldrich and Bob Ryan.



Recipients of volunteer and employee of the year awards are, seated, Olga Hayes and Lieutenant Todd Fitzgerald. Doing the honors are from left to right; Cheryl Marshall, Director of Parks and Recreation, Eli Boling, Chairman of the BOS, Susan Beckmann of the BOS, Greg Federspiel, Town Administrator, Muffin Driscoll of the BOS, Brad Hill, State Representative, Paul Barclay and Tom Kehoe of the BOS.



Outgoing Board of Selectman Paul Barclay was honored with flowers and a MBTS armchair for his six years of service at a celebration held at Crowell Chapel. Pictured left to right; Board of Selectmen, Susan Beckmann, Paul, Chairman Eli Boling and Tom Kehoe.

ANNUAL TOWN MEETING

The Annual Town Meeting of the Town of Manchester-by-the-Sea was held on Monday, April 3, 2017 in the Manchester Memorial School on Lincoln Street, pursuant to the warrant being duly posted and the return of the Constable being received. Registrars Eileen Buckley, Gary Giusto and Bruce Warren were in charge of the check-in tables. They were assisted at the front and on the floor in the Auditorium by Becky Jaques, Caroline Johnson, Lee Simonds, Alison Anholt-White, Nancy Hammond, Beth Heisey, Pamela Thorne, Carolyn Kelly, Michelle Baer and Kathy Ryan. Two hundred and eighty voters checked in for the meeting. A quorum was reached at 6:53 PM, and the meeting was called to order at 7:05 PM. Moderator Alan Wilson asked that the meeting rise for the invocation given by Pastor David Forsythe, Fire Department Chaplin, 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 2016. The following Memorial Resolution is submitted:

RESOLUTION

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

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

The persons so memorialized and their achievements are hereby proclaimed.

IN MEMORIAM

RICHARD J. LYSIAK

Police Officer
Town Santa Claus

— * —

CATHERINE M. DOYLE

Teacher

— * —

CONSTANCE P. BROWN

Council on Aging Volunteer
Volunteer Reader at
Memorial School

— * —

PHYLLIS STURTEVANT

Census Taker
Election Worker

— * —

BARBARA L. LATIONS

Clerk in Assessors' Office

— * —

THOMAS S. WALKER

Conservation Commission

EVELYN L. DELGIZZI

Clerk for the
Zoning Board of Appeals

— * —

FAITH G. MAGOUN

Memorial School Volunteer

— * —

CATHERINE J. GILMORE

Teacher

— * —

WILLIAM C. BREWER

Finance Committee

— * —

ROBERT E. POWERS, SR.

DPW Worker
Call Firefighter
School Bus Driver

— * —

VIRGINIA L. DOANE

Clerk in the Water Department

GERTRUDE L. BORGIOLI

Memorial School
Cafeteria Staff

— * —

WILLIAM BURTT III

Basketball Coach
Teacher

— * —

M. PEARL BABB

Election Worker

— * —

TIMOTHY P. BROWNE

Library Trustee

— * —

RICHARD J. COSTELLO

Manchester Jr.-Sr. High School
Chemistry and Science Teacher
Driver's Education Teacher
ADA Committee

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

Moderator Wilson gave instructions for the use of the hand-held electronic voting devices being used for the first time at Town Meeting. The Moderator then read the usual list of procedural points and announced that red voting cards would be used for this meeting 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 Eli Boling presented opening remarks. Chairman of the Finance Committee Mory Creighton presented comments on the Town's finances.



Congratulations to Troop 3's newest Eagle Scouts; John Carlson, Thomas Ambrose, Michael Galli, James Usoviez and Benjamin Wolsieffer



Manchester High School's Class of 1967 celebrated their 50th class reunion. Picture in the top row: Dee Demarkis Koeplin, Kathy Filias-Burroughs and Gail Burgess Ramos; second row, Steve Wogan, Pat Willwerth, John Babcock, Arthur Nahatis, Tim Kirby, Steve Meixel, Barbara Snow Chase, Ted Kirby and Bob Kelley; front row, Laddie Dean Weld, Melanie Winston Hall, Judy Mains Dowd, Brad Meigs, Ed Gavin and Linda Parady Mahajan; sitting, Neil Andrews, Ron Ramos and Keith Killam. The Class of 1967 would like honor their deceased classmates; David Bradley, Cheryl Caughey, John Chisholm, Barbara Connolly, Judy Darsey, Barbara Eyberse, David Grafflin, Rick Katherman, Ralph Kershaw, Anne Magnuson, Marjorie Mollison, Bill Phillips, Phil Phillips, Barry Ryan and Mallory Sandler.



A \$500,000 dredging grant was awarded to Manchester by Lieutenant Governor Karyn Polito at a ceremony at Reed Park. Here, left to right are; Juan Vega, the Assistant Secretary for Communities and Programs in the Executive Office of Housing and Economic Development, Selectwomen Muffin Driscoll and Susan Beckmann, Harbor Advisory Committee (HAC) members Steve Lauber and Carl Doane, Harbormaster Bion Pike, Lieutenant Governor Karyn Polito, Selectmen Chair Eli Boling, Selectman Tom Kehoe, State Senator Bruce Tarr; HAC member Greg Bialy, State Representative Brad Hill, Town Administrator Greg Federspiel and HAC member Ed Conway.

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



ANNUAL TOWN MEETING WARRANT

Essex, ss.

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

Greetings:

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

ARTICLE 1.

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

Per petition of the Board of Selectmen

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

THE MOTION UNDER ARTICLE 1 WAS APPROVED WITH 189 YES VOTES AND 8 NO VOTES, THE MOTION PREVAILED.

ARTICLE 2.

To see if the Town will vote to fix the 12-month fiscal year salary and compensation of all elective officers of the Town as provided in Section 108 of Chapter 41, as amended, as follows; or take any other action relative thereto.

Moderator	\$0.00
Chairman, Selectmen	\$0.00
Other four Selectmen	\$0.00

Per petition of the Board of Selectmen

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

THE MOTION UNDER ARTICLE 2 WAS APPROVED WITH 245 YES VOTES AND 5 NO VOTES, THE MOTION PREVAILED.

ARTICLE 3.

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

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

Selectman Margaret Driscoll moved that the town raise and appropriate \$69,283 and that

it be funded by taxation, for the purpose stated in the article. Selectman Paul Barclay seconded the motion.

THE MOTION UNDER ARTICLE 3 WAS APPROVED WITH 247 YES VOTES AND 2 NO VOTES, THE MOTION PREVAILED.

ARTICLE 4. To see what sums of money the Town will raise by taxation or otherwise to pay Town debts and charges for the ensuing 12 months, effective July 1, 2017, and appropriate the same.

Per petition of the Board of Selectmen

**DEPARTMENTAL REQUESTS AND
FINANCE COMMITTEE RECOMMENDATIONS**

Item No.		Appropriations FY '17	Requests FY '18	Recommendations FY '18	Funding Sources
GENERAL GOVERNMENT					
31%					
SELECTMEN'S DEPARTMENT					
1	Salaries	191,620	197,774	197,774	TAXATION
2	Expenses	24,350	23,600	23,600	TAXATION
3	Audit	36,000	37,000	37,000	TAXATION
INFORMATION TECHNOLOGY					
4	Salaries	-	5,500	5,500	TAXATION
5	Expenses	102,750	101,000	101,000	TAXATION
MODERATOR					
5	Expenses	50	50	50	TAXATION
FINANCE COMMITTEE					
6	Salaries	2,000	3,000	3,000	TAXATION
7	Expenses	320	320	320	TAXATION
8	Reserve Fund	175,000	150,000	150,000	TAXATION
					25,000
					OVERLAY SUR.
125,000	ELECTION & REGISTRATION				
9	Salaries		3,800	3,800	3,800 TAXATION
10	Expenses		11,000	10,080	10,080 TAXATION
ACCOUNTING					
11	Salaries	120,533	124,620	124,620	TAXATION
12	Expenses	4,850	4,700	4,700	TAXATION
ASSESSORS					
13	Salaries	142,537	148,241	148,241	TAXATION
14	Expenses	39,675	38,605	38,605	TAXATION
TREASURER/COLLECTOR					
15	Salaries	148,149	151,827	151,827	TAXATION
16	Expenses	26,840	27,490	27,490	TAXATION
TOWN CLERK					
17	Salaries	97,698	100,010	100,010	TAXATION
18	Expenses	6,050	6,250	6,250	TAXATION
LEGAL/PROFESSIONAL SERVICES					
19	Expenses	100,000	118,000	118,000	TAXATION
APPEALS BOARD					
20	Salaries	18,245	21,326	21,326	TAXATION
21	Expenses	13,600	11,250	11,250	TAXATION
PLANNING BOARD					
22	Salaries	45,507	67,843	67,843	TAXATION
23	Expenses	19,050	8,950	8,950	TAXATION

TOWN HALL & COMMON

24	Expenses	70,650	73,100	73,100	TAXATION	
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PENSIONS

25	Contributory	1,010,645	1,062,507	1,062,507	TAXATION	961,668
				SEWER RATES	57,622	
26	Non-Contributory	2,200	2,200	43,217	TAXATION	
				WATER RATES		
				2,200		

INSURANCE

27	Group Health Insurance	1,559,928	1,560,000	1,560,000	TAXATION	1,442,776
				SEWER RATES	68,338	
28	Workers' Compensation	65,000	65,000	48,886	TAXATION	45,500
				SEWER RATES	9,000	
29	Fire/Auto/Liability	125,000	120,000	10,500	TAXATION	98,450
				SEWER RATES	10,000	
30	Unemployment Comp.	10,000	7,000	11,550	TAXATION	
				WATER RATES		
				7,000		
31	FICA-Medicare	85,495	90,000	90,000	TAXATION	83,200
				SEWER RATES	3,500	
				WATER RATES		
				3,300		
Total General Government	4,258,542	4,341,043	4,341,043	TAXATION	3,950,130	
				OVERLAY SUR.	125,000	
				SEWER RATES		
				117,453		
				WATER RATES		
				4,341,043		

**PUBLIC SAFETY
24%****POLICE**

32	Salaries	1,552,253	1,602,873	1,602,873	TAXATION	
33	Expenses	114,250	103,650	103,650	TAXATION	

PARKING CLERK/RESIDENT PARKING

34	Salaries	11,518	11,808	11,808	TAXATION	
35	Expenses	11,955	11,955	11,955	TAXATION	

FIRE

36	Salaries	1,150,217	1,223,930	1,223,930	TAXATION	
37	Expenses	124,700	126,100	126,100	TAXATION	

HARBOR MASTER

38	Salaries	93,087	95,415	95,415	MOORING FEES	78,415
				BOAT EXCISE	17,000	39
Expenses	18,800	18,800	18,800	MOORING FEES		

BUILDING DEPARTMENT

40	Building Inspector	44,406	46,243	46,243	TAXATION	
41	Gas/Plumbing Inspector	12,351	12,660	12,660	TAXATION	
42	Sealer Of Weights & Measures	3,395	3,000	3,000	TAXATION	
43	Electrical Inspector	12,351	12,660	12,660	TAXATION	
44	Inspectors' Expenses	4,800	4,800	4,800	TAXATION	

EMERGENCY MANAGEMENT

45	Salaries	6,000	4,000	4,000	TAXATION	
46	Expenses	1,000	1,000	1,000	TAXATION	
47	Emergency Notification	5,500	5,500	5,500	TAXATION	

ANIMAL CONTROL

49	Expenses	17,500	17,500	17,500	TAXATION
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Total Public Safety	3,184,083	3,301,894	3,301,894	TAXATION	3,187,679
				MOORING FEES	97,215
				BOAT EXCISE	17,000
					3,301,894

PUBLIC WORKS
14%

DEPARTMENT OF PUBLIC WORKS

50	Salaries	562,606	541,449	541,449	TAXATION
51	Expenses	394,850	412,250	412,250	TAXATION

BUILDINGS & GROUNDS

81	Salaries	75,269	77,018	77,018	TAXATION
82	Expenses	45,000	46,250	46,250	TAXATION

SNOW REMOVAL

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

54	Street Lighting	95,000	100,000	100,000	TAXATION
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SANITATION/COMPOSTING/RECYCLING

55	Salaries	22,550	22,550	22,550	TAXATION
56	Expenses	59,000	45,000	45,000	TAXATION

57	Rubbish Collection/Recycling	245,000	410,000	410,000	TAXATION
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58	Disposal	108,000	82,000	82,000	TAXATION
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Total Dept. of Public Works	1,809,275	1,938,517	1,938,517	TAXATION	1,938,517
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OTHER ENVIRONMENTAL
1%

HISTORIC DISTRICT COMMISSION

59	Salaries	3,000	4,279	4,279	TAXATION
60	Expenses	1,200	700	700	TAXATION

CONSERVATION COMMISSION

61	Salaries	61,984	63,253	63,253	TAXATION	48,253
					WETLANDS FD.	15,000

62	Expenses	2,650	2,650	2,650	TAXATION
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63	Chebacco Woods	1,250	1,250	1,250	TAXATION
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Total Other Environmental	70,084	72,132	72,132	TAXATION	57,132
				WETLANDS FD.	15,000
					72,132

HUMAN SERVICES
2%

HEALTH

64	Salaries	62,355	63,880	63,880	TAXATION
65	Expenses	58,650	53,625	53,625	TAXATION

VETERANS' SERVICES

67	Expenses	15,050	14,500	14,500	TAXATION
68	Veterans' Benefits	500	500	500	TAXATION

COUNCIL ON AGING

69	Salaries	140,431	149,420	149,420	TAXATION	
70	Expenses	16,400	16,550	16,550	TAXATION	
	Total Human Services	293,386	298,475	298,475	TAXATION	298,475

**LIBRARY
3%****LIBRARY**

71	Salaries	296,955	310,041	310,041	TAXATION	
72	Expenses	152,962	155,723	155,723	TAXATION	
	Total Culture and Informational Services	449,917	465,764	465,764	TAXATION	465,764

**RECREATION
2%****PARKS & RECREATION**

73	Salaries	134,930	136,163	136,163	TAXATION	
74	Expenses	8,550	8,300	8,300	TAXATION	

SINGING BEACH OPERATIONS

75	Salaries	63,884	67,084	67,084	TAXATION	
76	Expenses	14,325	13,800	13,800	TAXATION	

LIFEGUARDS

77	Salaries	51,414	54,614	54,614	TAXATION	
78	Expenses	3,400	3,400	3,400	TAXATION	

TUCK'S POINT

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

OTHER RECREATION

83	MEMORIAL DAY	3,000	3,000	3,000	TAXATION	
84	FOURTH OF JULY	11,000	12,000	12,000	TAXATION	
	Total Recreation	326,873	334,731	334,731	TAXATION	334,731

**DEBT SERVICE
12%****DEBT SERVICE**

	PRINCIPAL ON BONDS	1,623,704	1,221,815	1,221,815		
	INTEREST ON BONDS	314,087	396,829	396,829		
	TEMPORARY LOANS/INTEREST	30,000	30,000	30,000		
	WPAT ADMINISTRATION FEES	1,025	244	244		
85	Total Debt Service	1,968,816	1,648,888	1,648,888	TAXATION	1,266,978
					SEWER RATES	266,910
					MOORING FEES	115,000
						1,648,888

**ENTERPRISE FUNDS
11%****SEWER FUND**

86	Salaries	259,899	290,315	290,315	SEWER RATES	
87	Expenses	285,750	324,750	324,750	SEWER RATES	

WATER FUND

88	Salaries	236,306	245,239	245,239	WATER RATES	
89	Distribution Expenses	144,300	142,800	142,800	WATER RATES	
90	Treatment Expenses	532,694	540,212	540,212	WATER RATES	

Total Enterprise Funds		1,458,949	1,543,316	1,543,316	SEWER RATES 615,065 WATER RATES 928,251 1,543,316
TOTAL ARTICLE 4		13,819,925	13,944,760	13,944,760	
EXPENSES BUDGET SUMMARY					
GENERAL GOVERNMENT	31%	4,258,542	4,341,043	4,341,043	TAXATION 3,950,130 OVERLAY SUR. 125,000 SEWER RATES 148,460 WATER RATES 117,453 4,341,043
PUBLIC SAFETY	24%	3,184,083	3,301,894	3,301,894	TAXATION 3,187,679 MOORING FEES 97,215 BOAT EXCISE 17,000 3,301,894
DEPARTMENT OF PUBLIC WORKS	14%	1,809,275	1,938,517	1,938,517	TAXATION 1,938,517
OTHER ENVIRONMENTAL	1%	70,084	72,132	72,132	TAXATION 57,132 WETLANDS FD. 15,000 72,132
HUMAN SERVICES	2%	293,386	298,475	298,475	TAXATION 298,475
LIBRARY	3%	449,917	465,764	465,764	TAXATION 465,764
PARKS & RECREATION	2%	326,873	334,731	334,731	TAXATION 334,731
DEBT SERVICE	12%	1,968,816	1,648,888	1,648,888	TAXATION 1,266,978 SEWER RATES 266,910 MOORING FEES 115,000 1,648,888
ENTERPRISE FUNDS	11%	1,458,949	1,543,316	1,543,316	SEWER RATES 615,065 WATER RATES 928,251 1,543,316
TOTALS	100%	13,819,925	13,944,760	13,944,760	13,944,760

FUNDING SOURCES SUMMARY

TAXATION	11,499,406	
OVERLAY SURPLUS	125,000	
MOORING FEES	212,215	
BOAT EXCISE	17,000	
WETLANDS FD	15,000	
SEWER RATES	1,030,435	
WATER RATES	1,045,704	
TOTAL	13,944,760	An increase of 0.9% over FY2017

Budget Notes:

- 1) Planning: Added hours for Planner to support the work of the Affordable Housing Trust (paid for by the Trust)
- 2) Fire: Added \$42,000 to Overtime Salaries due to fewer Call Fire Fighters available to respond to emergencies
- 3) Sanitation: One time spike due to transition costs to new hauler
- 4) Library: Added to salaries to pay for Sunday hours previously funded by grant
- 5) Debt: Decreased by over \$300,000; Article 6 seeks approval to raise \$300,000 through a capital exclusion vote instead.
- 6) Sewer: Increased cost of sludge disposal added \$23,000 to expenses

ARTICLE 4 MOTION

Eli Boling moves that the Town raise by taxation or otherwise to pay Town debts and charges for the ensuing 12 months, effective July 1, 2017, and appropriate the same, the amounts presented in the “Expenses Budget Summary” section under the “recommended” and “funding sources” columns of the Finance Committee Report, pages 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). Mory Creighton seconds the motion.

The Finance Committee and The Board of Selectmen recommends approval.

There were holds placed on Items 1, 22, 32, and 57.

ARTICLE 4, MOTION BY JACK BURKE, SECONDED BY PAUL BARCLAY, TO AMEND ITEM 32 BY INCREASING THE AMOUNT BY \$10,000.00 WAS APPROVED, THE MOTION PREVAILED WITH 117 YES VOTES AND 91 NO VOTES.

After discussion of Items 1, 22, and 57 the meeting voted the Main Motion.

MOTION TO APPROVE THE OPERATING BUDGET, AS AMENDED, APPROVED WITH 242 YES VOTES AND 21 NO VOTES, THE MOTION PREVAILED.

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	\$350,000	\$350,000	Taxation/Chap.90
2. DPW	2 1-Ton Trucks			
	w/Utility Boxes	\$122,000	\$122,000	Taxation
3. DPW	Flail Mower			
	Attachment for Trackless	\$ 30,000	\$ 30,000	Taxation
4. DPW	Guardrail Replacement	\$ 15,000	\$ 15,000	Taxation
5. DPW	Drainage/Sidewalk Improvements	\$250,000	\$400,000	Taxation/ Reallocation
6. DPW	Leaf Vacuum	\$ 10,000	\$ 10,000	Taxation
7. DPW	Cemetery Pickup	\$ 50,000	\$ 50,000	Taxation/ Cem. Fund
8. DPW	Central Street Culvert/ Seawall Design	\$100,000	\$280,000	Taxation
9. DPW	Garage Site Decontamination/ Improvement	\$125,000	\$125,000	Taxation
10. Library	Design Plans for Consolidated Teen Area	\$ 7,500	\$ 7,500	Taxation
11. General	Computer Network/ IT Upgrades	\$ 23,000	\$ 23,000	Taxation
12. General	Town Hall Upgrades	\$ 40,000	\$ 40,000	Taxation
13. General	Facility Planning/Design	\$500,000	\$100,000	Taxation
14. Conservation Commission	Trail work/ land improvements	\$ 10,000	\$ -	----
15. Public Safety	Fire Chief Vehicle	\$ 40,000	\$ 40,000	Taxation
16. Public Safety	Radio Upgrades	\$ 56,000	\$ -	----
17. Public Safety	Fire Engine 2 Replacement	\$250,000	\$250,000	Fund Balance
18. Public Safety	Fire Turn Out Gear, Hose, SCBA	\$ 60,000	\$ 15,000	Taxation
19. Public Safety	Ambulance Equipment	\$ 20,000	\$ 20,000	Fund Balance
20. Public Safety	Police Cruiser	\$ 39,000	\$ 39,000	Taxation
21. COA	Van Replacement Matching Funds	\$ 20,000	\$ -	----
22. COA	Garaging Facility for COA Vans	\$ 25,000	\$ -	----
23. Harbor	New Motor for Patrol Boat	\$ 18,000	\$ 18,000	Waterway Fund
24. Harbor	Reed Park Dock Expansion	\$440,000	\$ -	(Grant Funded)
25. Harbor	Tuck's Point Floats Permitting	\$ 29,000	\$ 29,000	Waterway Fund
26. Water	Plant Upgrades	\$160,000	\$160,000	Water Enterprise
27. Sewer	Plant Upgrades	\$155,000	\$155,000	Sewer Enterprise & Fund Balance
	Total	\$2,934,500	\$2,278,500	

Per petition of the Board of Selectmen

ARTICLE 5, MOTION BY TOM KEHOE, SECONDED BY MORY CREIGHTON TO APPROPRIATE THE FOLLOWING AMOUNTS IN ORDER TO PAY THE COSTS OF VARIOUS CAPITAL ITEMS AS SET FORTH IN ARTICLE 5 INCLUDING PAYMENT OF ALL COSTS INCIDENTAL AND RELATED THERETO.

Item 1: \$205,000 to be funded by taxation and \$145,000 from Chapter 90 (state) funds

Item 5: \$20,000 to be funded by taxation and \$380,000 from previously approved but unexpended capital funds for the expansion/upgrades of the DPW garage

Item 7: \$20,000 to be funded by taxation and \$30,000 from the Cemetery perpetual care fund

Item 17 & 19: \$270,000 to be funded by Fund Balance

Items 23 & 25: \$47,000 to be funded by Waterway Funds

Item 26: \$160,000 to be funded by Water Rates

Item 27: \$30,000 by Fund Balance and \$125,000 by Sewer Rates

Items 2-4, 6, 8-13, 15, 18, & 20: \$846,500 to be funded by taxation

Finance Committee and Board of Selectmen both recommended approval

MOTION ON NON-HOLD ITEMS WAS APPROVED WITH 231 YES VOTES AND 14 NO VOTES, THE MOTION PREVAILED.

The meeting then voted on the hold items:

ITEM 1 APPROVED WITH 259 YES VOTES AND 3 NO VOTES

ITEM 8 APPROVED, THE MOTION PREVAILED (VOICE VOTE)

ITEM 13 APPROVED WITH A UNANIMOUS VOTE (VOICE VOTE)

ITEM 18 APPROVED, THE MOTION PREVAILED (VOICE VOTE)

ITEM 19 APPROVED WITH A UNANIMOUS VOTE (VOICE VOTE)

ARTICLE 6: To see if the Town will vote to raise and appropriate \$300,000 for the purpose of purchasing and converting to LEDs the streetlights in Town currently owned and maintained by National Grid; 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

Finance Committee and Board of Selectmen both recommended approval

Eli Boling moved to appropriate \$300,000 for the purpose of purchasing and converting to LED the streetlights in town currently owned and maintained by National Grid and that said appropriation shall be contingent upon the approval by the voters of a capital expenditure exclusion question at the town general election in accordance with G.L. c.59, Section 21c. no amount shall be expended hereunder unless and until voters approve excluding the amounts required pursuant to the vote from the limitation on total property taxes contained in Chapter 59, Section 21c of the general laws (also known as Proposition 2 ½.) Susan Beckmann seconded the motion.

THE MOTION UNDER ARTICLE 6 WAS APPROVED WITH 223 YES VOTES AND 18 NO VOTES.

AT THE ANNUAL TOWN ELECTION HELD MAY 16, 2017 THIS WAS QUESTION 3 WHICH WAS APPROVED BY 170 YES VOTES TO 84 NO VOTES.

ARTICLE 7. To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow up to \$4,000,000 for the purposes of capital improvements to Town water and wastewater systems, including the payment of costs incidental or related thereto; or take any other action relative thereto.

Per petition of the Board of Selectmen

Finance Committee and Board of Selectmen both recommended approval

Susan Beckmann moves and Margaret Driscoll seconds that the Town appropriate \$4,000,000 to pay costs of capital improvements to the Town’s water and wastewater systems as follows: i) \$2,000,000 to pay costs of capital improvements to the Town’s water system, including the payment of all costs incidental and related thereto, and ii) \$2,000,000 to pay costs of capital improvements to the Town’s wastewater system, including the payment of all costs incidental and related thereto, and to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amounts under and pursuant to Chapter 44 Sections 7 and 8 of the General Laws, or pursuant to any other enabling authority, to issue bonds or notes of the Town therefore; and further that the incurrence of such indebtedness shall be submitted to the voters as a ballot question at a Town election in accordance with the provisions of Chapter 270 of the Acts of 1991 and Article II, Section 18 of the Town’s General By-law. No amount shall be borrowed or expended hereunder unless and until voters approve excluding the amounts required to repay any borrowing pursuant to the vote from the limitation on total property taxes contained in Chapter 59, Section 21C of the General Laws (also known as Proposition 2 ½.) Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. Margaret Driscoll seconded the motion.

THE MOTION UNDER ARTICLE 7 WAS APPROVED WITH 234 YES VOTES AND 7 NO VOTES.

AT THE ANNUAL TOWN ELECTION HELD MAY 16, 2017 THIS WAS QUESTION 1 WHICH WAS APPROVED BY 223 YES VOTES TO 33 NO VOTES. THE PROPOSTION 2 ½ DEBT EXCLUSION WAS QUESTION 2 WHICH WAS APPROVED BY 203 YES VOTES TO 49 NO VOTES.

ARTICLE 8. To see if the Town will vote to rescind the authorized, but unissued balances of various borrowing authorizations approved by the Town from time to time, which amounts are no longer needed to pay costs of completing the projects for which they were originally approved, or to take any other action relative thereto.

<u>Town Meeting Date</u>	<u>Article</u>	<u>Purpose</u>	<u>Amount</u>
April 5, 2010	5	Dept. Equipment	\$ 246
April 6, 2015	13	Temp. Road Repairs	\$200,000
September 9, 2015	1	Water Treatment	\$296,733
		Plant Repair/Improvements	

Per petition of the Board of Selectmen

Finance Committee and Board of Selectmen both recommended approval.

Paul Barclay moved to rescind the authorized, but unissued balances of borrowing authorizations described below, which amounts are no longer needed to pay costs of completing the projects for which they were originally approved are hereby rescinded and of no further force or effect. Eli Boling seconded the motion.

<u>Town Meeting Date</u>	<u>Article</u>	<u>Purpose</u>	<u>Amount</u>
April 5, 2010	5	Dept. Equipment	\$ 246
April 6, 2015	13	Temp. Road Repairs	\$200,000
September 9, 2015	1	Water Treatment	\$296,733
		Plant Repair/Improvements	

MOTION UNDER ARTICLE 8 BY PAUL BARCLAY, SECONDED BY ELI BOLING, APPROVED, THE MOTION PREVAILED BY 231 YES VOTES AND 2 NO VOTES.

ARTICLE 9. 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 seventeen; or take any other action relative thereto.

Per petition of the Manchester-Essex Regional School Committee

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

MOTION 1 VOTED: That the town approve the assessment calculation in accordance with the “Agreement Between the Towns of Essex and Manchester-by-the-Sea, Massachusetts with Respect to the Formation of a Regional School District”, by invoking and approving the provision found in paragraph four of G.L. c. 71, § 16B allowing District members “to reallocate the sum of their required local contributions to the district in accordance with the regional agreement”, for the fiscal year beginning July first, two thousand seventeen.

MOTION 1, MADE BY JULIE RIORDAN, SECONDED BY SHANNON ERDMANN, APPROVED, THE MOTION PREVAILED BY 230 YES VOTES AND 9 NO VOTES.

MOTION 2 VOTED: That the Town raise and appropriate \$13,813,861, to fund the Town’s assessment from the Manchester Essex Regional School District for the fiscal year beginning July first, two thousand seventeen for the gross operating and maintenance budget.

MOTION 2, MADE BY JULIE RIORDAN, SECONDED BY SHANNON ERDMANN, APPROVED, THE MOTION PREVAILED BY 191 YES VOTES AND 41 NO VOTES.

MOTION 3 VOTED: That the Town raise and appropriate \$1,428,956 to fund the

Town’s assessment from the Manchester Essex Regional School District to cover the long-term debt for the fiscal year beginning July first, two thousand sixteen.

MOTION 3, MADE BY JULIE RIORDAN, SECONDED BY SHANNON ERDMANN, APPROVED, THE MOTION PREVAILED BY 205 YES VOTES AND 21 NO VOTES.

ARTICLE 10. To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2018 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 2018; 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 2018 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)	\$ 17,220 *
2. Singing Beach Bath House Restoration	(recreation/open space)	\$ 5,000
3. Tuck’s Point Chowder House	(recreation/open space)	\$ 300,000
4. Masconomo Park Leveling and Reseeding	(recreation/open space)	\$ 20,000
5. Boater Safety Weather station, Inner Harbor	(recreation/open space)	\$ 20,000
6. Trail Improvements, Trail markers and Trail Brochures	(recreation/open space)	\$ 25,413 **
7. Affordable Housing Trust Project Funding	(community housing)	\$ 100,000 ***
8. Affordable Housing Trust Administrative Expenses	(community housing)	\$ 25,000
9. Community Housing Reserve Account	(community housing)	\$ 10,000
10. Cemetery Restoration Work	(historic preservation)	\$ 30,000
11. Town Common Landscape Design work	(historic preservation)	\$ 15,000
12. Central Street Seawall/Culvert Railing	(historic preservation)	\$ 35,000
13. Town Hall – Town Records Archiving	(historic preservation)	\$ 5,000
14. MBTA Canopy Restoration Funding	(historic preservation)	\$ 15,000
TOTAL		\$ 622,633

(*Administrative amount limited to 5% of total annual revenue)
(**For bog bridges at Dexter Pond, trail markers at Powder House Hill Reservation, and brochure and web site maps).
(*** This \$100,000 was previously set aside in the Community Housing Reserve account.)

Per petition of the Community Preservation Committee

The Finance Committee recommended approval of Items 1-4 and 7-14. It does not recommend approval of items 5 and 6.
The Board of Selectmen recommended approval of all items.

1. Community Preservation Committee Expenses (studies, etc.)	(administrative)	\$ 17,220*
2. Singing Beach Bath House Restoration	(recreation/open space)	\$ 5,000
3. Tuck's Point Chowder House	(recreation/open space)	\$ 300,000
4. Masconomo Park Leveling and Reseeding	(recreation/open space)	\$ 20,000
5. Boater Safety Weather station, Inner Harbor	(recreation/open space)	\$ 20,000
6. Trail Improvements, Trail markers and Trail Brochures	(recreation/open space)	\$ 25,413**
7. Affordable Housing Trust Project Funding	(community housing)	\$ 100,000***
8. Affordable Housing Trust Administrative Expenses	(community housing)	\$ 25,000
9. Community Housing Reserve Account	(community housing)	\$ 10,000
10. Cemetery Restoration Work	(historic preservation)	\$ 30,000
11. Town Common Landscape Design work	(historic preservation)	\$ 15,000
12. Central Street Seawall/Culvert Railing	(historic preservation)	\$ 35,000
13. Town Hall – Town Records Archiving	(historic preservation)	\$ 5,000
14. MBTA Canopy Restoration Funding	(historic preservation)	\$ 15,000
	TOTAL	\$ 622,633

(*Administrative amount limited to 5% of total annual revenue)

(**For bog bridges at Dexter Pond, trail markers at Powder House Hill Reservation, and brochure and web site maps).

(*** This \$100,000 was previously set aside in the Community Housing Reserve account.)

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

- 1) To appropriate \$17,220 from the Community Preservation Fund FY-2018 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 \$5000 from the Community Preservation Fund FY-2018 estimated annual revenues for recreation; for Singing Beach Bath House restoration.
- 3) To appropriate \$300,000 from the Community Preservation Fund FY-2018 estimated annual revenues for recreation; for the Tuck's Point Chowder House restoration.
- 4) To appropriate \$20,000 from the Community Preservation Fund – FY-2018 estimated annual revenues for recreation; for leveling and reseeded Masconomo Park.
- 5) To appropriate \$20,000 from the Community Preservation Fund FY-2017 undesignated fund balance for recreation; for recreation; for a Boater Safety Weather Station, Inner Harbor.
- 6) To appropriate \$25,413 from the Community Preservation Fund FY-2017 undesignated fund balance for recreation; for improvements at Dexter Pond, trail markers at Powder House Hill and for trail brochures and maps, both in hard copy and digitally
- 7) To appropriate \$100,000 from the Community Preservation Fund FY-2017 Community housing reserve fund; for the Manchester Affordable Housing Trust to be used for housing projects.

- 8) To appropriate \$25,000 from the Community Preservation Fund FY-2018 estimated annual revenues for community housing; for the Manchester Affordable Housing Trust to be used for administrative costs of the Trust.
- 9) To appropriate \$10,000 from the Community Preservation Fund FY-2018 estimated annual receipts for community housing; for the community housing reserve fund.
- 10) To appropriate \$30,000 from the Community Preservation Fund FY-2017 undesignated fund balance for historic preservation; for continued restoration work at Town Cemeteries.
- 11) To appropriate \$15,000 from the Community Preservation Fund FY-2017 undesignated fund balance for historic preservation; for landscape design work for the Town Common adjacent to Town Hall.
- 12) To appropriate \$35,000 from the Community Preservation Fund FY-2017 undesignated fund balance for historic preservation; for the restoration of railings in and around the Central Street culvert/seawall.

To appropriate \$5,000 from the Community Preservation Fund FY-2017 estimated annual revenues for historic preservation; for the archiving of town records at the Town Hall. To appropriate \$15,000 from the Community Preservation Fund FY-2017 undesignated fund balance for historic preservation; for the restoration of the MBTA canopy at the Manchester train stop.

FY-2018 Total estimated Annual Revenues= \$344,400 (1.5% surcharge) + \$51,660 (estimated Mass. State matching revenue at 18%) for a total of \$396,060.

Undesignated fund balances as of June 30, 2016

Reserved for Open Space and Recreation Fund balance= \$100,455

Reserved for Community Housing balance= \$184,028

CPC Undesignated fund balance= \$142,541

Estimated Total Fund Balance as of June 30, 2017 = \$634,730

MOTION ON NON-HOLD ITEMS, APPROVED, THE MOTION PREVAILED BY 197 YES VOTES AND 16 NO VOTES.

MOTION ITEM #3 APPROVED, THE MOTION PREVAILED BY 164 YES VOTES AND 54 NO VOTES.

MOTION ITEM #6 APPROVED, THE MOTION PREVAILED BY 185 YES VOTES AND 33 NO VOTES.

ARTICLE 11. To see if the Town will vote to raise and appropriate or transfer from available funds \$245,864 to be deposited into the Town's Other Post Employment Benefits Trust Fund, subject to said appropriation being expended from the Trust Fund only for the purposes authorized by section 20 of Chapter 32B of the General Laws of the Commonwealth of Massachusetts; or take any other action relative thereto.

Per petition of the Board of Selectmen

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

Susan Beckmann moved and Tom Kehoe seconded that the Town transfer from the Undesignated Fund Balance \$245,864 to be deposited into the Town’s Other Post Employment Benefits Trust Fund, subject to said appropriation being expended from the Trust Fund only for the purposes authorized by section 20 of Chapter 32B of the General Laws of the Commonwealth of Massachusetts.

ARTICLE 11, MOTION BY SUSAN BECKMANN, SECONDED BY TOM KEHOE, APPROVED, THE MOTION PREVAILED BY 192 YES VOTES AND 5 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 amend the General Bylaws by inserting a new bylaw establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

ARTICLE IV SECTION 11: Revolving Funds

Program or Purpose	Representative or Board Authorized to Spend	Department Receipts
Costs Associated with Town of Manchester Recreation Programs	Recreation Director	Registration Fees or other funds intended to support the programs offered by the Recreation Department

Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, §53E½.

And, further, to set FY2018 spending limits for such revolving funds as follows:

Program or Purpose: Costs Associated with Town of Manchester Recreation Programs;
FY2018 spending limit: \$255,000.

Or take any other action relative thereto.

Per petition of the Board of Selectmen

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

Margaret Driscoll moved and Eli Boling seconded that the Town votes to adopt a new Article IV, Section 11: Revolving Funds to the Town’s General Bylaw that establishes various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund as printed in the warrant.

ARTICLE 12, MOTION BY MARGARET DRISCOLL, SECONDED BY ELI BOLING, APPROVED BY A UNANIMOUS VOTE.

The next two articles were placed on the warrant at the request of Moderator Alan Wilson. He therefore, recused himself as Moderator and Jay Bothwick served as Assistant Moderator to preside over Articles 13 and 14.

ARTICLE 13. To see if the Town will vote to amend Article II of the General By-laws by deleting in its entirety Section 12 (which states “No person, other than the Chairman of the Finance Committee, shall speak on the same subject more than twice, nor more than ten (10) minutes in all, without the consent of the meeting.”) and renumbering all the following sections to be consistent with this deletion and sequential, or take any other action relative thereto.

Per petition of the Board of Selectmen

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

Alan Wilson moved and Susan Beckmann seconded that the Town votes to amend Article II of the General By-laws by deleting in its entirety Section 12 (which states “No person, other than the Chairman of the Finance Committee, shall speak on the same subject more than twice, nor more than ten (10) minutes in all, without the consent of the meeting.”) and renumbering all the following sections to be consistent with this deletion and sequential.

ARTICLE 13, MOTION BY ALAN WILSON, SECONDED BY SUSAN BECKMANN, APPROVED, THE MOTION PREVAILED BY 188 YES VOTES AND 2 NO VOTES.

ARTICLE 14. To see if the Town will vote to amend Article II, Section 15 of the General By-laws by inserting after the first sentence the following, or take any other action relative thereto: “A motion for reconsideration shall be in order only at the same session of a meeting as the action to be reconsidered.”

Section 15 would then read in its entirety: “No vote of the meeting shall be reconsidered except by a two-thirds vote. A motion for reconsideration shall be in order only at the same session of a meeting as the action to be reconsidered. When a motion for reconsideration is decided, that question shall not be reconsidered, and no question shall be reconsidered more than once.”

Per petition of the Board of Selectmen

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

Alan Wilson moves and Eli Boling seconds that the Town votes to amend Article II, Section 15 of the General By-laws by inserting after the first sentence the following : “A motion for reconsideration shall be in order only at the same session of a meeting as the action to be reconsidered.”

ARTICLE 14, MOTION BY ALAN WILSON, SECONDED BY SUSAN BECKMANN, APPROVED, THE MOTION PREVAILED BY 197 YES VOTES AND 11 NO VOTES.

ARTICLE 15. To see if the Town will vote to raise and appropriate or transfer from available funds \$5,950 for the purpose of paying charges from a previous fiscal year which were received after the closing of accounts for that fiscal year, or take any other action relative thereto.

Per petition of the Board of Selectmen

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

Eli Boling moves and Paul Barclay seconds that the Town votes to transfer from the Undesignated Fund Balance \$5,950 for the purpose of paying charges from a previous fiscal year which were received after the closing of accounts for that fiscal year.

ARTICLE 15, MOTION BY ELI BOLING, SECONDED BY PAUL BARCLAY, APPROVED, THE MOTION PREVAILED BY 197 YES VOTES AND 6 NO VOTES (MORE THAN 4/5).

ARTICLE 16. To see if the Town will vote to accept the provisions of G.L. c.90, §17C, which allows the Board of Selectmen [or other entity with charge of streets] to establish a speed limit of 25 miles per hour in any thickly settled or business district in the Town that is not a state highway, or take any other action relative thereto.

Per petition of the Board of Selectmen

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

Eli Boling moved and Al Centner seconded that the Town votes to accept the provisions of G.L. c.90, §17C, which allows the Board of Selectmen [or other entity with charge of streets] to establish a speed limit of 25 miles per hour in any thickly settled or business district in the Town that is not a state highway.

ARTICLE 16, MOTION BY ELI BOLING, SECONDED BY AL CENTNER, CHAIR OF THE BIKE AND PEDESTRIAN COMMITTEE, APPROVED, THE MOTION PREVAILED BY 195 YES VOTES AND 10 NO VOTES.

ARTICLE 17. To see if the Town will vote to accept the provisions of G.L. c.90, §18B, allowing the Board of Selectmen [or other entity with charge of streets] to establish designated “safety zones” with a speed limit of 20 miles per hour on, at or near any way in the Town that is not a state highway, and, if a state highway, with the approval of the Department of Transportation, or take any other action relative thereto.

Per petition of the Board of Selectmen

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

Eli Boling moved and Al Centner seconded that the Town votes to accept the provisions of G.L. c.90, §18B, allowing the Board of Selectmen [or other entity with charge of streets] to establish designated “safety zones” with a speed limit of 20 miles per hour on, at or near any way in the Town that is not a state highway, and, if a state highway, with the approval of the Department of Transportation.

ARTICLE 17, MOTION BY ELI BOLING, SECONDED BY AL CENTNER, APPROVED, THE MOTION PREVAILED BY 189 YES VOTES AND 15 NO VOTES.

ARTICLE 18. To see if the Town will vote to raise and appropriate or transfer from available funds \$100,000 to the Stabilization Fund, or take any other action relative thereto.

Per petition of the Board of Selectmen

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

Susan Beckmann moved and Mory Creighton seconded that the Town votes to transfer from the Undesignated Fund Balance \$100,000 to the Stabilization Fund.

ARTICLE 18, MOTION BY SUSAN BECKMANN, SECONDED BY MORY CREIGHTON, APPROVED, THE MOTION PREVAILED BY 184 YES VOTES AND 1 NO VOTE.

ARTICLE 19. To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with G.L. c.44, §20, as most recently revised, the premium received by the Town upon the sale of any bonds or notes thereunder, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen both recommended approval

Paul Barclay moves and Eli Boling seconds that the Town votes to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with G.L. c.44, §20, as most recently revised, the premium received by the Town upon the sale of any bonds or notes thereunder, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.

ARTICLE 19 MOTION BY PAUL BARCLAY, SECONDED BY ELI BOLING, APPROVED, THE MOTION PREVAILED BY 182 YES VOTES AND 3 NO VOTES.

ARTICLE 20. To see if the Town will vote to: 1. Rescind the action taken under Article 14 of the 1955 Annual Town Meeting; 2. Adopt a general bylaw as follows, or take any action relative thereto.

ARTICLE XIII, SECTION 5: Sewer Betterment Assessments

- A. The Board of Selectmen, acting as sewer commissioners in accordance with G.L. c.83, §§14, 15, and 23, and under the authority conferred by virtue of Chapter 373 of the Acts of 1912, as amended by Chapter 161 of the Acts of 1954, may assess betterments upon benefitted properties for all, or such lesser portion as the Board shall determine, of the cost of constructing municipal sewer system facilities;

- B. In fixing the amount of such betterments, the Board of Selectmen may, at their discretion, utilize the fixed uniform rate or the uniform unit rate method as set forth in G.L. c.83, §15.
- C. Further in accordance with G.L. c.83, §15, the Selectmen may, in assessing such betterments, separate the costs of general benefit facilities, including but not limited to pumping stations, trunk and force mains, from that of special benefit facilities, including but not limited to sewer mains, serving adjacent properties, and may apportion an equitable portion of the costs of the general benefit facilities by the uniform unit method on all properties benefitted by such facilities;
- D. The Selectmen may assess and collect estimated betterment assessments for the construction of sewer facilities in accordance with G.L. c.83, §15B.

Per petition of the Board of Selectmen

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

Tom Kehoe moved and Margaret Driscoll seconded that the Town votes to: 1. Rescind the action taken under Article 14 of the 1955 Annual Town Meeting; 2. Adopt a new general bylaw, Article XIII, Section 5: Sewer Betterment Assessments, as presented in the warrant:

ARTICLE XIII, SECTION 5: Sewer Betterment Assessments

- A. The Board of Selectmen, acting as sewer commissioners in accordance with G.L. c.83, §§14, 15, and 23, and under the authority conferred by virtue of Chapter 373 of the Acts of 1912, as amended by Chapter 161 of the Acts of 1954, may assess betterments upon benefitted properties for all, or such lesser portion as the Board shall determine, of the cost of constructing municipal sewer system facilities;
- B. In fixing the amount of such betterments, the Board of Selectmen may, at their discretion, utilize the fixed uniform rate or the uniform unit rate method as set forth in G.L. c.83, §15.
- C. Further in accordance with G.L. c.83, §15, the Selectmen may, in assessing such betterments, separate the costs of general benefit facilities, including but not limited to pumping stations, trunk and force mains, from that of special benefit facilities, including but not limited to sewer mains, serving adjacent properties, and may apportion an equitable portion of the costs of the general benefit facilities by the uniform unit method on all properties benefitted by such facilities;
- D. The Selectmen may assess and collect estimated betterment assessments for the construction of sewer facilities in accordance with G.L. c.83, §15B.

ARTICLE 20, MOTION BY TOM KEHOE, SECONDED BY MARGARET DRISCOLL, APPROVED, THE MOTION PREVAILED BY 167 YES VOTES AND 15 NO VOTES.

ARTICLE 21. To see if the Town will vote to raise and appropriate or transfer from available funds \$20,000 for the purpose of funding electronic voting at Town Meetings held during FY2018, or to take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

Tom Kehoe moved and Eli Boling seconded that the Town vote to pay from Fund Balance, the sum of \$20,000 for the purpose of funding electronic voting at Town Meetings to be held during FY2018.

ARTICLE 21, MOTION BY TOM KEHOE, SECONDED BY ELI BOLING, APPROVED, THE MOTION PREVAILED BY 116 YES VOTES AND 68 NO VOTES.

ARTICLE 22. 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

Eli Boling moves and Mory Creighton seconds that the Town pass over article 27.

ARTICLE 22, MOTION BY ELI BOLING, SECONDED BY MORY CREIGHTON, TO PASSEVER, TAKE NO ACTION, APPROVED WITH A UNANIMOUS VOICE VOTE.

At 10:14 PM, Selectman Eli Boling moved to dissolve the meeting. Town Clerk Denise Samolchuk seconded the motion and it was a unanimous vote to do so.

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 8th day of March 2017.

BOARD OF SELECTMEN

Eli G. Boling, Chairman

Susan M. Beckmann, Vice Chairperson

Paul M. Barclay

Thomas P. Kehoe

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

03/13/2017

/s/ C. Denise Samolchuk 03/13/2017

Constable

Date of Posting

Received by Town Clerk

A True Copy, Attest:

C. Denise Samolchuk
Town Clerk

A Special Town Meeting of the Town of Manchester-by-the-Sea was held on Monday, October 16, 2017 in the Memorial School on Lincoln Street, pursuant to the warrant being duly posted and the return of the Constable being received. Registrar Gary Giusto was in charge of the check-in tables. He was assisted at the front and on the floor by Bruce Warren, Rebecca Jaques, Carolyn Kelly, Linda Feuerbach, Lee Simonds, Nancy Hammond, Beth Heisey, Kathy Ryan, Pamela Thorne and Michelle Baer. Bion Pike manned the help desk for any electronic voting handset issues. Three hundred and forty-seven voters checked in for the meeting. A quorum was reached at 6:42 P.M. Moderator Alan Wilson called the meeting to order at 7:03 P.M. and asked that the meeting rise for the invocation given by Rev. Luther Zeigler followed by the Pledge of Allegiance to the flag. Moderator Wilson gave instructions for the use of the hand-held electronic voting devices being used for this Town Meeting. The Moderator then read the usual list of procedural points and announced that red voting cards would be used for this meeting if for some reason the electronic voting system failed. He thanked the volunteers who were assisting in conduct of the meeting. Moderator Wilson gave special thanks to Town Clerk Denise Samolchuk, who had announced her retirement at the end of the year, for her many years of dedicated service to the Town and its residents.

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



SPECIAL TOWN MEETING WARRANT

Essex, ss.

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

Greetings:

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

ARTICLE 1.

To see if the Town will vote to amend the Town's Zoning Bylaw by deleting the current language of Section 6.1.2 and replacing it in its entirety with the following new language, or take any other action related thereto:

6.1.2 Changes, Extensions and Alterations:

A nonconforming structure or use may be changed, extended or altered, provided that the Board of Appeals grants a special permit after finding that the resulting structure or use would not be substantially more detrimental or injurious to the neighborhood than the

existing structure or use. This requirement does not apply either to: (a) alteration, reconstruction, extension or structural change to a single or two-family residential structure that would not increase the non-conforming nature of the structure; or (b) any alteration, reconstruction, extension or structural change to a single or two-family residential structure on a lot with insufficient area, frontage, or width, provided that (i) the lot contains at least 50% of the area, frontage, and width required for a buildable lot pursuant to Section 5.4 of the Zoning By-law, (ii) the footprint of the structure would not increase by more than 50% and (iii) the remaining requirements of Sections 5.4 and 5.5 of the Zoning By-Law would be satisfied by the proposed alteration, reconstruction, extension or structural change.

Per petition of the Planning Board and ZBA

Michael Sullivan, Chair of the Zoning Board of Appeals, moved the article as printed in the Warrant. Peter Canny, Chair of the Planning Board, seconded the motion.

The Planning Board and Board of Selectmen both recommended approval. The Planning Board had held the hearing required under the Zoning Enabling Act, M.G.L. Ch. 40A, §5 on September 11, 2017. The Finance Committee took no position on this Article.

THE MOTION UNDER ARTICLE 1 DID NOT PREVAIL BY 2/3RDS VOTE DECLARED BY THE MODERATOR.

ARTICLE 2. To see if the Town will vote to amend the Town’s Zoning Bylaw by adding a new Section 6.20, TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS, as follows, or take any other action relative thereto:

Section 6.20.1 Purpose

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016 by Chapter 351 of the Acts of 2016 and thereafter, on July 28, 2017 by Chapter 55 of the Acts of 2017) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses no later than April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter, a “Recreational Marijuana Establishment”), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

Section 6.20.2

Definition

“Recreational Marijuana Establishment” shall mean a “marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.”

Section 6.20.3

Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through December 31, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

Per petition of the Board of Selectmen

Selectman Tom Kehoe moved the article as printed in the warrant. Eli Boling seconded the motion.

The Finance Committee took no position on this Article. The Board of Selectmen recommended approval. The Planning Board had held the hearing required by the Zoning Enabling Act, M.G.L. Ch. 40A, §5 on October 2 and recommended approval.

THE MOTION UNDER ARTICLE 2, PASSED BY MORE THAN 2/3RDS, THE MOTION PREVAILED WITH 275 YES VOTES AND 29 NO VOTES.

ARTICLE 3.

To see if the Town will vote to amend the Town’s Zoning Bylaw Section 7.4.1 by reducing the terms of members of the Zoning Board of Appeals from 5 years to three years, and amending the language for appointments, with text to be added shown in bold and text to be deleted stricken through, or to take any other action related thereto:

Section 7.4.1: Board of Appeals – Appointment; Organization

The Board of Appeals, also known as the Zoning Board of Appeals, shall consist of five regular members and two associate members appointed by the Board of Selectmen for ~~five~~ **three** year terms. The regular members shall be appointed such that the term of **at least** one member shall expire each year. Vacancies shall be filled in the same manner as appointments. The Board of Appeals shall elect one of its members as chairman and one of its members as clerk, each to serve for a one year term. Two associate members shall be appointed such that their terms do not expire the same year.

Per petition of the Board of Selectmen

Susan Beckmann moved the article as printed in the warrant. Tom Kehoe seconded the motion.

The Planning Board held the hearing required by the Zoning Enabling Act, M.G.L. Ch.

40A, §5 immediately prior to the Special Town Meeting and recommended approval. The Board of Selectmen recommended approval. The Finance Committee took no position on this Article.

THE MOTION UNDER ARTICLE 3, PASSED, THE MOTION PREVAILED BY MORE THAN 2/3RDS WITH 307 YES VOTES AND 8 NO VOTES.

ARTICLE 4.

To see if the Town will vote to amend the Town's Zoning Bylaw by updating the maps referenced in Section 4.8.2 as follows, with text to be added shown in bold and text to be deleted stricken through, or take any other action relative thereto:

Section 4.8.2.1 The Flood Plain District is herein established as an overlay district. Any use otherwise permitted in the underlying district is permitted as a matter of right in the Flood Plain District, provided the use meets the following additional requirements and those of the Massachusetts State Building Code dealing with construction in flood plains and coastal high hazard areas as applicable. The Flood Plain District includes all special flood hazard areas within the Town of Manchester-by-the-Sea designated as Zone A, AE, AH, AO, or VE on the Essex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Essex County FIRM that are wholly or partially within the Town of Manchester-by-the-Sea are panel numbers 25009C0429F dated July 3, 2012; and panel numbers 25009C0431G, 25009C0432G, 25009C0433G, 25009C0434G, 25009C0441G, 25009C0442G, 25009C0451G, **25009C0453G, 25009C0454G,** and 25009C0475G, dated July 16, 2014. The exact boundaries of the District shall be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Essex County Flood Insurance Study (FIS) report dated July 16, 2013, **as those documents were updated by FEMA Letter of Map Revision (LOMR) dated March 12, 2017, for panels 25009C0453G and 25009C0454G, effective as of July 25, 2017.** The FIRM, ~~and~~ FIS booklet, ~~and~~ LOMR are ~~both~~ incorporated herein by reference and are on file with the Town Clerk, Planning Board, and Director of Public Works.

Peter Canny, Chair of the Planning Board, moved the Article as printed in the warrant. Andrea Fish, Planning Board member, seconded the motion.

The Finance Committee took no position on this article. The Planning Board and the Board of Selectmen both recommended approval. The Planning Board held the hearing required by the Zoning Enabling Act, M.G.L. Ch. 40A, §5 immediately prior to the Special Town Meeting.

THE MOTION UNDER ARTICLE 4, PASSED, APPROVED BY MORE THAN 2/3RDS VOTE DECLARED BY THE MODERATOR.

ARTICLE 5.

To see if the Town will vote to designate and dedicate as conservation land and Article 97 property for the purposes of protecting public water supplies, fresh and coastal water quality, and open space, the parcels listed below which were acquired by the Town by tax possession, and transfer the care, custody and control of said parcels from the tax title custodian for tax title purposes to the Conservation Commission pursuant to Mass. General Laws Chapter 40, Section 8C, or take any other action relative thereto:

<i>Deed Acreage</i>	<i>Assessors Reference</i>	<i>Assessed Value</i>	<i>Initial Taking Book-Page (owner)</i>	<i>Affidavit of Low Value Book-Page (date)</i>	<i>Deed to Town Book-Page (date)</i>
2.62 acres	63 0 33	\$13,100	5109-369 (MacWhinnie)	5336-463	5361-775 (5/18/1966)
1.673 acres	63 0 34	\$ 8,400	13597-182 (Fish)	13914-233*	14941-414 (7/9/1998)
1.5 acres	64 0 20	\$7,500	4708-530 (Davis)	N/A	5120-427 (10/31/1963)

*Notice of foreclosure in tax lien case

Per petition of the Conservation Commission

Steven Gang, Chair of the Conservation Commission moved the article as printed in the Warrant. Eli Boing seconded the motion.

The Finance Committee recommended a negative vote. The Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 5, PASSED BY MORE THAN 2/3RDS VOTE, WITH 284 YES VOTES AND 25 NO VOTES.

ARTICLE 6. To see if the Town will vote to amend Sections 1, 3 and 12 of Article XXI of the General By-laws, as follows, with text to be added shown in bold and text to be deleted stricken through, or take any other action relative thereto:

Section 1 Affordable Housing Trust

There shall be a Manchester-by-the-Sea Affordable Housing Trust, the purpose of which shall be the **acquisition, creation**, preservation, **rehabilitation and support** of affordable housing in the Town of Manchester-by-the-Sea for the benefit of low and moderate income households. The Trust shall be governed by Trustees in accordance with Massachusetts General Laws Chapter 44, Section 55C and the authority granted by Town Meeting, as revised from time to time.

Section 3 Purposes

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

earnings of this Trust shall inure or be payable to or for the benefit of any private individual or corporation.

Section 12

Accounts

The Town Treasurer shall be responsible for:

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

Nothing herein shall be deemed to limit the Trustees' authorities, powers and duties as otherwise set forth in this Bylaw and any applicable state or federal law. The Trust may utilize the services of Town staff, consultants, employees, and/or officials, upon such terms and conditions as mutually agreeable between the Town and Trust, to effectuate the purposes of the Trust.

Margaret Driscoll moved the Article as printed in the Warrant, except that the word “creation” in Sections 1 and 3 and the words “Governmental Auditing Standards” in Section 12(b) should not be shown in bold type because they are included in the existing by-law and are not being added. John Feuerbach, Chair of the Affordable Housing Trust, seconded the motion.

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

THE MOTION UNDER ARTICLE 6, PASSED, APPROVED BY A UNANIMOUS VOTE DECLARED BY THE MODERATOR.

ARTICLE 7. To see if the Town will vote to amend the General By-laws by adding a new SECTION 30A to ARTICLE X, POLICE AND OTHER REGULATIONS, as follows:

SECTION 30A:

No Parking Zones

- A. Parking on both sides of the following streets or portions of streets is prohibited, except (1) within 200 feet of religious institutions during organized services or ceremonies, and (2) when temporarily authorized by the Manchester By-the-Sea Police Department:

Beach Street (east of Tappan Street)
Blossom Lane
Cobb Avenue
Eagle Head Road
Masconomo Street

Old Neck Road
Proctor Street
Sea Street
Smith's Point Road
Tappan Street

B. The penalty for violation of this by-law shall be a fine of \$100. Each day of violation shall constitute a separate offense.

C. The Manchester By-the-Sea Police Department shall enforce this by-law.

Per Citizen Petition

Bill Cross moved that the Town vote to amend the General By-laws by adding a new SECTION 30A to ARTICLE X, POLICE AND OTHER REGULATIONS, as follows:

SECTION 30A: No Parking Zones

A. Parking on the following streets or portions of streets is prohibited, except (1) within 300 feet of religious institutions during organized services or special events, and (2) when temporarily authorized by the Manchester by-the-Sea Police Department:

Beach Street (east of Tappan Street)
Masconomo Street (inclusive of #1-56 through the end of the public way)
Old Neck Road
Proctor Street (inclusive of #1-32 through the end of the public way)
Sea Street
Tappan Street

B. Violations of this by-law shall be punished by fines established by the Board of Selectmen. Each day of violation shall constitute a separate offense.

C. The Manchester by-the-Sea Police Department shall enforce this by-law.

Gale Bacon seconded the motion.

The Finance Committee took no position on this Article. The Board of Selectmen did not recommend approval.

BILL CROSS MOVED THE ARTICLE AS PRINTED IN THE WARRANT. GALE BACON SECONDED.

THERESA CONWAY MOVED TO AMEND BY STRIKING FROM THE MAIN MOTION, ALL OTHER STREETS LISTED EXCEPT BEACH STREET. THE MOTION TO AMEND WAS SECONDED FROM THE FLOOR. THE MOTION PREVAILED BY 223 YES VOTES TO 87 NO VOTES.

MOTION WAS APPROVED, AS AMENDED, WITH 174 YES VOTES AND 141 NO VOTES.

ARTICLE 8. To see if the Town will vote to amend Article X, Section 28.C.2 of the Town’s General Bylaw by deleting from the first sentence the words “without a permit from the Board of Health,” and by deleting the second sentence. As so amended, Section 28.C.2 would read in its entirety: **“No person or keeper may maintain more than a total of four (4) domesticated animals of the same species over the age of three (3) months”.**

Per Citizen Petition

Gale Bacon moved to amend Article X, Section 28.C.2 of the General By-laws by adding, after the second sentence, the following: “A kennel license shall be issued only to establishments located in the Limited Commercial District.” Bill Cross seconded the motion.

The Finance Committee took no position on this Article. The Board of Selectmen recommended a negative vote.

THE MOTION UNDER ARTICLE 8, DID NOT PREVAIL WITH 119 YES VOTES AND 164 NO VOTES.

ARTICLE 9. To see if the Town will vote to amend the Town’s General Bylaws by adding a new Section 43 to Article X as follows, or to take any other action relative thereto:

CONSTRUCTION SITE ACTIVITY

Section A. Definitions.

For purposes of this Article the following words and phrases shall have the meanings respectively ascribed to them by this Section:

Construction - Any activity requiring a building permit and any and all activity necessary or incidental to the erection, assembling, altering, installing, repair or equipping of buildings, structures, roadways, or utilities, including demolition, land clearing, grading, excavating, and filling and paving.

Demolition - Any dismantling, intentional destruction or removal of structures or portions thereof, utilities, public or private right-of-way surfaces, or similar property.

Domestic Power Equipment - Electrical, battery or generator powered equipment intended for use in residential areas by a homeowner on an intermittent basis. Examples include, but are not limited to, chain saws, log splitters, power saws, drills, grinders, lawn and garden tools.

Emergency - An occurrence or set of circumstances requiring immediate action involving:

- a. the restoration of public utilities; or
- b. the restoration of property to a safe condition following a public calamity; or
- c. the protection of persons or property from imminent exposure to danger.

Emergency Work - Work which is performed in an effort to alleviate an emergency.

Emergency Vehicle - Any vehicle being operated as part of emergency work.

Heavy Equipment - Commercial or industrial equipment such as motorized earth moving equipment, jack hammers, pavement breakers, pile drivers, trucks for loading and unload-

ing dumpsters, tractor-trailers, and parking lot maintenance equipment.

Pavement Breaker - Any hydraulically or pneumatically powered impact device intended to cut or trench pavement, subbase macadam, gravel, concrete, or hard ground.

Person- Any individual, partnership, association, firm, company, trust, corporation, department, bureau or agency, or any other entity recognized by law as the subject of rights and duties and any person, as herein defined, operating under a contractual arrangement or agreement with the Town.

Pile Driver - An impact device designed or used for the driving of piles, columns and other supports into soil or other material by means of impact, vibrations, pressure, or other means.

Section B. Exceptions.

The provisions of this Bylaw shall not apply to:

- A. Emergency Alert. The emission of sound for the purpose of alerting persons to the existence of an emergency.
- B. Emergency Work. The emission of sound in the performance of Emergency Work.
- C. Emergency Vehicles.
- D. Snow Removal. The emission of sound for the purpose of clearance or removal of snow.
- E. Explosives. The emission of sound resulting from the use of explosives when authorized by the Fire Department in accordance with Board of Fire Prevention Regulations, 527 CMR 13, and other relevant regulations and statutes of the Commonwealth of Massachusetts.
- F. The temporary, intermittent or occasional use of homeowner's domestic power equipment.
- G. Work done by or for the municipality as approved by the Board of Selectmen.

Section C. Daytime-Only Construction Activities.

The operation of Heavy Equipment, Pavement Breakers or Pile Drivers at Construction or Demolition sites shall be limited to the hours of 7:00 a.m. to 6:00 p.m. Monday through Saturday and shall be prohibited on Sundays and legal state or federal holidays.

Section D. Enforcement and Penalties.

The Building Inspector or his designee shall be responsible for the enforcement of this Bylaw.

This Bylaw may be enforced through any lawful means in law or equity, including, but not limited to, non-criminal disposition pursuant to G.L. c. 40, §21D. Violations of this Bylaw shall be punished by the following fines:

- (1) First Offense \$25.00
- (2) Second Offense: \$50.00
- (3) Third and Subsequent Offenses: \$100.00

Section E. Notification.

The Building Inspector will provide a copy of this Bylaw to any individual applying for

any permit for work that might involve noise levels subject to this Bylaw but his failure to do so will not affect the enforceability of this Bylaw.

Section F. Validity.

The validity of any section or provision of this Bylaw shall not invalidate any other section of provision thereof.

Section G. Effective Date.

This Bylaw shall take effect upon compliance with the provisions of Massachusetts General Laws, c. 40, §32.

Eli Boling moved the article as printed in the warrant, with four changes:

In section A, in the definition of Heavy Equipment, following the words “tractor-trailers”, add “rock tumblers, rock crushers”;

In section C., in the third line, delete the word “Saturday” and insert “Friday” and add the words “and to the hours of 8:00 a.m. to 6:00 p.m. on Saturday”.

In section D., change the first paragraph to read in its entirety: “The Police Department shall be responsible for the enforcement of this Bylaw.”

Also in Section D., change the second sentence of the second paragraph to read in its entirety: “Violations of this By-law shall be punished by fines established by the Board of Selectmen.”

Thomas Kehoe seconded the motion.

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

MOTION BY GEORGE PUTNAM III AND SECONDED FROM THE FLOOR, TO AMEND SECTION C, “TO THE HOURS 8:00 A.M. TO 6:00 P.M. MONDAY – SATURDAY”, APPROVED, WITH 158 YES VOTES TO 63 NO VOTES.

MOTION BY RICHARD BLAU WAS ACCEPTED BY THE BOARD OF SELECTMEN AS AN AMENDMENT TO THE MAIN MOTION TO ADD THE WORD “GASOLINE” FOLLOWING THE WORD “BATTERY,” TO SECTION A. DEFINITIONS UNDER DOMESTIC POWER EQUIPMENT.

MOTION BY ELI BOLING TO APPROVE THE PROPOSED BY-LAW AS AMENDED, SECONDED BY TOM KEHOE, APPROVED, 210 YES VOTES TO 11 NO VOTES.

ARTICLE 10.

To see if the Town will vote to create a Capital Stabilization Fund per MGL Chapter 40 Section 5B for the purpose of setting aside funds for future capital improvement projects, or take any other action relative thereto.

Eli Boling moved to pass over, do nothing, under Article 10. Susan Beckmann seconded the motion.

The Finance Committee and the Board of Selectmen both recommended passing over Article 10.

MOTION BY ELI BOLING TO PASS OVER; TAKE NO ACTION ON ARTICLE 10, SECONDED BY THOMAS KEHOE, APPROVED BY A UNANIMOUS VOTE DECLARED BY THE MODERATOR.

ARTICLE 11. To see if the Town will vote to amend Article IV, Section 4 of the Town's General Bylaw by deleting the \$50.00 threshold and replacing it with a reference to the thresholds established by state statute. The amended sentence is proposed to read as follows, with deleted language shown as struck through and inserted language shown as bold, or take any other action relative thereto:

Article IV, Section 4: Any board or officer in charge of a department may, with the approval of the Selectmen, sell any personal property not required by said department if the market value of such property as determined by the Selectmen does not exceed ~~\$50.00~~ **the threshold as established by MGL Chapter 30B, § 15 as may be amended**, and may sell any such personal property of greater value if the sale is made at a public auction or sealed bid with the joint authorization of the Selectmen and the Chairman of the Finance Committee. Sealed bids shall be invited by informing a sufficient number of interested parties to insure fair competition and by public advertisement by at least one insertion in a newspaper having a circulation in Manchester. Such invitations shall state when and where the items for sale can be viewed, and the time and place at which bids will be opened, and shall reserve to the Town the right to reject any and all bids. All bids shall be opened in public. If personal property of any value instead of being separately sold can be delivered to a vendor as part of the consideration for the duly authorized purchase by the town of other personal property, the Selectmen alone may authorize such a transaction. Notwithstanding the provisions of this section, any specific sale of any personal property may be made on any terms if specifically authorized by a vote of the town.

Thomas Kehoe moved the article as printed in the Warrant. Margaret Driscoll seconded the motion.

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

THE MOTION UNDER ARTICLE 11, PASSED, APPROVED BY A MAJORITY VOTE DECLARED BY THE MODERATOR.

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, fourteen (14) 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 25th day of September, 2017.

BOARD OF SELECTMEN

Eli G. Boling, Chairman

Susan M. Beckmann, Vice Chairperson

Arthur K. Steinert

Thomas P. Kehoe

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

09/29/2017

/s/ C. Denise Samolchuk 09/29/2017

Constable

Date of Posting

Received by Town Clerk

At 9:37 PM Selectman Eli Boling moved to dissolve the Special Town Meeting. Town Clerk Denise Samolchuk seconded the motion and it was a unanimous vote to do so, declared by the Moderator. Moderator Wilson thanked everyone for attending.

A True Copy, Attest:

C. Denise Samolchuk
Town Clerk



2017 holiday cookie bake-off at the library.

ANNUAL TOWN ELECTION

MANCHESTER-BY-THE-SEA, MASSACHUSETTS

MAY 16, 2017

The ballot box was checked and found to be empty by Town Clerk Denise Samolchuk, Warden Lee Simonds and Officer Kevin Clary. A tape showing a zero balance for each office was run before voting began. This is the first election for which we used the new Imagecast ballot tabulator. The manufacturer provided support by sending a representative, Mike Carlson, to assist if there were questions or issues. The Town Clerk gave the oath of office to the following officers throughout the day: Wardens-Lee Simonds and Gretchen Wood, Clerks- Sue Thorne and Susan Mirak, Tellers- Kathy Ryan, Carolyn Kelly, Alison Anholt-White, Michelle Baer, Pat Plummer, Linda Feuerbach, Martha Gubbins, Carole O'Neil, Sally Scott, and Sara Mussachia, Ballot Box Attendants-Tim Logue, Bruce Warren, and Tom Kehoe. Moderator Alan Wilson declared the polls open at 7:00 AM and closed at 8:00 PM. At 2:30 p.m. Lt. Todd Fitzgerald reported for duty and stayed until final dismissal. The front door was guarded by Officer Mark Theriault from 7:00 a.m. to 3:00 p.m. and Officer Mark McCoy from 3:00 p.m. to 8:00 p.m. Alan Wilson announced the result of the voting at 8:05, and the workers were dismissed at 8:20. 259 votes were cast, which represented 7% of the 3988 registered voters at the close of registration.

*Elected

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

John Kenney	216
Blanks	43
Write-ins	0

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

David B. Shaw	206
Blanks	53
Write-ins	0

Library Trustee for one year –
Vote for not more than One

Richard L. Rogers	187
Blanks	70
Write-ins	2

Moderator for one year –
Vote for not more than One

Alan Wilson	229
Blanks	27
Write-ins	3

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

Andrea D. Fish	185
Blanks	331
Write-ins	2

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

Caroline C. Weld	197
Blanks	62
Write-ins	0

Selectman for three years -
Vote for not more than Two

Margaret F. Driscoll	196
Arthur K. Steinert	183
Blanks	139
Write-ins	0

Question 1 –

Yes	223
No	33
Blanks	3

Question 2 –

Yes	203
No	49
Blanks	7

Question 3 –

Yes	170
No	84
Blanks	5

A True Copy, Attest:

C. Denise Samolchuk
Town Clerk

TAX COLLECTOR'S REPORT **FISCAL YEAR 2017**

REAL ESTATE OUTSTANDING AS OF 6/30/2017

FISCAL YEAR 2016	-
FISCAL YEAR 2017	115,020.27

PERSONAL PROPERTY OUTSTANDING AS OF 6/30/2017

FISCAL YEAR 2008	122.24
FISCAL YEAR 2009	303.45
FISCAL YEAR 2010	630.37
FISCAL YEAR 2011	108.70
FISCAL YEAR 2012	461.32
FISCAL YEAR 2013	326.67
FISCAL YEAR 2014	61.13
FISCAL YEAR 2015	436.22
FISCAL YEAR 2016	459.48
FISCAL YEAR 2017	2,385.66

MOTOR VEHICLE EXCISE OUSTAND- ING AS OF 6/30/2017

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

CALENDAR YEAR 2011	2,135.54
CALENDAR YEAR 2012	1,044.18
CALENDAR YEAR 2013	2,253.02
CALENDAR YEAR 2014	1,745.03
CALENDAR YEAR 2015	2,887.58
CALENDAR YEAR 2016	6,080.21
CALENDAR YEAR 2017	79,628.68

BOAT EXCISE OUTSTANDING AS OF 6/30/2017

FISCAL YEAR 2005	15.00
FISCAL YEAR 2006	105.00
FISCAL YEAR 2007	128.00
FISCAL YEAR 2008	196.00
FISCAL YEAR 2009	426.00
FISCAL YEAR 2010	355.00
FISCAL YEAR 2011	678.02
FISCAL YEAR 2012	789.15
FISCAL YEAR 2013	53.00
FISCAL YEAR 2014	882
FISCAL YEAR 2015	626.78
FISCAL YEAR 2016	1229.94
FISCAL YEAR 2017	1234.01



Local Veterans Visit Memorial School. This photo was taken in the lobby of Memorial School - many local veterans volunteered to visit classrooms and read Valerie Pfundstein's book "Veterans Heroes in Our Neighborhood" and answer questions about their experiences while serving in the armed forces. — with Allan Kirker; Edward Conley, Ray Towns, John Kenney, Sandra Lee, Vincent Terrill, Bruce Heisey, Bob Coyne, Paul Sullivan, Paul Dozier, Barbara J Egan Nurse & Rehab and Richard Salter Storrs.

**TREASURER'S TRUST FUND REPORT
FISCAL YEAR 2017**

CEMETERY PERPETUAL CARE FUND

	General Ledger	Bank Balance	Due to (Due from)
Balance June 30, 2016	\$385,569.83		
Income from perpetual care	\$5,750.00		
Interest Earned	\$2,523.77		
Withdrawals	\$(260.00)		
Balance June 28, 2017	\$393,583.60	\$393,583.60	\$-

CEMETERY SALE OF LOTS FUND

Balance June 30, 2016	\$117,041.83		
Income from sale of lots	\$5,750.00		
Interest Earned	\$861.76		
Withdrawals			
Balance June 28, 2017	\$123,653.59	\$123,653.59	\$-

MISCELLANEOUS FUNDS

6/30/16 General Ledger	INCOME	DEPOSITS	EXPENDITURES	6/28/17 General Ledger	6/28/17 Bank Balance	Due to (Due from)
B.L. Allen Fund						
\$1,403.12	\$6.67	\$90.00	\$(140.00)	\$1,359.79	\$1,359.79	\$-
Tuck's Point Invest						
\$9,465.00	\$59.68			\$9,524.68	\$9,524.68	\$-
Post War Rehab						
\$4,994.85	\$31.49			\$5,026.34	\$5,026.34	\$-
Essex Woods Park						
\$16,040.08	\$101.12			\$16,141.20	\$16,141.20	\$-
Clara Winthrop						
\$54,226.30	\$1,145.45	\$11,000.00	\$(9,370.12)	\$57,001.63	\$57,001.63	\$-
Susan Crowell						
\$11,894.78	\$75.00			\$11,969.78	\$11,969.78	\$-
Knight Cemetery						
\$7,765.93	\$48.96			\$7,814.89	\$7,814.89	\$-
Julia Ware Fund						
\$2,788.36	\$17.57			\$2,805.93	\$2,805.93	\$-
Odd Fellows						
\$4,114.82	\$25.96			\$4,140.78	\$4,140.78	\$-
Stabilization Fund						
\$1,450,460.74	\$9,143.00	\$100,000.00		\$1,559,603.74	\$1,559,603.74	\$-
OPEB						
\$1,056,568.03	\$114,603.71	\$245,864.00		\$1,417,035.74	\$1,417,035.74	\$-

**DEBT SERVICE
FISCAL YEAR 2017**

Water Pollution Abatement Trust (96-49)

Date of Issue 4/1/1997	Principal	Interest
FY 2016 Ending Balances	\$458,627.00	\$22,967.59
FY 2017 Payments (includes MCWT Subsidy)	\$(458,627.00)	\$(22,967.30)
Total Balances Outstanding	\$-	\$-

Water Pollution Abatement Trust (96-49-A)

Date of Issue 10/1/1999	Principal	Interest
FY 2016 Ending Balances	\$255,000.00	\$25,863.77
FY 2017 Payments (includes MCWT Subsidy)	\$(60,000.00)	\$(11,407.53)
Total Balances Outstanding	\$195,000.00	\$14,456.24

Municipal Purpose Loan

Date of Issue 2/15/03	Principal	Interest
FY 2016 Ending Balances	\$1,275,000.00	\$93,037.00
FY 2017 Payments	\$(225,000.00)	\$(24,937.50)
Total Balances Outstanding	\$1,050,000.00	\$68,099.50

Municipal Purpose Loan of 2005 (G.O.)

Date of Issue 7/1/2005	Principal	Interest
FY 2016 Ending Balances	\$410,000.00	\$9,225.00
FY 2017 Payments	\$(410,000.00)	\$(9,225.00)
Total Balances Outstanding	\$-	\$-

Article 5 TM 4/05/10 & Land Acquisition

Date of Issue 5/26/2011	Principal	Interest
FY 2016 Ending Balances	\$2,265,000.00	\$598,943.48
FY 2017 Payments	\$(75,000.00)	\$(77,468.76)
Total Balances Outstanding	\$2,190,000.00	\$521,474.72

Municipal Purpose Loan of 2014 (G.O.)

Date of Issue 2/13/14	Principal	Interest
FY 2016 Ending Balances	\$2,110,000.00	\$429,899.65
FY 2017 Payments	\$(270,000.00)	\$(53,700.00)
Total Balances Outstanding	\$1,840,000.00	\$376,199.65

**ACCOUNTANT'S REPORT
FISCAL YEAR ENDING JUNE 30, 2017
RECEIPTS GENERAL FUND**

RECEIPTS GENERAL FUND

TAXES

REAL ESTATE TAXES	25,257,073.99
PERSONAL PROPERTY TAXES	568,646.94
TAX LIENS REDEEMED	2,167.68
SEWER BETTERMENT	9,812.49

MOTOR VEHICLE EXCISE	1,050,258.85
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BOAT TAX	17,604.00
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INTEREST/CHARGES RE & PP TAXES	46,079.73
INT. CHGS. REL. MV TAXES	15,352.07
INTEREST/SEWER BETTERMENTS	2,110.64
INTEREST/CHARGES ON BOAT TAXES	676.28
INTEREST ON TAX LIENS	929.73

FEES AND CHARGES

FEES-AFFORDABLE HOUSING TRUST	9,799.21
FEES-BOARD OF APPEALS	4,685.00
FEES-CABLE	1,043.50
FEES-COMM-FLU CLINIC REIMB.	8,467.80
FEES-CONSERVATION COMMISSION	9,159.00
FEES-COPIES-ZONING BY-LAWS	50.00
FEES-COPYING	40.55
FEES-FILM/PHOTO	10,020.00
FEES-HISTORIC DISTRICT	750.00
FEES-INSURANCE REPORTS	305.00
FEES-MISCELLANEOUS-FIRE DEPT.	1,175.00
FEES-MISCELLANEOUS-TOWN CLERK	180.00
FEES-MOORING WAITING LIST FEES	6,970.00
FEES-MUNICIPAL LIENS	5,875.00
FEES-OIL BURNER INSPECTIONS	350.00
FEES-PLANNING BOARD	4,650.00
FEES-PLAN REVIEW	250.00
FEES-SALE OF MAPS	31.90
FEES-SHORT-TERM PAYING GUEST	200.00
FEES-SPECIAL DUTY-ADMIN.	19,969.80
FEES-STREET LISTS	1,560.00
FEES-UNDERGROUND STORAGE	40.00
FEES-VITAL CERTIFICATES	3,690.00

RENTALS

RENTALS-SPRINT-SCHOOL ANTENNA	70,861.38
RENTALS- STATION CELL TOWER	47,298.48
RENTALS-WATER TOWER ANTENNA	38,574.32
RENTALS-TUCK'S POINT	35,122.76
RENTALS-SINGING BEACH CANTEEN	15,000.00

RENTALS-LANDFILL	34.00
RENTALS-ATHLETIC FIELD	1,100.00
RENTALS-KAYAK RACK	2,125.00
RENTALS-CROWELL CHAPEL RENTAL	1,560.00

CEMETERIES

CEMETERIES-BURIALS/CREMATIONS	11,825.00
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FINES & FORFEITURES

FINES-PARKING	50,440.00
FINES-COURT	13,050.00
FINES-DOGS	2,666.00
FINES-LIBRARY	1,194.38
FINES-MARIJUANA	100.00
FINES-HARBOR VIOLATIONS	25.00

STATE AID

COMM.-CSI-STATE AID UNRESTRICTED	213,824.00
COMM.-CSI-LOSS OF TAXES ELDERLY	5,185.00

TRANSFERS INTO GENERAL FUND

TRANSFERS FROM SEWER	498,575.00
TRANSFERS FROM WATER	154,924.34
TRANSFER FROM SPECIAL REVENUES	15,000.00

MEALS TAX COLLECTIONS	65,818.27
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RECREATION-BEACH PASSES	153,311.35
RECREATION-NON-RESIDENT PARKING	41,850.00
RECREATION-PARKING STICKERS	91,366.00

INVESTMENT INCOME	26,485.21
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AMBULANCE CHARGES	252,350.84
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NON-RECURRING-MISCELLANEOUS	101,988.38
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LICENSES AND PERMITS

LICENSES-BUSINESS CERTIFICATES	1,730.00
LICENSES-CAMP	270.00
LICENSES-COMMON VICTUALERS	1,175.00
LICENSES-DOG	18,671.00
LICENSES-FIREARMS	1,400.00
LICENSES-FISH TRAP	-
LICENSES-INN HOLDERS	100.00
LICENSES-LIQUOR	18,150.00
LICENSES-MARRIAGE INTENTIONS	665.00
LICENSES-ONE(1)-DAY LIQUOR	60.00
LICENSES-SEPTIC PUMP	6,015.00

Continued . . .

LICENSES-SEPTIC SYSTEMS	2,420.00
LICENSES-SUNDAY ENTERTAINMENT	200.00
LICENSES-SWIMMING POOL	475.00
LICENSES-TAXI AND LIVERY	50.00
LICENSES-USED CAR DEALER	140.00
PERMITS-BLASTING	75.00
PERMITS-BUILDING	220,878.53
PERMITS-BUSINES/BOATER PLACARD	4,045.00
PERMITS-DEMOLITION	-
PERMITS-DIS. WORK CONSTRUCTION	7,115.00
PERMITS-ELECTRICAL	61,087.61
PERMITS-FOOD SERVICE PERMITS	5,930.00
PERMITS-GAS	7,830.10
PERMITS-KEEPING OF ANIMALS	-
PERMITS-LODGING HOUSE	200.00
PERMITS-LPG	775.00
PERMITS-OPEN BURNING	2,260.00
PERMITS-PERC TESTING	6,545.00
PERMITS-PLUMBING	11,557.99
PERMITS-ROAD OPENING	5,250.00
PERMITS-SMOKE ALARM INSPECTION	6,555.00
PERMITS-TANK REMOVAL	950.00
PERMITS-TITLE V INSPECTION REV	4,515.00
PERMITS-WELL	210.00

PAYMENTS IN LIEU OF TAXES	1,055.00
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TRASH-RUBBISH STICKERS

TRANSFER STATION STICKERS	215,706.25
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TOTAL RECEIPTS GENERAL FUND	29,585,690.35
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Receipts all Other Funds

HARBOR MASTER FUND

TRANSFER TO HARBOR IMPROV.	314,015.21
MOORING FEES	251,356.06
BOAT EXCISE TAX	17,603.99

COMMUNITY PRESERVATION ACT

R.E. TAXES-COMMUNITY PRESERV.	343,627.24
COMM.-COMMUNITY PRESERVATION	67,664.00
EARNINGS ON INVESTMENTS	6,373.60
INTEREST/R.E. TAXES	495.24

RECREATION REVOLVING

RECREATION RECEIPTS	254,319.27
PLAYGROUND RECEIPTS	67,123.50
CONCERTS RECEIPTS	7,518.60

HIGHWAY IMPROVEMENT FUND

CHAPTER 90	139,118.39
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CAPITAL IMPROVEMENTS ATM 04/14

BORROWING	389,384.00
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CAPITAL IMPROVEMENTS ATM 04/16

TRANSFER FROM GENERAL FUND	400,000.00
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SEWER FUND

UTILITY USAGE RECEIVABLES	1,137,673.77
SEWER HOOKUP	61,400.00
TRANSFER FROM GENERAL FUND	100,000.00

WATER FUND

UTILITY USAGE RECEIVABLES	638,462.99
WATER HOOKUP	4,050.00
SALE OF WATER METERS	9,311.00

WATER TREATMENT

UTILITY USAGE RECEIVABLES	531,903.54
TRANSFER FROM GENERAL FUND	20,000.00

STABILIZATION FUND

EARNINGS ON INVESTMENTS	23,366.42
TRANSFERS IN	100,000.00

OTHER POST EMPLOYEE BENEFITS

EARNINGS ON INVESTMENTS	130,965.47
TRANSFERS IN	245,864.00

AFFORDABLE HOUSING TRUST	30,010.00
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TOTAL RECEIPTS ALL OTHER FUNDS	5,291,606.29
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GRAND TOTAL ALL RECEIPTS	34,877,296.64
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**SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2017**

SPECIAL REVENUE FUNDS	BALANCE 06/30/16	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2017
<u>Gift's Accounts Fund 200</u>					
Library Gifts	18,239.22	9,390.97	4,671.82	-	13,520.07
Library Children's Room Gifts	2,839.04	2,299.95	2,250.00	-	2,789.09
Winthrop Field	36,571.22	4,765.00	13,800.00	-	45,606.22
Debeaumont Fund	36,371.43	-	-	-	36,371.43
Selectmen Veterans Honor	1,046.12	-	-	-	1,046.12
Tuck's Point Gift Account	4,617.15	-	50.00	-	4,667.15
Library 125th Anniversary Gifts	4,148.34	4,148.34	-	-	(0.00)
Police Gifts Account	12,122.71	1,620.56	-	-	10,502.15
Council on Aging/Police SMART911	-	10,000.00	10,000.00	-	-
Adopt A Bench Gifts	1,876.92	11,967.54	12,000.00	-	1,909.38
Selectmen's Gifts	18,126.02	5,430.74	785.00	-	13,480.28
Fire Engine Gift Fund	500.00	-	1,000.00	-	1,500.00
Fire Gifts	4,636.06	2,281.58	162.00	-	2,516.48
Fire CPR Gifts	9,251.19	8,052.34	540.00	-	1,738.85
Recreation 4th of July Gifts	12,306.06	42,002.18	45,400.00	-	15,703.88
Friends of COA	2,218.88	5,142.51	6,939.50	-	4,015.87
Pedestrian Sign/Safety Gifts	1,050.00	-	-	-	1,050.00
Selectmen - Street light conversion	40,000.00	-	-	-	40,000.00
Total	205,920.36	107,101.71	97,598.32	0.00	196,416.97

Continued . . .

**SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2017**

SPECIAL REVENUE FUNDS	BALANCE 06/30/16	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2017
<u>Performance Bonds & Deposit's Fund 260</u>					
Zoning 40 Masonomo Street Bond	800.00	-	-	-	800.00
Planning Board - Window	3,376.50	5,010.10	2,121.10	-	487.50
Zoning Board - 601 Summer Street Bond	1,299.75	-	-	-	1,299.75
Zoning Masonomo Park Performance Bond	1,146.00	-	794.00	-	1,940.00
Conservation Tennis Court Escrow	218.27	-	-	-	218.27
Conservation Beaver Dam Bond	1,260.00	-	-	-	1,260.00
Conservation - Elm Street Village	-	1,500.00	1,500.00	-	-
Conservation - 9 Tuck's Point Road	-	2,951.17	7,100.00	-	4,148.83
Conservation Brookwood School Bond	14,749.07	-	-	-	14,749.07
Conservation - Surf Village Peer Review	-	1,000.00	2,500.00	-	1,500.00
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
Zoning Athletic Club Bond	10,000.00	10,000.00	-	-	-
Planning Marina Antenna-Terrasearch	5,395.20	-	23.15	-	5,418.35
Zoning First Parish Church Antenna-T Mobile	3,208.18	-	6.41	-	3,214.59
Appeals Board-Omni point	964.20	-	-	-	964.20
Planning Board Athletic Club	5,923.56	5,937.74	14.18	-	0.00
Appeals Board-Eisgrau	750.00	-	-	-	750.00
Appeals Board-Kimball	1,500.00	-	-	-	1,500.00
Appeals Board-Crooked Lane	100.00	-	-	-	100.00
Planning 601 Summer Street Bond	6,526.18	6,526.18	-	-	-
Planning - Surf Village	2,000.00	5,073.80	6,000.00	-	2,926.20
Zonig Appeals - 12 Smith's Point	2,000.00	-	2,500.00	-	4,500.00
Total	93,899.43	37,998.99	22,558.84	0.00	78,459.28

**SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2017**

SPECIAL REVENUE FUNDS	BALANCE 06/30/16	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2017
<u>State and Federal Grants Fund 290</u>					
FEMA Hazard Mitigation Grant	(7,327.45)	11,881.04	19,208.49	-	-
CZM Resiliency Grant	(888.36)	-	888.36	-	0.00
Bulletproof Vests Grant	(4,954.23)	2,434.68	8,162.80	-	773.89
Law Enforcement Grant	5,371.97	66,567.85	99,200.66	-	38,004.78
Law Enforcement Canine Grant	11,033.69	5,003.10	-	-	6,030.59
Mass. Technology Grant	1,800.75	-	-	-	1,800.75
Police Community Policing Grant	1,476.10	769.70	-	-	706.40
MAPC Fire Training Grant	570.72	3,921.16	2,520.00	-	(830.44)
Fire Local Prepared Grant	2,699.38	2,419.22	3,951.00	-	4,231.16
Library Children's Room Grant	93.92	-	-	-	93.92
State Aid for Libraries	771.29	2,121.24	5,284.56	-	3,934.61
Cultural Council-State Grant	5,769.90	5,731.10	4,460.87	-	4,499.67
H.M. Pump Out Grant Program	64.00	2,974.77	4,438.57	-	1,527.80
Senior Home Care Grant	147.39	-	-	-	147.39
Council on Aging State Formula Grant	60.59	14,343.05	14,289.41	-	6.95
DPW - Recycling Dividends	9,419.75	4,566.48	12,286.21	-	17,139.48
Fire Senior Safe Grant	2,716.00	-	2,596.00	-	5,312.00
Green Communities State Grant	(60.50)	106,735.29	104,137.50	-	(2,638.29)
Council on Aging Falls Prevention Grant	115.00	1,000.00	1,000.00	-	115.00
Harbor Boating Infrastructure Grant	(3,306.05)	-	3,518.85	-	212.80
FEMA Storm Reimbursement	94,299.27	94,299.27	-	-	-
Harbor Float Grant	-	13,602.63	-	-	(13,602.63)
Dept of Ecol. Restor. Morss Pier Grant	-	50,000.00	-	-	(50,000.00)
Comm. Compact/Safe Yield Study Gravely Pond	-	-	25,000.00	-	25,000.00
CZM Stormwater Retrofit Grant	-	14,430.00	-	-	(14,430.00)
Complete Streets Grant Program (DOT)	-	16,736.96	-	-	(16,736.96)
DPW Sustainable Materials Grant	-	4,342.32	4,342.32	-	-
Working on Wellness Grant	-	5,091.01	9,000.00	-	3,908.99
FEMA Pre-disaster Mitigation Grant	-	19,491.84	16,256.40	-	(3,235.44)
Health-Substance Abuse Prevention Grant	-	155.10	2,500.00	-	2,344.90

Total	119,873.13	448,617.81	343,042.00	-	14,297.32
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**SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2017**

SPECIAL REVENUE FUNDS	BALANCE 06/30/16	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2017
<u>Other Special Revenue Fund 320</u>					
Special Detail Police	(18,179.35)	294,796.32	279,497.11	-	(33,478.56)
Special Detail Fire	628.00	6,000.00	5,805.00	-	433.00
Insurance Reimbursement	-	13,823.85	13,823.85	-	-
Commonwealth - Extended Polling Hours	561.00	-	1,372.00	-	1,933.00
Town Technology Fund	108,424.31	-	31,393.15	-	139,817.46
Tuck's Point Deposits	6,821.39	-	-	-	6,821.39
Conservation Fund	34,449.29	3,497.10	79.22	-	31,031.41
Wetlands Protection Fund	55,901.04	1,403.00	3,815.50	(15,000.00)	43,313.54
Police Cell Block Fees	12,272.65	619.88	-	-	11,652.77
Police Narcotic Fund	5,898.84	2,862.77	1,083.68	-	4,119.75
Tax Collector Agency Account	-	8,315.50	8,315.50	-	-
Fire Hazmat	7,565.92	10,251.58	8,224.14	-	5,538.48
Total	214,343.09	341,570.00	353,409.15	(15,000.00)	211,182.24
<u>Highway Improvements Fund (Ch90) Fund 230</u>					
	(206,006.39)	-	139,118.39	-	(66,888.00)
<u>Community Preservation Fund (CPA) Fund 210</u>					
	1,153,633.67	484,894.46	418,160.08	-	1,086,899.29
<u>Recreation Revolving Account Fund 220</u>					
Recreation Programs	353,563.95	224,090.68	254,319.27	-	383,792.54
Playground	(41,924.65)	52,700.89	67,123.50	-	(27,502.04)
Concert Gifts	3,173.49	6,094.00	7,518.60	-	4,598.09
Total	314,812.79	282,885.57	328,961.37	-	360,888.59



A lot of happy children enjoyed the July 3rd concert at Masconomo Park sponsored by the 4th of July Committee.



Halloween craft at the Hornets after school program run by Heather DePriest from the Parks and Recreation Dept.

RECAPITULATION FISCAL YEAR ENDING JUNE 30, 2017

RECAPULATION	BALANCES FROM ENCUMBRANCES FY-2016	APPROPRIATIONS ANNUAL FY-2016 TOWN MEETING	TRANSFERS RECEIPTS In + Out (-)	REVISED BUDGET FY-2017	EXPENDITURES FY-2017	RESERVED FOR ENCUMBRANCES FY-2017	TRANSFERRED TO UNRESERVED FUND BALANCE
<u>GENERAL GOVERNMENT</u>							
<u>EXECUTIVE/LEGISLATIVE</u>							
Selectmen's Department							
Salaries	-	191,620.00	-	191,620.00	191,234.08	-	385.92
Expenses	-	24,350.00	700.00	25,050.00	25,050.00	-	-
Audit	3,000.00	36,000.00	-	39,000.00	39,000.00	-	-
Information Technology	3,960.86	102,750.00	(2,850.00)	103,860.86	103,584.09	60.00	216.77
Moderator							
Expenses	-	50.00	-	50.00	-	-	50.00
Finance Committee							
Salaries	-	2,000.00	1,425.00	3,425.00	3,374.10	-	50.90
Expenses	-	320.00	-	320.00	200.99	-	119.01
Reserve Fund	-	175,000.00	(121,715.00)	53,285.00	-	-	53,285.00
Election & Registration							
Salaries	-	3,800.00	-	3,800.00	3,485.00	-	315.00
Expenses	-	11,000.00	-	11,000.00	10,914.37	-	85.63
<u>FINANCIAL ADMINISTRATION</u>							
Accounting Department							
Salaries	-	120,533.00	-	120,533.00	120,533.00	-	-
Expenses	-	4,850.00	-	4,850.00	4,835.31	-	14.69
Assessors Department							
Salaries	-	142,537.00	2,850.00	145,387.00	145,233.93	-	153.07
Expenses	-	39,675.00	-	39,675.00	37,990.71	-	1,684.29
Treasurer and Collector's Department							
Salaries	-	148,149.00	(4,625.00)	143,524.00	140,147.90	-	3,376.10
Expenses	-	26,840.00	-	26,840.00	23,408.22	-	3,431.78
Town Clerk's Department							
Salaries	-	97,698.00	-	97,698.00	96,798.65	-	899.35
Expenses	-	6,050.00	-	6,050.00	5,274.14	-	775.86

Legal Services	32,807.70	100,000.00	5,300.00	138,107.70	126,430.97	11,676.73	-
Expenses							
Zoning Board of Appeals							
Salaries	-	18,245.00	-	18,245.00	10,807.94	-	7,437.06
Expenses	-	13,600.00	-	13,600.00	5,703.47	-	7,896.53
Planning Board							
Salaries	-	45,507.00	16,915.00	62,422.00	61,078.43	-	1,343.57
Expenses	27,928.75	19,050.00	-	46,978.75	13,863.15	32,496.74	618.86
Town Hall & Common							
Expenses	-	70,650.00	6,000.00	76,650.00	76,639.62	-	10.38
Pensions							
Contributory Pensions	-	1,010,645.00	-	1,010,645.00	996,275.00	-	14,370.00
Non-Contributory Pensions	-	2,200.00	-	2,200.00	2,110.78	-	89.22
Insurance							
Workers' Compensation	7,373.94	65,000.00	-	72,373.94	46,321.29	26,052.65	-
Unemployment Compensation	-	10,000.00	(700.00)	9,300.00	1,465.00	-	7,835.00
FICA	-	85,495.00	-	85,495.00	79,723.82	-	5,771.18
Group Insurance-Town's Share	-	1,559,928.00	(170,618.39)	1,389,309.61	1,384,531.16	-	4,778.45
Insurance-Liability, Fire, Auto	-	125,000.00	-	125,000.00	114,797.22	700.00	9,502.78
TOTAL GENERAL GOVERNMENT	75,071.25	4,258,542.00	(267,318.39)	4,066,294.86	3,870,812.34	70,986.12	124,496.40

PUBLIC SAFETY

Police Department							
Salaries	-	1,552,253.00	23,503.00	1,575,756.00	1,574,085.48	-	1,670.52
Expenses	-	114,250.00	(23,503.00)	90,747.00	89,570.78	1,176.22	-
Parking Clerk							
Salaries	-	11,518.00	-	11,518.00	11,518.00	-	-
Expenses	-	11,955.00	7,000.00	18,955.00	16,141.37	2,813.63	-
Fire Department							
Salaries	-	1,150,217.00	(18,000.00)	1,132,217.00	1,131,918.48	-	298.52
Expenses	1,590.23	124,700.00	38,450.00	164,740.23	164,688.22	-	52.01
Harbor Master							
Salaries	-	93,087.00	-	93,087.00	89,612.31	-	3,474.69
Expenses	-	18,800.00	-	18,800.00	17,649.69	-	1,150.31

Continued...

Historic District Commission						
Salaries	-	3,000.00	-	3,000.00	-	851.34
Expenses	-	1,200.00	-	1,200.00	-	1,200.00
Conservation Commission						
Salaries	-	61,984.00	1,200.00	63,184.00	62,926.40	257.60
Expenses	-	2,650.00	-	2,650.00	2,194.09	225.92
Expenses (Chebacco Woods)	-	1,250.00	-	1,250.00	-	1,250.00
TOTAL OTHER ENVIRONMENTAL						
	-	70,084.00	1,200.00	71,284.00	67,269.15	3,784.86

Health Department									
Salaries	-	62,355.00	-	62,355.00	55,864.03	-	6,490.97		
Expenses	4,530.21	58,650.00	-	63,180.21	45,447.27	459.98	17,272.96		
Veterans' Services									
Expenses	-	15,050.00	-	15,050.00	14,500.00	-	550.00		
Benefits	-	500.00	-	500.00	-	-	500.00		
Council on Aging									
Salaries	-	140,431.00	2,000.00	142,431.00	142,251.16	-	179.84		
Expenses	-	16,400.00	-	16,400.00	16,227.78	172.22	-		
TOTAL HUMAN SERVICES									
	4,530.21	293,386.00	2,000.00	299,916.21	274,290.24	632.20	24,993.77		

Public Library						
Salaries	-	296,955.00	-	296,955.00	296,469.56	-
Expenses	-	152,962.00	-	152,962.00	152,962.00	-
TOTAL CULTURE SERVICES	-	449,917.00	-	449,917.00	449,431.56	485.44

	-	134,930.00	2,500.00	137,430.00	137,421.67	-	8.33
SALARIES	5,524.99	8,550.00	-	14,074.99	13,504.14	225.00	345.85
EXPENSES							
Singing Beach Operations							
SALARIES	-	63,884.00	-	63,884.00	63,884.00	-	-
EXPENSES	-	14,325.00	-	14,325.00	14,229.44	-	95.56
Lifeguards							
SALARIES	-	51,414.00	-	51,414.00	46,763.23	-	4,650.77
EXPENSES	1,128.00	3,400.00	-	4,528.00	3,435.05	-	1,092.95
Tuck's Point							
SALARIES	-	6,000.00	-	6,000.00	4,462.57	-	1,537.43
EXPENSES	23,104.86	30,370.00	-	53,474.86	23,991.93	24,156.39	5,326.54
Buildings & Grounds							
SALARIES	-	75,269.00	-	75,269.00	75,269.00	-	-
EXPENSES	-	45,000.00	-	45,000.00	43,097.64	1,020.00	882.36
Other							
Memorial Day	-	3,000.00	-	3,000.00	3,000.00	-	-
Fourth of July	-	11,000.00	-	11,000.00	11,000.00	-	-
TOTAL RECREATION	29,757.85	447,142.00	2,500.00	479,399.85	440,058.67	25,401.39	13,939.79

INTEREST AND MATURING DEBT											
Principal on Bonds	-	1,623,704.00	(279,333.00)	1,344,371.00	1,344,370.19	-	0.81				
Interest on Bonds	-	314,087.00	(146,098.79)	167,988.21	167,437.10	-	551.11				
Temporary Interest and Cost on Issuing Bonds	-	30,000.00	15,431.79	45,431.79	45,431.27	-	0.52				
WPAT Administration Fees	-	1,025.00	-	1,025.00	1,025.44	-	(0.44)				
TOTAL DEBT SERVICE					-	1,968,816.00	(410,000.00)	1,558,816.00	1,558,264.00	-	552.00

Sewer Fund									
Salaries	-	259,899.00	-	259,899.00	258,870.81	-	1,028.19		
Expenses	3,417.04	285,750.00	-	289,167.04	282,871.11	1,520.50	4,775.43		
Water Fund									
Salaries	-	236,306.00	-	236,306.00	235,861.69	-	444.31		
Expenses	-	144,300.00	-	144,300.00	132,723.56	8,688.24	2,888.20		
Treatment Expenses	-	532,694.00	20,000.00	552,694.00	551,903.54	-	790.46		

TOTAL ENTERPRISE FUNDS	3,417.04	1,458,949.00	20,000.00	1,482,366.04	1,462,230.71	10,208.74	9,926.59
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TOTAL ARTICLE 4 OPERATING	168,212.78	13,819,925.00	(673,168.39)	13,314,969.39	12,963,334.94	115,132.69	236,501.76
Treasurer's Tax Liens (tax title)							
Tax Title Purposes	-	10,000.00	-	10,000.00	2,801.00	-	7,199.00

North Shore, Regional Vocational School Dist.	-	86,657.00	-	86,657.00	85,001.00	-	1,656.00
Manchester Essex Regional School	-	13,320,239.00	-	13,320,239.00	13,320,239.04	-	(0.04)
Manchester Essex Regional School Debt	-	1,465,285.00	-	1,465,285.00	1,461,006.02	-	4,278.98

Total Education	-	14,872,181.00	-	14,872,181.00	14,866,246.06	-	5,934.94
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Selectmen					
Town hall upgrades/alarm system	20,000.00	-	-	7,709.18	12,290.82
Town Hall Renovation Work	-	100,000.00	-	26,276.69	73,723.31
Voting Tabulating Machines	-	13,000.00	-	10,500.00	2,500.00
Electronic Voting	-	15,000.00	-	11,155.22	3,844.78
Police					
Police Car	-	39,500.00	-	39,500.00	-
Police Station Upgrades	22,957.04	50,000.00	-	72,957.04	-
Dispatch Technology Upgrade	-	31,600.00	-	31,600.00	-

<u>NON-APPROPRIATED EXPENSES</u>					
MV PARK SURCHARGE	-	4,540.00	-	4,540.00	3,720.00
MOSQUITO CONTROL	-	39,096.00	-	39,096.00	35,596.00
AIR POLLUTION CONTROL	-	3,405.00	-	3,405.00	-
MET. AREA PLANNING COUNCIL	-	2,662.00	-	2,662.00	-
MBTA	-	113,523.00	-	113,523.00	-
TOTAL NON-APPROPRIATED EXPENSES	-	163,226.00	-	163,226.00	158,906.00

<u>GENERAL FUND TRANSFERS OUT</u>					
Sewer Capital	-	100,000.00	-	100,000.00	100,000.00
Water Reserve fund transfer	-	-	20,000.00	20,000.00	-
OPEB Trust Fund	-	-	245,864.00	245,864.00	-
Stabilization Fund	-	-	100,000.00	100,000.00	-
Harbor Capital	-	-	40,000.00	40,000.00	-
Special Revenue grant	-	-	139,118.39	139,118.39	-
Capital Projects Fund	-	-	400,000.00	400,000.00	-
TOTAL GENERAL FUND TRANSFERS OUT	-	100,000.00	944,982.39	1,044,982.39	-

Community Preservation Fund

<u>ARTICLES</u>					
Title Examiner to Research Certain Parcels	13,737.50	-	-	13,737.50	8,850.00
Trail-head and Trail Enhancements					
Agassiz Rock Reservation	20,000.00	-	-	20,000.00	-
Singing Beach & Masconomo Park Signs	1,770.80	-	-	1,770.80	256.00
Sweeney Park Basketball Hoops	15,000.00	-	-	15,000.00	-
Masconomo Park Landscaping Phase 2	4,000.00	-	-	4,000.00	-
Handicap at Singing Beach & Masconomo Park	7,000.00	-	-	7,000.00	-
Trash Barrels for Masconomo Park	7,500.00	-	-	7,500.00	7,465.32
Picnic Tables at Reed Park	12,000.00	-	-	12,000.00	11,924.00
Reed Park Irrigation	250.00	-	-	250.00	-
Singing Beach Enhanced Cell and Safety Service	3,239.00	-	-	3,239.00	-
Reed Park Pavers	1,950.00	-	-	1,950.00	-

Continued . . .

Parking Signs (Various Locations)	9,086.52	-	-	9,086.52	948.64	8,137.88	-
Comm. Housing Tech. Asst. & Support	30,000.00	-	-	30,000.00	30,000.00	-	-
Comm. Housing Project Funding	-	-	100,000.00	100,000.00	-	100,000.00	-
Trail Improv., Markers, Brochures	-	-	25,413.00	25,413.00	-	25,413.00	-
Town Hall Landscape Design Work	-	-	15,000.00	15,000.00	-	15,000.00	-
MBTA Canopy Restoration	-	-	15,000.00	15,000.00	-	15,000.00	-
CPC Administrative Costs	14,258.75	21,000.00	-	35,258.75	2,160.10	14,200.00	18,898.65
Historic Preservation of Town Records	7,309.33	-	-	7,309.33	3,068.06	4,241.27	-
Town Hall Archives/Microfilm	-	-	5,000.00	5,000.00	-	5,000.00	-
Crowell Chapel Phase (5)	904.15	-	-	904.15	904.15	-	-
Train Canopy Design Efforts	25,000.00	-	-	25,000.00	-	25,000.00	-
Tuck's Point Chowder House	28,631.95	-	-	28,631.95	7,393.21	21,238.74	-
Trask House Climate Control,	-	-	-	-	-	-	-
Manchester Historical Museum	914.18	-	-	914.18	-	-	914.18
Singing Beach Septic System	-	-	-	-	-	-	-
Engineering Study	7,145.00	-	-	7,145.00	-	-	7,145.00
Sweeney Park Engineering Study	40,000.00	-	-	40,000.00	4,181.25	35,818.75	-
Sweeney Park Bathrooms	45,000.00	-	-	45,000.00	-	45,000.00	-
Town Hall Boat Ramp	171,407.37	-	-	171,407.37	171,407.37	-	-
Seawall Restoration at Morss Pier	200,000.00	-	-	200,000.00	38,390.50	161,609.50	-
Singing Beach Street Light Replacement	-	-	-	21,000.00	-	21,000.00	-
Town Hall Exterior Painting	57,500.00	-	-	57,500.00	51,500.00	-	6,000.00
Cabana Restoration	15,000.00	-	-	15,000.00	-	15,000.00	-
Crowell Chapel Fire Safety Improvements	74,715.67	-	-	74,715.67	74,715.67	-	-
Rotunda Restoration	-	5,000.00	-	5,000.00	4,997.96	-	2.04
Library Director's Office Rehab	15,000.00	-	-	15,000.00	3,093.72	11,906.28	-
Veteran's Honor Roll/Memorial	50,000.00	-	-	50,000.00	-	50,000.00	-
Central St. Railing Restoration	-	-	35,000.00	35,000.00	-	35,000.00	-
Library Wiring/Office Upgrade	23,681.72	-	-	23,681.72	-	23,681.72	-
Portable Water Tank for Friends of Manchester Trees	1,000.00	-	-	1,000.00	-	-	1,000.00
MORSS Pier Repairs	3,967.03	-	-	3,967.03	-	-	3,967.03
MHA - Generators	10,720.00	-	-	10,720.00	7,214.51	3,505.49	-
Generator at the Plains Sewer Pump Lift Station	4,520.00	-	-	4,520.00	-	4,520.00	-
Cemetery Restoration Work	21,618.48	25,000.00	30,000.00	76,618.48	35,405.00	41,213.48	-
Cedar Swamp Wetlands	92.47	-	-	92.47	-	-	92.47

Crowell Chapel Windows	3,500.00	-	-	3,500.00	-	3,500.00	-
Singing Beach Bath House Floors	12,469.46	-	-	12,469.46	10,780.00	1,689.46	-
Total Community Preservation Fund	708,389.38	323,500.00	225,413.00	1,257,302.38	484,894.46	730,563.07	41,844.85
<hr/>							
SEPTIC LOAN PROGRAM FUND	-	200,000.00	-	200,000.00	-	200,000.00	-
<hr/>							
HARBOR IMPROVEMENT FUND							
Transfer to Harbor Master (Budget fund 019)	-	274,015.21	-	274,015.21	274,015.21	-	-
HARBOR IMPROVEMENT FUND	-	274,015.21	-	274,015.21	274,015.21	-	-
<hr/>							
HIGHWAY IMPROVEMENT FUND (CH90)							
Road Construction, Repair and Related	-	-	424,000.00	424,000.00	-	424,000.00	-
HARBOR IMPROVEMENT FUND	-	-	424,000.00	424,000.00	-	424,000.00	-
<hr/>							
STORM DAMAGE REPAIRS ATM 04/2014							
Storm Damage Repairs	222,137.67	-	-	222,137.67	206,285.94	15,851.73	-
Seawall/Morss Pier/Boat Ramp	60,000.00	-	-	60,000.00	60,000.00	-	-
STORM DAMAGE REPAIRS ATM 04/2014	282,137.67	-	-	282,137.67	266,285.94	15,851.73	-
<hr/>							
HARBOR DREDGING	1,000,000.00	-	-	1,000,000.00	-	1,000,000.00	-
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PINE STREET CLEANUP AND CLOSE	26,756.01	-	-	26,756.01	15,076.04	11,679.97	-
<hr/>							
WATER/SEWER PIPE REPLACEMENT ATM 4/2015	121,323.70	-	-	121,323.70	99,117.80	22,205.90	-
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Sewer Fund

TOTAL SEWER	135,045.91	200,000.00	-	335,045.91	94,437.22	240,608.67	0.02
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General Water Updates	74,762.90	150,000.00	-	224,762.90	68,643.36	156,119.54
Lincoln St. Well equip upgrades	5,347.06	-	-	5,347.06	5,347.06	-
Round/Gravelly Pond Dredging	14,250.00	-	-	14,250.00	-	14,250.00
Rebuild Round Pond Pumping Station	15,707.84	-	-	15,707.84	-	15,707.84
Lincoln Street Well Equipment Upgrade	2,839.40	-	-	2,839.40	2,839.40	-

Sewer	-	498,575.00	-	498,575.00	-
Transfers to the General fund					

Transfers to the General fund	-	109,709.00	-	109,709.00	109,709.00
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Capital Improvements 04/14	110,505.90	-	110,505.90	92,620.37	2,335.53	15,550.00
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WATER/SEWER PIPE REPLACEMENT ATM 4/2015	121,323.70	-	121,323.70	99,117.80	22,205.90
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CAPITAL IMPROVEMENTS 04/2016

Water System Improvements	1,438,554.00	-	-	1,438,554.00	406,177.68	1,032,376.32	-
Sewer System Improvements	500,000.00	-	-	500,000.00	113,918.98	386,081.02	-
CAPITAL IMPROVEMENTS 04/2016	1,938,554.00	-	-	1,938,554.00	520,096.66	1,418,457.34	-

CAPITAL IMPROVEMENTS 04/2017

Water System Improvements	-	-	2,000,000.00	2,000,000.00	-	2,000,000.00	-
Sewer System Improvements	-	-	2,000,000.00	2,000,000.00	5,520.00	1,994,480.00	-
CAPITAL IMPROVEMENTS 04/2017	-	-	4,000,000.00	4,000,000.00	5,520.00	3,994,480.00	-

WATER TREATMENT PLANT REPAIR

Water Treatment Plant Repair	503,836.72	-	(503,836.72)	-	-	-	-
Transfers to General Fund	-	-	-	-	45,215.34	-	(45,215.34)
WATER TREATMENT PLANT REPAIR	503,836.72	-	(503,836.72)	-	45,215.34	-	(45,215.34)

RECREATION REVOLVING

RECREATION	-	-	-	-	175,540.68	3,566.00	(179,106.68)
PLAYGROUND	-	-	-	-	52,700.89	-	(52,700.89)
CONCERTS	-	-	-	-	6,094.00	-	(6,094.00)
RECREATION REVOLVING	-	-	-	-	234,335.57	3,566.00	(237,901.57)

AFFORDABLE HOUSING TRUST

Expenditures	-	30,000.00	-	30,000.00	10,146.61	19,853.39	-
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Grand Totals	6,094,392.85	32,741,273.21	4,557,390.28	43,393,056.34	32,993,176.48	10,369,622.83	30,257.03
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RESERVE FUND FISCAL YEAR 2017

	Account Number	Date	Amount
RESERVE FUND	001-100-013-57810	FY-2017	
<u>APPROPRIATIONS</u>			
ORIGINAL BUDGET FY-2017		04/05/16	175,000.00
<u>TRANSFERS</u>			
<u>Account Description</u>			
Rubbish/Garbage Collection - new contract	001-400-404-52900	02/01/17	(50,000.00)
Local match for Coach field parking lot			
CZM FEMA grant	001-100-045-53050	02/06/17	(7,800.00)
DPW operations audit	001-100-045-53050	02/06/17	(9,000.00)
Plannning Bd salaries for AHT agreement	001-100-062-51000	05/24/17	(16,915.00)
Water treatment plant electricity	620-000-000-52150	06/21/17	(20,000.00)
Building dept. salaries	001-200-113-51000	06/21/17	(1,000.00)
Fire dept emerg. Repairs	001-200-103-52640	06/21/17	(17,000.00)
		Total	(121,715.00)
		Balance 06/30/2016	53,285.00



In honor of Arbor Day, Tree Warden Tom Henderson prepares an American Elm for planting at the Memorial School with the students, teachers and Rob Lations assisting.

TRUST FUNDS
FISCAL YEAR ENDING JUNE 30, 2017

	BALANCE 06/30/16	ADJUSTMENTS & TRANSFERS (-)/+	RECEIPTS	EXPENDITURES	RESERVED FOR JULY 1, 2017
<u>Non-Expendable Trust Funds</u>					
B.L. Allen Fund	1,300.00	0.00	0.00	0.00	1,300.00
Tuck's Point Fund	6,000.00	0.00	0.00	0.00	6,000.00
Post War Rehabilitation Fund	3,920.59	0.00	0.00	0.00	3,920.59
Perpetual Care Fund	348,650.51	0.00	5,750.00	0.00	354,400.51
Perpetual Care Fund-Odd Fellows	3,000.00	0.00	0.00	0.00	3,000.00
Knight Cemetery Fund	1,806.20	0.00	0.00	0.00	1,806.20
Crowell Cemetery Fund	3,000.00	0.00	0.00	0.00	3,000.00
Total Non-Expendable Trust Funds	367,677.30	0.00	5,750.00	0.00	373,427.30
<u>Expendable Trust Funds</u>					
B.L. Allen Interest Fund	103.12	0.00	106.18	(140.00)	69.30
Tuck's Point Interest Fund	3,465.00	0.00	126.27	0.00	3,591.27
Post War Rehabilitation Fund	1,074.26	0.00	66.64	0.00	1,140.90
Essex Woods Park Fund	16,040.08	0.00	213.97	0.00	16,254.05
Perpetual Care Interest Fund	36,919.32	0.00	5,421.88	(260.00)	42,081.20
Cemetery Sale of Lots Fund	117,041.83	0.00	7,622.38	0.00	124,664.21
Winthrop Library Fund	54,226.30	0.00	12,233.14	(11,640.68)	54,818.76
Crowell Cemetery Interest Fund	8,894.78	0.00	158.69	0.00	9,053.47
Knight Cemetery Fund	5,959.73	0.00	103.62	0.00	6,063.35
Julie Ware Library Fund	2,788.36	0.00	37.19	0.00	2,825.55
Cemetery Odd Fellows Fund	1,114.82	0.00	54.92	0.00	1,169.74
Expendable Trust Funds	247,627.60	0.00	26,144.88	(12,040.68)	261,731.80
<u>Other Trust Funds</u>					
Stabilization Fund	1,450,460.74	100,000.00	23,366.42	0.00	1,573,827.16
Other Post Employee Benefits (OPEB)	1,056,568.03	245,864.00	130,965.47	0.00	1,433,397.50
TOTAL TRUST FUNDS	3,122,333.67	345,864.00	186,226.77	(12,040.68)	3,642,383.76

TOWN OF MANCHESTER
COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2017

	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	
ASSETS								
Cash	7,013,166.30	2,858,742.81	1,133,686.38	3,641,271.36	1,246,091.20			15,892,958.05
Petty Cash	585.00							585.00
Property Tax Receivable:								
Real Estate	115,020.27	1,460.55						116,480.82
P/P Tax	5,295.24							5,295.24
Other Accounts Receivable:								
Motor Vehicle Excise	100,800.29							100,800.29
Boat Excise	6,717.90							6,717.90
Tax Liens	243,248.12							243,248.12
Water & Sewer User Charges					120,110.11			120,110.11
Departmental	316,947.94							316,947.94
Tax Foreclosure	11,792.45							11,792.45
Amount Provided Bond Payments							6,949,450.00	6,949,450.00
Total Assets	7,813,573.51	2,860,203.36	1,133,686.38	3,641,271.36	1,366,201.31		6,949,450.00	23,764,385.92

TOWN OF MANCHESTER
COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2017
continued

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	PROPRIETARY FUND TYPES	ACCOUNT GROUP	TOTALS
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	ENTERPRISE FUND	LONG-TERM OBLIGATIONS	
LIABILITIES							
Accounts Payable	194,488.99	116,869.10	68,675.91	12,069.77	35,708.35		427,812.12
Accrued Payroll	249,352.94						249,352.94
Payroll Withholdings	25,542.93						25,542.93
Other Liabilities	18,583.54						18,583.54
Deferred Revenue	344,203.42	1,460.55					345,663.97
Reserve for Abatements	455,618.79					6,949,450.00	455,618.79
Bonds and Notes Payable		2,100,000.00					9,049,450.00
Total Liabilities	1,287,790.61	118,329.65	2,168,675.91	12,069.77	35,708.35	6,949,450.00	10,572,024.29
Fund Equity							
Fund Balances:							
Retained Earnings					893,598.17		893,598.17
Reserved for Encumbrances	1,561,557.97	1,886,306.21	6,465,010.47	19,853.39	436,894.79		10,369,622.83
Reserved for Expenditures	320,000.00						320,000.00
Reserved for Petty Cash	585.00						585.00
Reserved for Special Duty				(33,045.56)			(33,045.56)
Reserved for Open Space		100,455.00					100,455.00
Reserved for Community Housing		84,028.00					84,028.00
Designated Overlay Surplus	125,000.00						125,000.00
Undesignated	4,518,639.93	671,084.50	(7,500,000.00)	3,642,393.76			1,332,118.19
Fund Equity (Deficit)	6,525,782.90	2,741,873.71	(1,034,989.53)	3,629,201.59	1,330,492.96	-	13,192,361.63
Total Liabilities & Fund Equity	7,813,573.51	2,860,203.36	1,133,686.38	3,641,271.36	1,366,201.31	6,949,450.00	23,764,385.92

KEY TELEPHONE NUMBERS

Police 911 (526-1212 for regular business)

Fire 911 (526-4040 for regular business)

Ambulance 911 (526-4040 for billing information)

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

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

Incorporated:	1645
Size:	7.73 square miles
Shore Line:	12.8 miles
Population:	5620
Registered Voters:	4010
Dogs:	796
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.
Official Notices:	All official Town board and committee meeting notices are posted on the Town Hall bulletin board. Meeting notices are also posted on the Town's website. Published notices can be found in <i>The Manchester Cricket</i> or <i>Gloucester Daily Times</i> .
Tax Rate:	FY2017 \$11.00 per thousand of assessed valuation.
Taxes Due:	August 1st, November 1st, February 1st, and May 1st.
Trash Removal:	Weekly 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:	www.manchester.ma.us

