



Manchester-by-the-Sea Town Report 2020



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ANNUAL REPORT For The Year 2020

In Memoriam

SUZANNE BAKER

— * —

THEODORE BROWN

— * —

PHILIP GAUTHIER

— * —

LLOYD WILSON

— * —

VINCENT TERRILL, SR.

— * —

BRUCE HUDSON

WILLIAM VACHON

— * —

GLORIA TANNER

— * —

BENJAMIN GANNETT

— * —

JOHN REZZA

— * —

KENNETH SUCHARSKI

— * —

CHRISTINA WRIGHT
ST. PIERRE

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

Front Cover: Rainbow Over Tucks Point
Photo Credit: Kris Maroney

Back Cover: MERSD Classes of 2020 and 2021
Photo Credit: Manchester Essex Regional School District

The editors are grateful to those citizens who contributed photographs to the 2020 Report.

Daily Printing, Beverly Farms, Massachusetts
2021

MANCHESTER-BY-THE-SEA
FY2021 ELECTED AND APPOINTED OFFICIALS
(Chairs shown in **boldface**)

1. ELECTED OFFICIALS

Constables

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

Housing Authority

Gretchen A. Wood (Chair)	2021	5 Yr. Term
John F. Kenney	2022	
Elizabeth Heisey	2023	
Nancy Hammond (Governor's App)	2024	
Elaine Persons	2025	

Library Trustees

David Lumsden	2021	3 Yr. Term
Ric Rogers	2021	
Dorothy Sieradzki	2022	

Moderator

Alan Wilson	2021	1 Yr. Term
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Planning Board

Christine DeLisio	2021	3 Yr. Term
Loren G. Coons	2021	
Ronald Mastrogiacomio (Chair)	2022	
Gary Russell	2022	
Christopher Olney	2023	
Gary Gilbert	2023	
Mary Foley	2022	

School Committee

Shannon O. Erdmann	2021(M)	3 Yr. Term
Anne Cameron	2021(E)	
Eric A. Bourke	2022(M)	
Kenneth D. Warnock	2022(M)	
Sarah Wolfe (Chair)	2022(E)	
Matt Harrington	2023(M)	
Theresa Whitman	2023(E)	

Selectmen, Board of

Becky Jaques	2021	3 Yr. Term
Eli G. Boling (Chair)	2022	
Jeffrey Bodmer-Turner (Vice Chair)	2022	
Ann Harrison	2023	
John Round	2023	

2. APPOINTED OFFICIALS

Action, Inc. Representative

Gretchen Wood	2021	5 Yr. Term
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ADA Committee

Lisa Bonneville	2021	3 Yr. Term
Gretchen Wood	2021	
Joan Snow	2022	
Beth Heisey (Chair)	2022	
Laurie Werle	2023	
Vacancy	2023	
Town Administrator (ex officio)		

Affordable Housing Trust

Margaret Driscoll (BOS Rep)	2021	2 Yr. Term
Chris Olney (Planning Board)	2021	
Nancy Hammond (Housing Authority)	2021	
Joan McDonald (CPC/Designee)	2021	
John Feuerbach (At-Large) (Chair)	2021	
Peggy Hegarty-Steck (At-Large)	2022	
Sarah Mellish (FinCom Rep)	2022	

Animal Control Board

Kerri Bisner(Chair)	2022	3 Yr. Term
Sally Curry	2023	
Vacancy	2021	
Vacancy	2022	
Vacancy	2023	

Animal Inspector

Hayes DeMuelle (Board of Health App)	2021	1 yr. Term
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Appeals, Board of

Sarah Mellish (Chair)	2021	3 Yr. Term
Sean Zahn (1st Alternate)	2021	
James Mitchell	2021	
John Binieris	2021	
Katherine Howe	2022	
James Diedrich (2nd Alternate)	2023	
Brian Sollosy	2023	

Assessors

Jeffrey McAvoy	2021	3 Yr. Term
Rob Beatty	2022	
Louis R. Logue (Chair)	2023	

Bike/Pedestrian Committee

Amy M. Coleman	2021	3 Yr. Term
Terry Cowman	2021	
Freddy Cicerchia	2022	
Kurt Svetaka	2022	
Susan Centner	2022	
Albert Centner (Chair)	2022	
Aileen O'Rourke	2023	
Parker Harrison	2023	
Dana Vermilye	2023	

Building Inspector

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

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

Emergency Response Coordinator

Todd Fitzgerald	2021	3 Yr. Term
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Chebacco Woods Land Management Committee

(H) Hamilton (M) Manchester		
(M) DPW Director (ex officio)		
(H) Virginia Cookson	2021	3 Yr. Term
(M) Ralph Smith (Chair)	2022	
(H) Russell Camp	2022	
(M) Michael Mack	2023	
(H/M) Susanna McLaughlin	2023	

Community Preservation

John F. Burke, Jr. (at large) (Chair)	2021	3 Yr. Term
Sue Thorne (at large)(Chair)	2021	
Mark Weld (FinCom)	2021	
Joseph Sabella (HDC)	2021	
Joan McDonald (at large)	2021	
John Kenney (Housing Authority)	2022	
Ronald Mastrogiacomio (PB)	2023	
Sari Oseasohn (Con Com)	2023	
Sean Daly (Parks & Rec)	2023	

Conservation Commission

Steve Gang, Chairman	2021	3 Yr. Term
Henry Oettinger	2021	
Joseph Puopolo	2021	
Sari Oseasohn (Vice Chair)	2022	
John Judge	2022	
Olga Hayes	2023	
David Lumsden	2023	

Council on Aging

Steven Gillespie, MD (Chair)	2021	3 Yr. Term
Deb Fraize	2021	
George Nickless	2022	
Kathy Bothwick	2022	
Jane Metrano	2022	
Mary G. Hull	2023	
Susan Halpern	2023	
Vacancy	2021	
Vacancy	2022	
Vacancy	2023	

Cultural Council

Susan Poswistilo (Chair)	2021	3 Yr. Term
Julia Bishop	2022	
Ashling Reilly	2022	
Diane Kilgore	2022	
Jennifer Doane	2023	
Amy Carlin	2023	
Lisa Watt-Bucci	2023	
Margaret Maher	2023	
Sarah A. Stone	2023	

Downtown Improvements Project Committee

Steve Carhart (Chair)	2021	1 Yr. Term
Kurt Svetaka	2021	
Gar Morse	2021	
Ben Rossi	2021	
Carley Cook	2021	
Linda Crosby	2021	
Gordon Brewster	2021	

Emergency Mgmt. Dir.

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

Essex Technical High School

Jeff Delany	December 31, 2023	3 Yr. Term
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Finance Committee

Peter P. Twining	2021	3 Yr. Term
Dean Nahatis (appt. by Town Moderator)	2021	
Albert M. Creighton, III	2021	
Sarah Mellish (appt by Town Moderator)	2022	
Andy Oldeman	2023	
Mark Weld	2023	
Michael Pratt (appt by Town Moderator)	2023	

Gas/Plumbing Inspector

Joseph Guzzo	2022	3 Yr. Term
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Harbor Advisory Committee

Stephen Lauber	2021	3 Yr. Term
Philip Leahy	2021	
Vacancy	2022	
Daniel Gray	2022	
Daniel Lane (commercial fisherman)	2022	
Carl Doane (Chair)	2023	
Christopher Comb	2023	

Health, Board of

Paula Polo-Filias (Chair)	2021	3 Yr. Term
Dr.Tonya Colpitts	2022	
Peter Colarusso	2022	
Joan Cottler	2023	
Dr.Martin Hahn	2023	

Historical District**Historical Commission**

Joe Sabella (resident)	2021	3 Yr. Term
Richard Smith (resident)	2021	
Rosemary Costello (resident)(Chr.)	2021	
Robert Coppola (Architect)	2021	
John Round (Historical Society-Chair)	2022	
Don Halgren (resident)	2023	
Tracie Gothie (realtor)	2023	

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

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

Manchester Coastal Stream

Francie Caudill	2021	3 Yr. Term
Deb Fraize	2022	
Patricia Mitchell	2022	
Lynn Atkinson	2023	
Carolyn Kelly	2023	
Jessica Lamothe (Chair)	2023	
Joan Nesbit	2023	

Memorial Day Observance

American Legion	2021	1 Yr. Term
Legion Auxiliary	2021	

M.A.P.C. Representative

Christine DeLisio	2022	3 Yr. Term
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MBTA Advisory Board

Vacancy	2023	3 Yr. Term
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Man. Energy Efficiency Programs Advisory Board (MEEP)

Dennis Dixon (Chair)	2021	1 Yr. Term
Stephen Carr	2021	
Sean Stallings	2021	
David Walls	2021	
Andre Kuehnemund	2021	
Carley Cook	2021	
Vacancy	2021	

North Shore HOME Consortium Representative

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

Christine DeLisio, Planning Board	2021	1 Yr. Term
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Open Space & Recreation

Helen Bethell (At Large)	2021	3 Yr. Term
Sheila Linehan (At Large)	2021	
Steve Gang(Con Com Rep)	2022	
Olga Hayes(Park & Rec Rep)	2022	
Parker Harrison(Bike/Pedestrian)	2022	
Deborah Fraize (Coastal Stream)	2023	
Curtis Rising (At Large)	2023	

Parks and Recreation Comm

Sean Daly (Chair)	2021	3 Yr. Term
Muffin Driscoll	2021	
Michael Coyne	2022	
Karlee Blaisdell	2022	
Olga Hayes	2023	

Registrars, Board of

Bruce Warren	2021	3 Yr. Term
Eileen Buckley (Chair)	2022	
Gary P. Giusto	2023	
Town Clerk (ex officio)		

continued...

Seaside One Committee			Welcome to Manchester		
Merritt Miller	2021	3 Yr. Term	Leslie Beatty	2022	3 Yr. Term
Thomas Durkin (Chair)	2022		Christine Metrano-Barber (Chair)	2023	
Jeff Parker	2022		Christina Cunningham	2023	
Thomas P. Kehoe	2023		Hope Watt-Bucci	2024	
Shellfish Constable			Vacancy	2021	
James Elder	2021	1 Yr. Term	Vacancy	2022	
Sustainability Committee			Vacancy	2023	
Su-Yin Mittermaier	2021	3 Yr. Term	Winthrop Field Committee		
Allison Ste. Marie	2021		Matthew Brzezinski	2021	3 Yr. Term
Carley Cook	2022		Michael Carvalho	2021	
Dana Spang Menon	2022		Sue Thorne	2021	
Alison Anholt-White (Chair)	2023		Michael Chapman (Chair)	2022	
Nadia Wetzler	2023		James E. Moroney	2022	
Leigh Scharfe	2023		Gar Morse	2023	
Tree Warden			Anthony Leggett	2023	
Thomas Henderson	2021	1 Yr. Term	Wiring Inspector		
			Joseph Novello	2022	3 Yr. Term



Singing Beach

ANNUAL REPORTS



From left to right:

Becky Jaques, Jeffrey Bodmer-Turner, Eli Boling, Ann Harrison, and John Round

BOARD OF SELECTMEN REPORT

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 Jeff Bodmer-Turner, Ann Harrison, Becky Jaques, Eli Boling, and John Round.

This year has been indelibly marked by the COVID-19 pandemic. When we finalized last year's annual report, the nation was in the early stages of the pandemic taking hold, and those reading that report now would have no indication of the impending storm. In March of 2020, the town was plunged into the midst

of a once in a lifetime event, and we spent several months adapting our policies, budgets and thinking around an emergent public health crisis. Over the course of 15 months, residents adapted to significant cultural and logistical changes as businesses and schools temporarily closed to the public. Now, with the advent of a vaccine against the virus, and a public adapted to dealing with the threat of infection, we look to the end of this challenge. We mourn for family and/or friends we have lost, and hope that as few as possible of us will suffer additional loss.

The Memorial Elementary School building project, which broke ground in June 2019, is nearing completion, on schedule despite the events and circumstances of the year. We can expect our elementary school age children to be using the new school in the fall. This will be the second major building project for the school district since its inception. In coming years, the district will embark on a project to replace the

elementary school in Essex, our neighbor and partner in the district.

The Town Common renovation project was completed last fall, along with the long-planned Veterans Memorial Project, which was originally proposed in 2010. This is the first significant update to the common in many decades, and we would like to thank the many veterans and residents who volunteered long hours to this project.

The Board and residents got a crash course in Chapter 40B, the state law governing affordable housing and the ability of developers to by-pass local zoning regulations. As of May the process continues to unfold. How best to diversify our housing stock while navigating the complex and not always favorable state laws governing affordable housing will remain a critical topic for the foreseeable future. The topic has garnered the attention of many residents and it is encouraging to see the depth of involvement so many have demonstrated.

In the background of all of the other efforts the town has undertaken continues the drumbeat of infrastructure maintenance and repair. The town has continued its multi-year plan to repair its long-neglected water and sewer infrastructure, relining pipes, fixing major valves, and in general making our systems more resilient and reliable. Each year for the past 8 years, the voters have approved funds to support this effort, and we expect to continue it for some time to come, as we move from one area in the town to the next.

We look forward to the coming year, extending the progress that we have made on numerous fronts, and coming out from under the shadow of pandemic, and we wish all our staff, volunteers and residents a healthy and prosperous time ahead.

TOWN ADMINISTRATOR REPORT

There is no question that 2020 will be a year for the history books. The explosive spread of the coronavirus took the entire world by surprise and upended our routines, caused widespread suffering, and took the lives of way too many. We are fortunate to live where the impacts have been relatively manageable though I say this knowing that people locally have suffered. Most residents could adapt by continuing to work remotely and our living situations afforded a greater degree

of protection from the disease.

Despite the huge impacts of the pandemic, Town services continued with very little interruptions. Much credit is due Town employees as they adjusted quickly to the new working conditions while still performing the many duties required to keep municipal operations running. The faucet at your house never ran dry. Public safety remained at the ready to respond. Meetings switched to being on-line. Town Meeting moved to the open air at the high school football field. Many staff put in extra hours to keep up with the evolving responses to the crisis and to adapt operations to the new conditions. I am very thankful for their dedicated work and for their fortitude. It has been a lot to deal with.

As we emerge from the grip of the pandemic there are lessons to be learned and adaptive measures that undoubtedly we will want to keep. It turns out that we can conduct much of the administrative work of the Town online. We will continue to improve our on-line services so residents can have the convenience of conducting town business from home. Hosting public meetings on-line has dramatically increased citizen participation. We have had many meetings with over 100 participants over the past year. Moving forward we will be setting up our main meeting room to accommodate both in-person and virtual participation simultaneously. Administrative staff will be able to have greater flexibility working at Town Hall and at home under a hybrid model.

The pandemic also spurred reflection on priorities in our lives. Certainly, the preciousness and fragility of life has had a spotlight shining on it. Not being able to hug a loved one has reminded us all how important those hugs are. Saying "I love you" over Zoom has its limitations! The pandemic also came during a national election where the two major candidates for President had two very different styles. I believe a turn toward a more compassionate tone was an important balm for our frayed nerves.

Some of the national tensions and harshness has found its way into our local discourse. I will be the first to advocate for spirited and engaged debate with a recognition that many different voices can lead to stronger decisions. But I also will always be a strong advocate for respectful and civil debate. There is never a need to

denigrate or question the motives of someone who has a different opinion from yours. I have witnessed a heightened lack of trust amongst some and a fraying of civil discourse that I hope can be reversed. There have been many frustrations brought about by the pandemic, but I encourage us all not to take out our frustrations on each other or on Town staff.

One of the true advantages of living in a small community is that your voice can be heard, and your direct involvement can make a difference. We rely literally on hundreds of residents to volunteer for an array of boards and commissions. This report is full of the good work your fellow citizens are doing and the contributions they are making for the good of the community. Here, again, it is important that members of boards and commissions operate with respect for their fellow members and for the good of the entire community.

An impressive example of the power residents have is the recent work of the Citizens Initiative for Manchester's Affordable Housing (CIMA). This private, non-profit has rallied a large number of residents not just in opposition to a 40B project that in the eyes of many is ill-conceived, but also in favor of more diversified and affordable housing under a vision that is more in keeping with the character of the community. Many challenges remain as the group, along with our Affordable Housing Trust and others, work to correct what has been years of inadequate progress on diversifying our housing stock (unfortunately it often takes a stark catalyst to spur action.) But the response CIMA has organized and the plans they are developing are proof that an engaged citizenry can make a tremendous difference.

My hope is that efforts embodied by CIMA can be successful and spur on other areas of needed action. This includes ensuring we conserve important environmental assets of the Town, including our watershed lands, the large swath of undeveloped land in our "Western Woods", and our beautiful but increasingly fragile coastline. As the challenges caused by climate change grow, these assets will become even more important to us. And efforts to create more resilient infrastructure will become more pressing, likely including a combination of nature-based solutions and, where this is not feasible, more traditional hardening/armoring.

We will face difficult choices in the years

ahead. Even modest sea level rise threatens our core village area and certain other sections of town. We need to advance discussions about the choices we are facing and begin formulating agreed to solutions. Many of the solutions will take decades to implement. For example, armoring or relocating our sewer plant; providing room for Singing Beach to migrate inland; expanding culverts and road bridges to handle greater volumes of water. These examples all present very challenging circumstances.

More immediately the community will be debating proposed changes to our zoning regulations over the next few months with voters deciding which amendments to approve at a fall Town Meeting. A large portion of the amendments are updates designed to bring our bylaws in line with changes in state law and be consistent with recent court cases. Other changes are more substantial including easing of the rules for adding a secondary apartment to a single-family home. If recommendations from the Planning Board are ready, voters may be asked to consider changes to the Limited Commercial District which may propose a loosening of restrictions. Landowners in the District have shared preliminary thoughts on how they might develop their land if allowed to.

Discussions about what development is appropriate for the community also has increased interest in the state of our water and wastewater utilities. We have been investing heavily in improvements to both systems and are making good progress on the needed upgrades. With these efforts continuing we believe we have capacity to accommodate modest new growth. State regulations are stringent and will be followed to ensure the long-term sustainability of our drinking water and sewer systems. It is our zoning, not utility capacity, that in the long-term should direct future growth.

Our capital improvement plan goes beyond our two utility operations and includes our roads, DPW rolling stock, public safety vehicles and town-owned buildings. We have been able to budget for general updating of our current infrastructure but in 10-15 years from now we will face many large capital projects that will require significant new revenues (our share of a new or renovated Essex Elementary School, public safety and DPW facilities, upgrades to

seawalls, etc.) Whether we want to grow our tax base to assist with these longer-term needs or increase the tax burden on current property owners is a choice that is intertwined with our zoning decisions.

There is certainly no lack of topics to address as we emerge from the pandemic. We have seen the level of resident engagement grow as technology makes it easier to participate and as issues of import garner attention. This is one of the silver linings of the past year. Harnessing the interest and passions of citizens into a consensus direction with concrete results is a central focus of local governance. I am a firm believer that with a strong partnership between citizens and Town Hall we can shape the future of the community in a positive manner that meets the needs of most. With your continued help this is what we will strive to do.

Respectfully submitted,

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.

In 2020, the ADA Advisory Committee only met one time due to the Covid-19 pandemic. In March we met to review and make recommendations to a plan prepared by IHC Design for the Town’s ADA Transition Plan for town facilities.

In 2019 the Committee reviewed and provided recommendations for the proposed renovations to the Town Common. That work was completed in 2020 with many improvements to ADA accessibility including the creation of two accessible parking spaces adjacent to a sloped walkway to Town Hall. There are still outstanding accessibility issues that need to be addressed such as ADA access to the Police Station as well as automated front doors to Town Hall. Those are proposed to be done under a future project pending funding.

The Committee looks forward to continuing its mission in 2021 and welcomes new members to the Committee. If you are interested in joining, please see the Town’s website for a Committee Volunteer Application.

Beth Heisey, ADA Coordinator

ANIMAL CONTROL BOARD

The Board of Selectmen reappointed the

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 Board meets once a month.

BOARD OF ASSESSORS

The Board of Assessors has established as of January 1, 2020, for Fiscal Year 2021, which begins on July 1, 2020 and ends on June 30, 2021 the following assessed values for the town, as required by law.

FY2021 - Real Estate & Personal Property

Residential Property - 2171 parcels	- \$2,509,748,470
Commercial Property - 94 parcels	- 106,759,526
Industrial Property - 14 parcels	- 8,229,750
Personal Property - 132 accounts	- 66,008,220
Total Taxable - 2413 par/acc.	- 2,690,745,966
Exempt Property - 358 parcels	- 203,308,700
Tax Rate per \$1,000 of value	- \$10.99
Total Taxes Raised	- \$29,571,298.17

FY2020

Real Estate & Personal Property

Exemptions approved(elderly,veterans,blind,etc.)	- 30
Deferrals	- 2
Senior Workoff	- 3
Abatement applications filed	- 27
Personal Property apps. approved	- 1
Personal Property apps. Denied	- 1
Real Estate apps. approved	- 18
Real Estate applications denied	- 9
Withdrawn	- 0
Deemed Denied	- 0
Late Filing	- 0

Motor Vehicle & Boat Excise Abatements (processed in 2020)

2020 Motor Vehicle Excise abatements – 189,
2019-21, 2018-2

FY2021 Boat Excise abatements – 24,
FY2020-100, FY2019-2, FY2017-1

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 website.

Thank you for your assistance and cooperation throughout the year.

Louis R. Logue, Chairman

BICYCLE/PEDESTRIAN COMMITTEE

Our mission:

To make bicycling and walking, as non-motorized forms of transportation, safer and more accessible throughout the Town of Manchester-by-the-Sea and to work with the Manchester Essex Regional School District to implement and sustain a Safe Routes to School (SRTS) program at all schools in Manchester-by-the-Sea.

Committee members:

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

Safety Initiatives:

In 2020, the Committee continued its work building upon safety initiatives from previous years around general pedestrian and bicyclist safety as well as crosswalk safety issues. One issue held over from 2019, the establishment of designated safety zones in town with a 20 MPH speed limit, became a reality in 2020. On the recommendations made from the Speed Limit Study Group, the Board of Selectman formally adopted the various safety zones and speed limits the group had agreed on.

The Committee applied for and received a grant from the Hooper Fund for the purchase of bicycle racks to be placed at several locations throughout town. With recommendations from the Open Space Committee, the plan is to have the racks installed this spring. The racks will offer more access to trails and green spaces throughout Manchester.

Educational Initiatives:

In 2020 the Committee applied to become an Alliance Member of the Massachusetts Safe Routes to School Alliance. Membership in the Alliance gives the Committee access to all the SRTS educational and informational materials as well as the ability to collaborate

with the local, regional, or statewide Safe Routes to School Teams on any number of issues pertaining to safe walking and bicycling to and from school. Through this work, the Manchester/Essex Regional School District was one of the nominees for the 2020 SRTS Award. The nomination was a result of the work done around route planning and offsite parking issues in relation to the Memorial School construction project planning where Principal Willis played a significant role.

With the appointment of Officer Andrea Locke as School Resource Officer for MERSD, the Committee met with Officer Locke to assist with any issue around safe walking and biking practices to and from school. Some of the points of discussion were bicycle helmet safety, bike locks, and planning for a spring bike safety rodeo. Unfortunately, the bike rodeo was postponed due to COVID-19.

Advocacy:

The Committee continued to work closely with the Manchester Police Department. In addition to speed and crosswalk safety enforcement efforts, advocacy with the MPD included enforcement of the new Massachusetts Hands Free law which took effect on March 1, 2020 and as noted earlier, working with the newly appointed School Resource Officer.

In 2020 other committee work with the MBTS Department of Public Works involved continued efforts regarding the Complete Streets Initiative adopted by the Town. The Committee also advocated for sidewalk and crosswalk improvements to be considered on any upcoming infrastructure projects where appropriate.

The Committee met regularly with Town Administrator Greg Federspiel to ensure the Committee's priorities were aligned with those of the Board of Selectman as well as the other Town departments. The Committee also coordinated efforts, where applicable, with the Open Space Committee and the Downtown Improvement Committee.

The year ahead:

In the year ahead, the Committee will continue to work to improve pedestrian and bicycle safety throughout MBTS. A partnership with the Massachusetts Safe Routes to School Alliance will enable the Committee to better coordinate efforts with the Manchester Essex

Regional School District to implement best practices related to walking and bicycling for students.

As in the past, the Committee will seek input and participation from the residents of MBTS so that it can work to make the streets and sidewalks safer for everyone.

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

CABLE ACCESS CORPORATION REPRESENTATIVE

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

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

The organization, located at 11 Pleasant Street in downtown Gloucester, offers services from three studios and provides members with portable field equipment and editing suites. The station uses broadcast equipment that supports the broadcasting of multi-camera shoots live from virtually any location. This equipment enhances the organization's ability to cover Manchester events in a timely and effective manner. Membership and training are prerequisites for equipment and facility use that are available on a first-come, first-served, basis.

In 2020, 1623 Studios was forced to close to the public due to the coronavirus but continued to produce content for Manchester and the greater Cape Ann area. Sixty-eight videos of general interest were produced on range of topics from Governor Baker's Covid-19 updates to congressional debates. More than thirty-six significant local events were covered during the calendar year including Board of Selectmen, Town Hall, and School Committee meetings. Event coverage was complemented through interviews of Town leaders on Cape Ann Today, a weekly 1623 Studios original content series.

Paul Jermain, 1623 Studios Board
Treasurer - Manchester Representative

CHEBACCO WOODS LAND MANAGEMENT COMMITTEE

This past year was fairly uneventful for the Chebacco Woods Land Management Committee. Dan Stendahl removed a few branches and trees that were blocking various trails. Sue McLaughlin kept trail maps and dog bags available at the kiosk and regularly emptied the trash barrel. Hamilton Selectmen Rosemary Kennedy was appointed to be the Committee's liaison. We purchased a new supply of trail maps and two benches which will be installed at scenic locations by the Hamilton DPW in the spring of 2020 at no cost to the committee. Jack Haas' valuable service will be missed as he retired from the committee; he was replaced by Russell Camp, who eagerly joined us last summer.

Respectfully submitted,
Ralph C. Smith, Chair

MANCHESTER COASTAL STREAM TEAM

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

COVID-19 blocked us from doing many of our annual efforts, but we did release our film "Sawmill Brook: A Visual Survey 2020" that we completed with funds from the Community Preservation Committee. We had hoped to have a Movie Premier event, but instead settled for getting word out through digital messaging. Our film can be viewed through the link on our page on the Town website or on YouTube at <https://youtu.be/zUE0WHAKLR0>. We hope you will take the chance to watch it.

We also continued our research and data collection on shellfish beds, including a shellfish survey at Black Beach cove. We were assessing what kinds of shellfish are there and in what numbers. Our end goal is to see if shellfish beds might be able to be reopened in Manchester.

We stayed in touch with the Coastal Resilience Advisory Group (CRAG) and continued to work on issues of mutual interest with the Board of Health including the bacterial counts in the marshes and mosquito control.

Finally, we were able to safely meet outside in August to clear the invasive purple loosestrife at Dexter Pond to allow native species to flourish.

We always welcome new members. Our meeting dates, while currently are not frequent, can be found on the Town calendar.

COMMUNITY PRESERVATION COMMITTEE

Now in its fifteenth year, the Community Preservation Committee (CPC) continues to assist the Town and local non-profit organizations by providing funding for projects that fall within the three categories for which CPC can expend funds: Affordable Housing, Open Space and Recreation, and Historical Preservation. Some of the initiatives we funded in 2019-2020 included continued support for research of untitled land in the Western Woods for possible open space, support for the Manchester Affordable Housing Trust, funding for cemetery restoration, park improvements, repairs to the First Parish Church steeple, painting on Seaside One, and the restoration of the Town Common and Veterans Honor Roll. As required by the State Community Preservation Act, we committed to spending a minimum of 10% of local CPA receipts to the three areas of our jurisdiction. We are also required to have an annual public hearing. These requirements have once again been met.

Since Manchester adopted the Community Preservation Act in 2005, CP revenues have now exceeded the \$5 million dollar amount which includes about \$1.3 million in State matching funds. Recently the State Legislature modified the funding formula which will now provide a minimum of 33% matching funds equating to about \$125,000 annually. We are grateful to Representative Brad Hill and State Senator Bruce Tarr for their support of The Community Preservation Act.

Work is continuing on the Community Preservation Master Plan and aligning it with the Town's Master Plan as we continue to study the future needs of Manchester.

We appreciate the support and enthusiasm citizens have shown for the work of the CPC. We will continue to do our best to manage our funds efficiently and bring recommendations to the Annual Town Meeting for voter approval. We also wish to express our thanks to our Committee and to our Clerk, Helene Shaw-

Kwasie who keeps us on our toes!!

Respectfully,
Jack Burke and Sue Thorne,
CPC Co-Chairs

CONSERVATION COMMISSION

First and foremost, we wish to recognize and thank each member of the Manchester-by-the-Sea Conservation Commission for their dedicated volunteer service to the community. Particularly, we would like to thank Steve Jaworski for his many years of service and expertise on the Commission and welcome Sari Oseasohn to the position of Vice Chair. The Commission also welcomes John Judge as our newest member. The Commission conducted 16 regular and 1 special public meeting and continued its regulatory and non-regulatory activities in the year 2020.

In March 2020, COVID-19 Emergency Protocols were put in place, and all public meetings were held virtually. This took some getting used to when the first meeting via Zoom was "Zoombombed" and the Commission could not continue, and the meeting rescheduled. In addition, there were changes in the administration & recording documents that had to accommodate 'electronic' signatures.

Wetlands permit applications remained surprisingly steady compared to 2019. The largest uptick was in Requests for Certificates of Compliance which could be attributed to an increase in real estate transactions. All permit applications are reviewed under both the Massachusetts Wetlands Protection Act and the Town Wetlands Bylaw. The Commission issued 16 Determinations of Applicability and approved 10 de minimis Change requests. The Commission also issued 18 Orders of Conditions, 2 Amended Orders, 21 Certificates of Compliance, and 1 Emergency Certification. A number of Letter/Tree Permits were issued by the Administrator.

Town-wide, the Commission issued Orders of Conditions permitting the proposed Central Pond Restoration Project, the Compost Facility Project off 201 Pine Street, and Seawall Repairs to Black Cove Beach. In addition, hearings were begun on the 0 School Street parcel Abbreviated Notice of Resource Area Delineation (ANRAD) to confirm wetland boundaries as a first step to a proposed future 40B project.

The Town completed work on the first phase of a Municipal Vulnerability and Preparedness (MVP) grant that was awarded in 2019. The first phase included applying for all permits which will be required to begin work on rebuilding the Central Pond walls, installation of natural features along the western side of the pond and restoration of the pond area with native plantings.

The second phase of the MVP grant is to work with the permitting agencies to ensure that final permits are granted and to produce final engineering plans for the walls and restoration for Central Pond. This is on track to be completed by the end of June 2021.

The Town has started FEMA grant efforts to fund both the Central Street Bridge replacement and the Central Pond work and is investigating other sources of funding as well. The Town also received a Community Compact Grant to undertake the revision of the 2014 Open Space and Recreation Plan (OSRP). The Open Space and Recreation Committee and the OSRP Advisory Committee are working with staff from the Metropolitan Area Planning Council to update the plan for 2021.

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

The Commission enjoys the continued service of its full seven-member complement. The Conservation Commission and Conservation Administrator participate on other committees, including the Community Preservation Committee and the Open Space and Recreation Committees, 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.

In addition, the Commission in 2021 is looking to take more initiative to open up the many Conservation properties (especially on Town land and in the Western Woods), to increase resilience against climate change and to enhance the resource values of our woods and harbor. We look forward to the help and

support of many citizens of Manchester in doing so.

Steve Gang, Chair;
Sari Oseasohn, Vice Chair

DEPARTMENT OF SENIOR SERVICES/ COUNCIL ON AGING 2020

Manchester by-The-Sea has a senior population of just over 1,900. This represents approximately 35% of the Town population 60 years of age and over; census projections continue to trend toward our senior population growing to over 38% by the year 2035, while the overall Town census drops. The mission of the Council on Aging continues to be development of more far-reaching programs to meet and serve the ever-increasing needs of our senior citizens especially during these very difficult times. COVID-19 put a halt on all social, wellness and special activities/events, leaving seniors isolated and lonely.

The following are some of the highlights of the services provided by the COA in 2020:

- Monthly “Lunch of the Month” for 40-50 senior citizens, partially funded by The Friends of the Council on Aging- two luncheons were offered before the pandemic hit. Since March, “drive by” lunches have been offered.
- Gift bags for all holidays were delivered to seniors.
- Provided over 3700 units of transportation to senior and disabled citizens; over 22,000 miles.
- Provided over 973 units of outreach service to senior and disabled citizens.
- Delivered (by volunteers) 5796 Meals on Wheels to 35 homebound seniors.
- Weekly Yoga Program funded in part by the Friends of the Council on Aging has gone to a virtual platform.
- StrongWoman exercise program twice weekly with 70 to 75 participants for each 12-week session has gone to a virtual platform.
- The new COA newsletter is mailed and/or emailed to over 1100 senior citizens 6 times a year. The Friends of the Council on Aging fund the mailing.
- Provide Tax-Aide, through a partnership with AARP and SeniorCare, to senior and disabled citizens.
- Provide SHINE (Serving Health Information Needs of Everyone) Counseling throughout the year

- Assisted in the launch of Cape Ann Virtual Senior Center with the communities of Essex, Gloucester & Rockport, and support from SeniorCare and 1623 Studios.

A very big part of the continued growth and success of the COA goes to the many active volunteers who donated hundreds of hours in 2020. It is because of the many acts of kindness and their caring attitude that the COA can 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's mission is to promote the arts, humanities, and sciences in our community by funding cultural and educational programs for the benefit of Town residents of all ages. In 2020, the Massachusetts Cultural Council allocated \$4,800 to fund cultural programs in Manchester.

Due to the ongoing pandemic many of the programs applicants proposed to conduct their programs remotely, and innovative ideas for presenting the programs was encouraged. This year, the grant recipients will be presenting a creative writing festival, a historical account of Stephen Hopkins, the only Mayflower passenger who had been to the New World and before, programs on art and nature for kids, programs in conjunction with the Council for Aging. Programs will be presented live whenever possible or presented remotely through 1623 studios and other means. The Council is also pleased to report that they have worked closely with the grant recipients who were unable to present their programs during the pandemic and have extended their performance time for completion this fiscal year.

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

Susan M. Poswistilo, Chair

DOWNTOWN IMPROVEMENT PROJECTS COMMITTEE

The DIP Committee persevered despite the pandemic and is pleased to report the completion of projects it has supported as well

as having taken the opportunity to contemplate and develop longer term opportunities.

The group's longstanding involvement in supporting and facilitating public participation in the Complete Streets program came to interim fruition with the reimagining and renovation of the Central/School and Union/Beach intersections downtown, which sought to improve usability, safety, and aesthetics at these key downtown intersections. Public engagement processes led to extensive refinement of plans for these intersections, leading to approval by the BOS and construction by DPW that was completed in the spring despite COVID.

As the pandemic restricted meetings to virtual format and placed all but the most critical public projects on hold, the Committee used this opportunity to develop longer term perspectives on issues within its mandate should much discussed federal and state infrastructure initiatives open the opportunities for large initiatives in town. In addition to further implementation of Complete Streets Upgrade, the Phase II plan of the original Downtown Improvement Project was revived and reviewed, as was a more comprehensive renovation of the Town's sidewalk infrastructure. There was also discussion of long-term plans to replace the current sewage treatment plan and redevelop the area, though this was recognized as an extremely long term, high-cost project.

Although the DIP has no direct interest in the development plans for the Limited Commercial District, the group monitored developments in the proposed 40B and 40R programs with interest, primarily from the perspective of ensuring that these developments would be complementary to the capabilities and interests of downtown stakeholders. One practical means of achieving these objectives was the proposal for a shuttle service connecting downtown with key points in the LCD.

Toward the end of the year special consideration was given to supporting the Rapid Recovery Grant received by area towns to help local businesses with their recovery from the pandemic. An ongoing theme in the group's discussions has been to increase communication between the local business community and Town government. The hope has been that this could become stronger in the recovery from the pandemic and continue toward involving the business community in

longer term infrastructure improvements.

In June the Committee accepted the retirement of Chris Shea, a longtime member whose enormous contributions made possible much of what DIP has accomplished. We also welcomed Gordon Brewster as his worthy replacement.

Respectfully submitted,
Steven C. Carhart, Chair

FIRE DEPARTMENT

The Manchester Fire Department continued to carry out its mission of protecting lives and property from fire, hazards, and medical emergencies throughout this year of COVID. Led by Interim Fire Chief Al Beardsley, the department weathered the initial COVID storm early in the year; increasing daytime staffing by one; purchasing and distributing the necessary PPE of gloves, gowns, masks; supplying hand sanitizer; purchasing and utilizing special disinfecting machines for the ambulance, fire apparatus, and firehouse; and keeping a stockpile of these items on-hand to deal with the surges. There were intermittent periods of quarantines and testing for some firefighters due to exposures and suspected exposures. A heavy reliance was placed on state and federal monies to reimburse the town and the department for the unexpected equipment and staffing costs caused by combatting the pandemic.

In June, Jason Cleary was hired as the new full-time fire chief, having retired from a 23-year full-time career in fire service in New Hampshire and with over 38 years in public safety service (to include Fire, EMS, and Law Enforcement). He last served as the Assistant Fire Chief at the Durham, NH Fire Department. He was welcomed to town with a COVID-compliant and socially distanced swearing-in ceremony in July on the front apron of the fire station. This year saw Firefighter/Paramedic Mike Porcaro leave the department to join Gloucester Fire, after faithfully serving here in Manchester for two years. After completing a department-run selection process, a new Firefighter/Paramedic, Brian Jenckes, from Auburn, NH was hired to replace him. Brian will be starting here on January 11th, with some on-the-job training in the firehouse before attending the 10-week Massachusetts Fire Academy Recruit Class in Stow beginning in April, with graduation set for June. Brian has

worked as a call firefighter for the Farmington, NH Fire Department and most recently was working full-time as a supervisor for Trinity Ambulance in Haverhill.

New equipment and apparatus funded through warrant articles and grants this year included: a new 14' Zodiac inflatable boat (which replaced a very old, tired, and leaky one!); a 2021 Ford F-350 extended cab pickup/utility/forestry vehicle (replacing a well-worn 2000 Ford F250); body armor and ballistic helmet protection; and all new fire hose for our primary front-line response engine. Other new items included: small, individual thermal imaging cameras for the shift officers; new hi-visibility duty jackets for all personnel; forestry shirts, helmets, and gloves; new ladder safety belts; and an Akron portable master stream nozzle/appliance for the Ladder truck.

The usual in-person Fire & EMS training this year came to an abrupt halt in the spring as COVID restrictions severely inhibited the ability for members to train together or attend in-person classes. In the fall, we, as a department, instituted an on-line program covering both Fire & EMS training, including the continuing education classes needed for our EMT and Paramedic refreshers as well as tracking toward ISO requirements. Also, we have been able to resume call firefighter training on the first Tuesday night of each month, following proper precautions and social distancing. Lt. Tim Crosbie was able to create several virtual "ZOOM" training classes as part of the bi-annual CPR and EMT refresher training for fire and police personnel.

In terms of individual employee accomplishments, FF/P William Kenyon received Pro-Board Certification as a Fire Instructor I, through classes held online and at the New Hampshire Fire Academy in Concord, NH. Lt. Andrew Herendeen completed several specialized hazardous materials training sessions throughout the year (as he is a member of the regional hazmat team) and was made the truck manager for Massachusetts Department of Fire Services District # 6, Hazmat vehicle TOMs 61, currently housed in Danvers. Capt. Tod Biggar continued to attend specialized training for his role as part of the Northeast Massachusetts Technical Rescue Team (handles rope, confined space, trench, water, tower, and structural collapse rescues).

Chief Cleary submitted his application and paperwork to obtain his Massachusetts Fire Chief Credentialing Certification. Chaplain David Forsythe completed an on-line training course on “Disasters of Uncertainty” through the International Critical Incident Stress Foundation.

Inspections and plans reviews were ongoing throughout the year. The fire department has been intimately involved in the phased construction and design of the new Memorial Elementary School, as well as in the planning and discussions surrounding the new proposed 40B project. Due to the robust real estate market, the required 26F smoke and carbon monoxide detector inspections for homes coming on the market were almost a daily occurrence – sometimes several per day. Another challenge particular to this year, as dictated by the pandemic, was the need for code-compliant tents and portable heating devices to allow for the operation of outdoor dining and meeting areas, both commercial and residential alike. A shortage of on-shelf units, combined with a limited number of permissible heating units and the challenges of temporary electrical services led to many hours of code and product research, meetings, and discussions to ultimately assure the safety of both patrons and proprietors in the end.

Fire Department Chaplain David Forsythe serves on three Critical Incident Stress Management Teams: The Metro-Boston CISM Team, The Greater Boston Law Enforcement CISM Team, and The North Shore Law Enforcement CISM Team. Through the International Critical Stress Foundation, he received training to provide Continuing Education for the teams on *Pandemics, Bioterrorism, Radiation, Pollution, and Other “Disasters of Uncertainty:” a Critical Incident Stress Management (CISM) Perspective*. Chaplain Forsythe was deployed this year to conduct/participate in 23 Critical Incident Stress Debriefings for Fire Service Personnel and Law Enforcement Officers. Department duties also included participation in the swearing in ceremony for Chief Jason Cleary and officiating at the nineteenth “9-11 Ceremony of Remembrance” hosted by the Fire Department.

At the end of 2020 we bid farewell to Tom Kehoe, as he retired from his role as Assistant Emergency Management Director. Tom was

always willing to lend a helping hand, using his vast knowledge of the town and its citizenry. He was always quick to provide weather alert bulletins and keep everyone informed of impending storms. He was also instrumental in spearheading the annual Santa parade through town. His enthusiasm and wit will be missed!

Total Responses/Call for service in 2020 = 1332

Fires -12 (*buildings, cooking, chimney, dumpster, brush, vehicle*)

EMS Calls - 455 (*motor vehicle accident, medical alert, elevator rescue, medical emergency*)

Hazardous Condition - 67 (*carbon monoxide, gas leak, chemical spill, power line down*)

Service Call - 195 (*lift assist, lockout, smoke removal, tank removal, mutual aid coverage*)

Good Intent - 71 (*smoke scare, steam mistaken as smoke, cancelled enroute*)

False Alarm - 165 (*smoke/CO detector activation, fire alarm, fire alarm system malfunction*)

Inspections - 367 (*smoke/CO detector, plans review, fire alarm/sprinkler systems, permits*)

HARBOR ADVISORY COMMITTEE (HAC) ANNUAL REPORT

For most of 2020 the Harbor Advisory Committee (HAC) and the Harbormaster (HM) met virtually as is the new norm - the committee did meet over the summer to discuss many ongoing projects in the harbor.

Projects

Tuck’s Point - Early in the spring the HM and the Board of Selectmen (BOS) shut down the Tucks Point ramp to the docks due to structural issues. The Harbor Department rigged a temporary outhaul to allow vessel owners to access their dinghies.

The town engaged waterfront engineering firm FOTH to do the engineering and permitting of a new ramp and revised docking at the facility. Several permits, including the Army Corps of Engineers permit will be issued shortly. In addition the HM submitted grant applications to the Seaport Economic Council and CPC to assist in covering the cost of this project.

Morss Pier - The HM is currently looking at permitting and grants for additional floats at the head of the harbor for the fishermen and commercial boats.

Bow & Stern Moorings - During the year the HM instituted Fore and Aft moorings for

the boats in Area 4 from the Narrows following into Crocker's Boat Yard. This project will be complete this spring (2021).

HM Office - The HM is on the hunt for a new office that would be closer to the harbor, especially in emergencies. One thought he is pursuing would be a floating office at Reed Park or Tuck's Point. The HM has asked for up to \$50,000 for this project.

Dredging - As always the HAC is looking for ways to obtain more money for the next harbor dredging project, (Tentatively 2025). The HAC has recommended an additional stake holders fee, in addition to the current mooring fee, and matched by the town. Together both fees would be put into the Dredging Fund and based on the size of each boat.

The new docks at Reed Park increased revenue over the first year despite the pandemic. The revenue is used for staffing, maintenance and any remaining funds contribute to other harbor projects such as dredging.

Overall 2020 was a good weather boating season with very few interruptions.

C. Doane, Chair, HAC

HARBORMASTER

This past summer was exceptionally busy on the harbor. The Coast Guard reported a 20% increase in incidents nationwide due in part to record boat sales and no Safe Boating classes offered because of covid-19. Let us hope that everyone can participate in more activities in the coming season.

Infrastructure:

- Grant applications to fund the expansion of the Morss Pier docks to accommodate the commercial lobstermen were submitted in November and December. The proposed facility would take advantage of the dredging done two years ago. In addition, the floats would connect to the Reed Park facility allowing folks to walk from Masconomo to the other side of the harbor.

- The Harbor Department continued the cashless collection of fees at Reed Park although it was a late start. By the end of the boating season the dock masters collected nearly \$19,000 in fees for facilities maintenance, an increase of more than \$3,000.

- Permitting of the non-compliant Tuck's Point floats is well underway. The facility will be permitted with an additional seventy-five feet

of dock space and will be piling supported. The project will be completed in the fall of 2021.

- Fore & aft moorings planned for last season will be implemented in Whittier Cove Area 4 (D) and part of Area 3 (C) north of the channel this spring. Work will commence in March. The goal is to create safe navigation lanes while reducing or eliminating damage from boats swinging into each other while on moorings as well as financial savings in future dredging projects.

Funds and Revenue:

Mooring & Waitlist Revenue FY20

Total: \$286,780

Boat Excise Revenue FY2020

Total: \$16,000

Dredge Fund as of 1/12/2021

Total: \$68,151

Waterway Fund Balance as of 1/24/2021

Total: \$188,000

Boats:

Our 25' Safe Boat, while mainly tasked with patrolling Sand Dollar Cove on weekends, is a proven platform for heavy weather response. No surprise there. It is a comfort knowing that the crew is more likely to arrive safely on scene and be better able to assist the injured mariner.

The Clean Vessel Act pump-out boat had a banner business year. Over 2,200 gallons of waste was removed from 617 vessels this year, double any previous season. The program continues to be funded at 75% by federal dollars with the balance coming from the Waterway Fund. Sign up for free pump-outs today.

The 24' Eastern continues to be the workhorse in our fleet with the most hours annually. Replacement of this vessel will be the next vessel priority. To improve the response time to distress calls and have a greater presence on the harbor the department is investigating options for a floating office. This would be in the form of a houseboat and be the summer office for the harbormaster. No permitting would be required.

Records:

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

Moorings & Waitlists:

Waitlists - As of January 12, 2021 there are 419 names on the mooring waitlist, 47 of the names were added since January 2020. The mooring-change list has 50 names. There are

also waitlists for Magnolia Harbor, shallow water moorings and kayak rack spots.

Moorings - Approximately 29 moorings changed hands in 2020. It is expected 2021 will be an average mooring reassignment year.

All mooring, slip, dinghy and waitlist payments may now be done by credit card or electronic check online. Mooring and waitlist records including the waitlist ledgers may be accessed during office hours. No appointment is necessary.

Staff:

Once again, I wish to express thanks to the entire Harbor staff for their service last season. I would be in real trouble without them! Thanks also to the Police and Fire Departments for all the support of the Harbor Department this season. We could not do it without you! This goes for our dock masters who managed the Reed Park docking facility flawlessly. I hope everyone on the staff comes back in 2021.

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

Best,

Bion Pike, Manchester Harbormaster.

BOARD OF HEALTH

The mission of the Manchester-by-the-Sea Board of Health (BOH) is to protect the public health of the citizens of Manchester through enforcement of health codes and regulations while promoting a healthy community. The Board continued this focus through a very busy 2020.

The Coronavirus pandemic dominated the Board of Health workload for 2020.

Beginning in March, staff responded in earnest. Staff hours were increased for the remainder of 2020 and attention diverted to virus responses including attendance at mandatory State Department of Public Health training and meetings, review and compliance with Governor Bakers Coronavirus Orders and Guidance Documents, and virus-related contact tracing. The Board's medical members spent a good deal of time reviewing new virus testing, options and requirements related to school reopening, and consulting with the Board of Selectmen and the School District.

Thank you to retired Public Health Nurse and Manchester resident Pamela Ciccone, who stepped in as Interim Nurse on March 1, 2020 and provided six months of coverage during

the pandemic. Nurse Ciccone, along with new Public Health Nurse, Mary Higgins, held two flu clinics for residents and staff, including our first ever outdoor flu clinic on the Town green. The Clinics were run smoothly and efficiently and in keeping with current State Department of Public Health guidance. Thank you to all the Town residents who provided volunteer nursing services at these clinics.

Mosquito testing and surveillance continued in partnership with Northeast Mosquito Control District, with no repeat of the Eastern Equine Encephalitis infected mosquitoes that were found in 2019. The District also provided bacteria treatment in catch basins and labor and assistance to address resident complaints related to standing water and clogged catch basins.

Weekly beach water testing was conducted from Memorial Day to Labor Day at all six Manchester beaches, with good results. In accordance with State Regulations the Board continued its licensing and inspections of local food service establishments, swimming pools and camps. Housing complaints and resulting inspections were steady over the past year.

The Board Members welcomed Dr. Martin Hahn and Dr. Tonya Colpitts to the Board of Health. Their medical backgrounds were invaluable during this Coronavirus pandemic.

The Board would like to give special thanks to Dr. Deborah Bradley, who resigned from the Board this year. Her time and dedication to providing medical review and opinion to the Town at the start of the pandemic was greatly appreciated.

Due to the pandemic, the Board's Annual Household Hazardous Waste Day was cancelled. Members are hoping to schedule a June 2021 collection day.

As in prior years, approval of subsurface sewage disposal systems and the related inspections remains very busy. Title 5 Inspection Report reviews required for real estate transfers and building permits were submitted in records numbers in keeping with the busy 2020 Manchester real estate market.

The Board of Health wishes you all good health in the coming year,

Manchester Board of Health
Paula Polo Filias, Chairperson,
Peter Colarusso, Joan Cottler,
Dr. Martin Hahn, Dr. Tonya Colpitts

375th ANNIVERSARY COMMITTEE

After a year of planning and preparation in 2019, the 375th Anniversary Year got off to a great start in 2020 with a Bonfire in January, a Family Fun Day in February, a Gala and Silent Auction in March and two-story telling workshops. Covid-19 struck and all plans were put on a temporary hold as we waited to see how the pandemic would play out. Sadly, many of the planned events could not take place. Some of the postponed events are being scheduled for later in 2021, depending on pandemic restrictions.

Along with funding from generous donors and event sponsors, we created items for residents to purchase: a 2020 calendar, a wooden puzzle depicting the Town of Manchester Quilt, mugs, and a booklet on the History of Manchester Meeting Houses. We had decals, masks and a commemorative coin for winners of the historic questions contest sponsored by the Cricket. We hosted a car parade in July with signs honoring first responders and front-line workers. To close the year, we held a luminaria event in December along with holiday music and an illumination of the First Parish Church and Town Hall. We hosted a virtual Street Sign auction and the funds generated will be given to the Town for planting and beautification projects. We hope all these events served to raise community spirit during some of the dark days of the pandemic.

We want to extend our thanks and appreciation to our committee for their creativity and hard work, to Town Hall staff for their assistance, and to all the residents and businesses that provided such generous financial support. Much of our work could not have been completed without the tremendous support from the Manchester Historical Museum. We also want to thank the Longevity Bench Project for their dedication of a bench on Pine Street in recognition of the 375th anniversary of the Town.

Here's to 375 years of Manchester-by-the-Sea, the special place that means so much to all of us.

Thank You!

Tom Kehoe and Sue Thorne, Co-Chairs

HISTORIC DISTRICT COMMISSION

Historic District Commission Board

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

2020 YEAR IN REVIEW

The Historic District Commission (HDC) members conducted site visits prior to the first meeting regarding each application. All applications were filed, processed, and decided in accordance with town and state laws, by-laws, and procedures. The HDC clerk properly notified applicants. Abutters were notified with Waiver of Public Hearing documents via US mail. The HDC decided that one (1) application required a public hearing (the Town Common Project), and the clerk notified the abutters by US mail, and advertised the Notice of Public Hearing in the Manchester Cricket within the required deadline of two (2) weeks prior to the meeting. The Board has been successful in coordinating its activities with those of the other Town Boards and Committees.

Over the course of 2020, the Historic District Commission held six (6) meetings to consider applications. One (1) special meeting for a presentation by Mr. Christopher Skelly from the Massachusetts Historical Commission was held regarding its history and the relationship to city/town Historical District Commissions on October 15, 2020. The HDC conducted seven (7) site visits, considered four (4) Certificate of Appropriateness standard exterior home repair/improvement applications and three (3) Certificate of Appropriateness applications for signage. All seven (7) Certificates of Appropriateness were granted. There were no applications for Non-Applicability or Hardship filed in 2020.

The HDC members discussed reaching out to inform the townspeople about the function of the HDC and how the HDC can assist homeowners in the Historic District with their proposed projects.

Rosemary Costello, Chairperson
Historic District Commission
Manchester-by-the-Sea, Massachusetts

HOUSING AUTHORITY

The Manchester Housing Authority consists of 80 Elderly/Handicapped housing units located at Newport Park, The Plains, and 4 family housing units on Loading Place Rd. Our goal is to provide safe, sanitary, affordable housing.

This was a year we never could have imagined and has brought fear, uncertainty, and change. As an essential business to a sector of the Manchester-by-the-Sea's community in need of support, the Manchester Housing Authority worked vigorously to maintain the health and safety of their residents.

The pandemic affected the MHA's course of operations and daily routines based on orders from Governor Bakers MA Emergency Management Center, the Center of Disease Control, and on the guidance received from The Department of Community Development (DHCD) and correspondence from the Town's Board of Health.

The office remains closed to the public, until further notice, however staff is available by phone and e-mail. Through technological efforts, we held meetings to continue working, shared information and sent residents informational updates. The process of filling vacant apartments was slowed during the height of the pandemic in the spring months but with an abundance of caution leasing units returned to its regular pace in July, resulting in a 13% turn over in units.

The Maintenance department curtailed work orders and entered occupied units only for emergencies, health, and safety issues. Routine work continued in vacant units and common areas with adopted universal precautions and routine sanitizing in common areas.

Construction halted in occupied units, but it continued in open spaces under state issued workplace safety standards for construction sites. We completed a window replacement project at Newport Park, installed exterior lights, indoor lighting, boiler repairs at both elderly sites, completed asphalt walkway paving and roof replacements at The Plains. We installed low flow toilets in the family units, and we have begun a septic system replacement project at Loading Place Road.

The staff will continue to work with guidance from DHCD to ensure the health and safety of all the residents through the phased reopening process. MHA will move towards resuming activities in accordance with Governor Bakers

orders, in a safe and vigilant manner.

The MHA's residents of Newport Park came together as a community with their efforts yielding a fruitful garden.

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

We would like to commend our staff, Executive Director Irene Frontiero, Maintenance Mechanics, Chris Rodier, Brian Bernard and Administrative assistant Nancy Feener for their diligence and professionalism. We thank the town's Fire and Police departments in helping us to provide safe housing for its residents, the Council of Aging for their continued work, and the Board of Health. A special Thank you to Governor Baker for passing (\$8M) increase to the public housing operating subsidy line item in the FY21 General Appropriations Act, and to both the Governor and Bruce Tarr for including both residents and staff of public and private low income and affordable senior housing in the first tier of Phase Two vaccine deployment in the Commonwealth of Massachusetts, anticipated to take place later in February. Thank you to Representative Brad Hill for his continued support legislating for the modernization and upgrading of public housing.

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

We are living through an unprecedented time and I am very grateful to those organizations, supporters and partners that assisted Manchester Housing Authority residents navigate through these toughest of times together!

INSPECTORS

The year of 2020 was a busy year in the Inspectors Office. Our online permitting, which began in June of 2014, continues to be very successful and is well-liked by most of the contractors. Cara Cutone is the Administrative Assistant for the Building Department.

Building Inspector, Paul Orlando, Gas and Plumbing Inspector, Joe Guzzo and Electrical Inspector, Joe Novello have all been working remotely since COVID-19 but are getting all their inspections done, when needed.

The following is a list of permits and fees collected for 2020:

Building Inspector

• Permits Issued	235
– Fees Collected	\$117,461

Plumbing/Gas Inspector

• Plumbing Permits issued	132
– Fees Collected	\$ 18,680
• Gas Permits Issued	159
– Fees Collected	\$ 12,550

Electrical Inspector

• Permits Issued	140
– Fees Collected	\$ 43,169

If you have any questions about permitting for Building, Gas/Plumbing or Electrical please call our office at 978-526-2010. On-line permitting can be found on the main page of the website, at www.manchester.ma.us under Permits. We also have on-line permitting for the DPW, Board of Health and soon to be Planning Board and Zoning Board of Appeals. Thank you for your cooperation throughout the year.

MANCHESTER PUBLIC LIBRARY

“It is not the strongest of the species that survive, but the one most responsive to change,” Charles Darwin.

“The only thing you absolutely have to know, is the location of the library,” Albert Einstein.

Last year when I wrote that the Manchester Library “is one of the key places in our town where our community and culture come to life,” I had no idea of the myriad ways that statement would be tested and found true in the months that followed. Yet as so many aspects of life have changed and forced on us a “new normal” the MBTS Public Library, and more importantly the staff, librarians, volunteers, friends, and family have remained a vital cog in furthering knowledge and community for our town. Thank you one and all for your support.

Contrary to popular belief, the need to reduce access to the building has resulted in an expansion of library services. More and more experiences and material move to the virtual world, while fulfilling the need for tactile knowledge has remained central to what we do. Your library is quietly, a busy and vibrant center of knowledge and entertainment. If you have not yet explored all that can be provided online through the library, we encourage you to do so soon. Albert Einstein would have been surprised (or maybe not) to learn that the “location” of the library is equally vital in cyberspace as it is right downtown. During the

last months we:

- Provided 4,105 audiobooks in six months on Overdrive (140% of 2019)
- Provided 2,896 items of digital media last summer on Hoopla (340% of 2019)
- Added 2,136 visitors to Kanopy for digital viewing.
- Supported over 600 local families each month with curbside pick-up.
- Continued the mystery book club group uninterrupted.
- Distributed 375, and illuminated 375, luminaria in honor of the town’s anniversary.
- Checked out ~500 items at the outdoor “pop-up” library.
- Displayed 40 family-carved pumpkins on Halloween (more next year!)
- Offered “PJ Story time” for our youngest patrons.
- Introduced weekly online Tai Chi (Thursday mornings. Join us.)
- Donated 4,334 withdrawn books via street side carts and the Little Free Library downtown
- Initiated a teen writer’s workshop.
- Offered online programs covering everything from Antarctic travel to Zen meditation.
- We even had a Jazz concert on the lawn... and so much more.

We hope to see you in person soon. In the meantime, please remember your library is here to help with a book, some media, or a guiding hand in getting the information you need.

Ric Rogers – Library Trustee, Chair

MANCHESTER AFFORDABLE HOUSING TRUST

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

From its inception the MAHT has explored several initiatives to foster the development of new community affordable housing. These

efforts have been challenged by the lack of development opportunities available on private and public land or buildings. Although MAHT has approximately \$650,000 available, the financing needed to create a meaningful number of new units of community affordable housing is significant and MAHT funds remain insufficient to provide a meaningful developer incentive. Despite these challenges, the MAHT has undertaken several important initiatives in 2020 to fulfill its mission and will utilize its funds in a creative way to leverage additional resources.

Accomplishments in 2020 Include:

- **Meetings:** Held monthly public meetings to discuss MAHT matters.

- **Financial Support:** The Trust is thankful for Town Meeting support for Community Preservation Act (CPA) funding (\$150,000 in 2020). The Trust also received the second payment (\$83,500) from a town development in compliance with the town's Inclusionary Housing Bylaw. Furthermore, the Trust received a \$100,000 anonymous contribution to support the COVID related rental and mortgage assistance program along with other personal contributions to support the Trust's mission.

- **COVID Related Rental and Mortgage Assistance** - MAHT acted quickly in spring 2020, being one of the 1st Commonwealth of Massachusetts Housing Trusts to adopt a rental and mortgage housing relief program to help low- and moderate-income residents dealing with job loss, furlough, and other economic hardship due to COVID. We have partnered with Cape Ann social and human services agency Action Inc. to commit over \$60,000 to date to support low- and moderate-income renters and homeowners. Once we initiated the program and began outreach, we benefitted from a \$100,000 anonymous donation to support the effort.

- **Engagement of Development Consultant with Manchester Housing Authority:** In August the MAHT and the Manchester Housing Authority (MHA) hired a housing development advisory consultant to evaluate the existing MHA properties and the town's Pleasant Street site to assess development opportunities and alternatives for renovation and perhaps expansion. The consultant is focusing on the MHA's Newport Park, The Plains and Loading Place properties, in addition

to the town's current DPW site on Pleasant St. The consultant team of Peregrine Urban Initiative and DHK Architects will provide financial and concept development services as part of the evaluation.

The MAHT and MHA are exploring alternative options to renovate and expand the MHA state-subsidized properties and determine the appropriateness of a community housing development on the Pleasant Street property. The goal is to preserve and modernize the existing MHA units with minimal cost to local taxpayers while perhaps increasing the tax base with carefully designed additional units. Without adequate state funding, the MHA properties have deferred capital needs that must be addressed as well as basic design issues that do not meet current codes or standards. For example, half of the 80 MHA units restricted to seniors and handicapped households are in second story walk-ups, which presents challenges for seniors seeking to age in place. MAHT and MHA have committed to involving residents currently living in the buildings as well as the public throughout the process of identifying and outlining needs and reviewing plans. A brief survey was sent to MHA property residents- and one is in the works for town residents- so that the MHA, MAHT and consultants have preliminary guidance moving forward. Once we can come to an agreement on a reasonable plan, the MHA and MAHA will work with MHA and town residents to draft a housing development Request for Proposals to solicit and select a qualified development team to pursue the plan.

- **Providing Guidance on Housing Matters:** The MAHT discussed the merits of improving the Accessory Dwelling Unit bylaw to increase community housing opportunities in town. Members of the MAHT were part of an ad hoc group to examine the current Accessory Dwelling Unit bylaw that led to the Planning Board adopting a measure to amend language. Furthermore, MAHT has provided comment on the current 40R measure being discussed and evaluated. The MAHT has also issued a series of recommendations- deeper affordability; energy improvement measures to lower operating costs and tenant share utility payments and having a housing preference on the community affordable housing apartments to town residents and merchants- to the Board

of Selectmen as it engages in negotiations with the Local Initiative Project developer.

- **Notice of Funding Availability:** The MAHT administered the Notice of Funding Availability (NOFA) that invites qualified residents and developers to apply for MAHT funding to help create affordable housing through the development of new affordable rental or ownership units, or through the conversion of existing ownership or rental units to affordable. MAHT would grant funds to selected applicants to help make the project financially feasible in exchange for affordability restrictions. To date one formal proposal has been made; unfortunately, the request was denied since several aspects of the proposal were considered inappropriate.

Trustees:

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

MANCHESTER ENERGY EFFICIENCY PROGRAMS (MEEP) ADVISORY BOARD

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

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

2020 projects included implementing a Solar Facilities sharing agreement, that will save the Town 15% on their electric bills, now and in the future.

Future projects will include RFPs to put solar arrays on the Fire Station, the Pumping Station, the Sewage Treatment Plant, the Compost Site, and Transfer Station. We meet quarterly and our focus is “investigation of opportunities for MBTS to save money spent on energy and monitor the complex web of public-and-private partnerships, legislative actions, and market forces”. As an advisory board, we work with those serving Manchester-by-the-Sea such as DPW, Town Administrator and the Board of Selectmen. We welcome residents to attend our

meetings.

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

OPEN SPACE AND RECREATION COMMITTEE

The Open Space and Recreation Committee (OSRC) continued to work on projects that were funded by a Community Preservation Act grant and priority actions outlined in Manchester’s Open Space and Recreation Plan (OSRP).

Trail work has been completed at Powder House Hill, including the installation of color-coded trail markers, seven new kiosks at trail entrances, and the creation of a new trail off Pine Street. The new trail expands and connects existing trails and will help deter walkers from crossing into the Newport Park housing development. The kiosks include a new trail map of the reservation indicating the color-coded trails and points of interest. The OSRC had planned on hosting an opening day event at Powder House Hill but postponed it due to Covid-19.

One remaining CPA project that the OSRC will undertake in 2021 is the creation of a brochure showing the major open space parcels in Manchester.

The OSRC is now involved in the update of the existing 2014 Open Space and Recreation Plan (OSRP). The committee is documenting actions that were taken since 2014 as outlined in one of the most important sections of the OSRP—the Seven Year Action Plan. In addition, the OSRC will be submitting recommendations for the 2021 Seven Year Action Plan to the OSRP Advisory Committee. The 2021 OSRP is targeted for completion and acceptance by the Town and the state in the summer of 2021.

The OSRC would like to acknowledge the contributions of Mike Chapman, former Chair of the OSRC, who left the committee in 2020. Mike was instrumental in creating the 2014 OSRP and starting the committee. The OSRC would also like to recognize two other members who left the committee in 2020, Francie Caudill and Nicky McHugh. They both made significant contributions to OSRC efforts,

especially in the areas of communications and outreach.

The OSRC welcomed four new members in 2020: Parker Harrison, Deb Fraize, Curtis Rising, and Sheila Linehan.

PARKING CLERK

Fees collected in 2020:

Beach Stickers:	\$102,745
Walk-On Passes:	\$143,336
Business/Boater Placards:	\$7,535
Parking Fines:	\$52,855

2245 beach and 461 resident stickers were issued during the year.

Respectfully Submitted,
Dianne K. Bucco, CMC/CMMC
Parking Clerk

PARKS & RECREATION COMMITTEE

We are a five-member committee that oversees some of our Town’s greatest natural resources including Singing Beach, Masconomo Park, Black and White Beaches and Tuck’s Point. We serve as the sole appointed advisory committee to the Board of Selectmen on matters related to Parks & Recreation programs, services, fields, and facilities. Working directly with the Director of Parks & Recreation to manage those areas, we look for input from our community on ways to improve these services; review facility policies and procedures; review signage and fees and make recommendations to the Board of Selectmen as needed.

In 2020 we have been working diligently on the Town’s Athletic Field Master Plan; we hope to move this into action in the upcoming year. New projects include amenities at Sweeney Park and Tuck’s Point, working on safety cameras at Singing Beach and still more plantings at Masconomo Park. Most of the projects were made possible through the Community Preservation Fund.

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

**PARKS AND RECREATION
DEPARTMENT**

Bringing families and the community together!

It has been a crazy year in Parks and Recreation as it has been everywhere. We have been challenged with rethinking the way we do things. Our department has always been about bringing people together and this year we had to keep people connected while also keeping them apart. Luckily, the 2020 Winter Basketball Program was able to finish before the pandemic hit but the remaining programs, entertainment and celebrations had to be put on hold. We were expecting a huge community celebration for the 375th Anniversary and for that to roll over into our other events.

We figured out how to hold the Concert Series by having families reserve squares and stay 6 feet apart, how to enjoy the Summer Playground Program at home and how to gather small groups with masks on to learn art, music, Tae Kwon Do and more! The Chowder House was transformed from an event venue to much needed outdoor program space, Middle School sports became Parks and Rec Programs and Santa made phone calls to excited children instead of allowing them to sit on his lap. We continued to find ways to entertain residents as much as possible.

If you were one of the residents who made leisure and recreation a part of your life in Manchester-by-the-Sea this past summer, you were reminded of how lucky we all are to have such great amenities in our own town! Limiting Town beaches to residents only made it more apparent that being stuck in your own town is not so bad. Even Tuck’s Point was relatively quiet with most parties and weddings being canceled at the Chowder House.

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 feel privileged to be able to provide such amazing places for people to gather.

We hope you have also enjoyed the *Music in Masconomo Summer Concert Series* on Tuesday nights at Masconomo Park during the summer. This annual concert series will be entering its 19th year in 2021 so join us this coming summer with your dinner,

blankets or chairs, and your family and friends! Concerts are free and made possible through generous donations by individuals and local organizations, businesses, and generous residents. Many thanks to the sponsors for their support!

Parks and Recreation, under the guidance of the Parks and Recreation Committee, worked hard throughout 2020 to improve the services we provide. Some key accomplishments of Parks and Recreation was being able to pivot into a whole new way of doing things. The Committee has also been busy working to get funding for step one of Town's Athletic Field Master Plan. We hope to put that into action during this coming year.

Moving into 2021 the Committee and Department are excited to bring forth some new amenities at Sweeney Park, continue with new plantings at Masconomo Park and thanks to Community Preservation, pickleball courts in the old skate park on Summer Street. These projects, as well as new ones, will improve the opportunities for our residents while keeping 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. Principal responsibilities of the Board include administering the Town's Zoning Bylaws and Subdivision Rules and Regulations, creating and maintaining the Master Plan, and proposing town planning policies, initiatives and amendments to the Town's Zoning By-Laws.

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

In 2020, the Planning Board:

- Continued the process of implementing the recommendations of the Master Plan which included:
 - o Meeting with a consultant who is assisting with updating and

recodification of our Zoning Bylaws.

- o Community discussions about potential changes to zoning in the Limited Commercial District including guiding growth consistent with the goals of the Master Plan.
- Provided assistance to the Board of Selectmen in their assessment of a proposed Affordable Housing Development in the Limited Commercial District.
- Administered the Zoning Bylaws by:
 - o Endorsing seven Approval Not Required [ANR] Plans for minor transfers of land between abutters or for new lots.
 - o Issuing three Driveway/Curb Cut permits.
 - o Holding public hearings and approving a Special Permit for the expansion of a dockyard.

The Planning Board is grateful to former Board member Andrea Fish for her extraordinary commitment to the Town.

We are also ever appreciative of the wise and able assistance from Administrative Assistant, Helene Shaw-Kwasie who has served the Board since 1991.

The Board would also like to acknowledge the advice, counseling, reports and wisdom of Town Planner, Sue Brown.

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

Ron Mastrogiamaco, Chairman

DEPARTMENT OF PLANNING

The Department of Planning is staffed by Town Planner, Sue Brown at 30 hours a week. The Department provides professional advice and technical expertise to elected officials, appointed boards and committees, Town staff and citizens 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 principal projects under the direction of the Department of Planning in 2020 included working to recodify and update the

Zoning Bylaw, managing a study to assess the feasibility of a Smart Growth Overlay District in the Limited Commercial District, overseeing the update of the Town's Housing Production Plan, advancing efforts to preserve the Western Woods, and writing grants to secure funding to undertake needed planning studies. The Planning Department also coordinated with the Department of Public Works to complete an ADA assessment and Transition Plan and a Limited Planning Assessment of the Town's Cemeteries.

The Town's Master Plan calls for updating the Town's Zoning Bylaws, beginning with reorganizing and reformatting to make the Bylaws easier to understand and administer and updating to remove or replace outdated sections or elements to better align regulations with community objectives. Working with law attorney, Mark Bobrowski, the Planning Board, Zoning Board of Appeals, Building Inspector and others continued monthly meetings to identify desired Bylaw changes. A full revised draft is now ready to be presented for community input in workshops and a Planning Board hearing before being presented for a 2021 Town Meeting vote.

The Town's Master Plan also calls for evaluating the feasibility of a Smart Growth Overlay District to support a mix of commercial uses and housing in the Limited Commercial District. The Department of Planning, working with its Metropolitan Area Planning Commission Consultant and the Towns Boards and Committees has begun this study. Recommendations for uses, dimensional regulations, density, and performance and design standards will be evaluated to determine if they will help the Town create a mixed-use neighborhood and meet its revenue production, service and housing goals.

The Department provided oversight of Housing Consultant Karen Sunnarborg to update its Housing Production Plan. The Plan provides an assessment of the Town's housing needs based on the most current available data and demographics and outlines recommendations for helping the Town meet its housing goals. The Plan, approved by the Planning Board and Board of Selectmen has been submitted to the State for final approval.

The Manchester Western Woods represent a unique opportunity for the Town to preserve

one of the last large undeveloped areas in town. Close to one third of the Western Woods is already protected by the Manchester Essex Conservation Trust, Conservation Restrictions and Town-owned Conservation Lands. Another third of the area is town-owned, but not protected. The remaining lands are privately owned and, without road frontage, are generally undevelopable. The Town is assessing the potential for preserving the entire Western Woods so that these lands remain undeveloped and become an integral part of the town's open space network. This initiative would help protect the town's water supply, improve climate change resiliency, protect habitat and biodiversity, and expand opportunities for outdoor education and recreation.

The Planning Department submitted six grant applications to various state and other agencies in 2020. Three received approval with combined funds of \$50,000.

- 40R Smart Growth Overlay Feasibility Study – Phase I (Granted \$10,000)
- 40R Smart Growth Overlay Feasibility Study – Phase II (Granted \$30,000)
- Downtown Parking Study (Denied)
- Western Woods Forest Stewardship Plan and Bird Habitat Assessment (Granted up to \$10,000)
- Municipal ADA Improvements of Town Hall and Fire Department (Denied)
- Local Rapid Recovery Planning Assistance (Technical Assistance – Granted)

In addition to leading planning projects, the Department also coordinated with the Department of Public Works to complete an ADA assessment and Transition Plan and a Limited Planning Assessment of the Town's Cemeteries.

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

Sue Brown, Town Planner

POLICE DEPARTMENT

On behalf of the members of the Manchester-by-the-Sea Police Department, I am pleased to present our 2020 Annual Report. I would like to share with you some highlights from 2020.

MISSION, VISION, & CORE VALUES OUR MISSION STATEMENT

The Manchester-by-the-Sea Police Department, in partnership with the Manchester community, is committed to maintaining tranquility, to respecting the sanctity of human life and to reducing risk for all. We seek to accomplish this mission through accountability, transparency, strategic partnerships, community engagement and the selection and professional development of high-quality personnel. Above all, the Manchester by-the-Sea Police Department seeks to provide services with compassion, dignity and the highest level of customer service.

The members of the Manchester Police Department value:

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

MPD CORE VALUES FAIRNESS TRANSPARENCY IMPARTIALITY COMPASSION

2020: Highlights:

First, I would like to take this opportunity to thank the men & women of the department who work tirelessly every day to serve and protect our community. The past year was unlike any other year in the last one hundred years. The continued commitment and dedication to the citizens of Manchester by-the-Sea while working on the front lines of this pandemic will not be forgotten.

Detective Sergeant Kenneth S. Sucharski:

During 2020 the Manchester by-the-Sea Police Department lost a valued member of the department. Retired Detective Sergeant

Kenneth S. Sucharski passed away suddenly leaving his wife Sharon and his son Evan. Detective Sergeant Sucharski spent a significant part of his career leading the former Cape Ann Drug Task Force and received many commendations from past Boards of Selectmen throughout the Cape Ann area for his vital role as a task force member.

Detective Sergeant Sucharski was a lifelong resident of Manchester by-the-Sea and graduated from Manchester Jr. Sr. High School with the class of 1967. After high school he enlisted in the United States Marine Corps and did three tours in Vietnam where he was ultimately wounded in action and was the recipient of the Purple Heart.

Detective Sergeant Sucharski will be deeply missed by his family and all the members of the Manchester by-the-Sea Police Department.

COVID-19

There is no easy way to sum 2020. In January we began hearing about the possible effects of Coronavirus Disease 2019 commonly known to us now as COVID-19. At that time here at the Police Department we began planning for all the possible impacts that the virus would have on our daily operations and staff.

On March 7th, 2020 a pandemic response plan was issued by Chief Fitzgerald to the Police Department. Shortly thereafter the W.H.O (World Health Organization) declared a global pandemic as COVID-19 began to spread rapidly throughout the world.

With little known about the virus at that time, the Board of Selectman carefully reviewed the information we had relating to COVID-19 and took many proactive measures to ensure the safety of our residents by closing the parks, beaches and other public areas. Schools began to operate remotely, and Governor Baker ordered other private businesses to close to protect our residents and prevent the spread of the virus by not overwhelming our health care system. The measures that were taken and more importantly the difficult decisions to close our local public spaces by our Board of Selectmen, I believe were the reasons why we were able to effectively keep our numbers to a minimum in town at the beginning of the pandemic.

Like most other small police agencies in the area, in March we implemented a 12-hour on, 12-hour off, 7 days on and 7 days off shift rotation. This was to minimize the number of

shift changes in a week, which in turn allowed less staff interacting with each other daily. It also reduced the reliance on our Reserve Officer staff and allowed us to always keep a group of full-time career Officers healthy and ready to respond. These shift rotations lasted through May of 2020.

As spring advanced some closures were rolled back as the State and Town saw a decline in the active daily cases. I am fortunate to say that through this point none of our Police personnel had tested positive for COVID-19.

As we progressed into the summer months, we remained focused on the spread of COVID-19. Several protocols were put into place to prevent the potential spread of COVID-19 within the department and some remain in place still today.

However, as we further navigated through the fall and closed in on the beginning of the holiday season several staff members became ill and tested positive for COVID-19. This in turn left us with 4 positive cases which forced 8 other police department employees to have to quarantine, leaving us extremely short staffed for a few weeks. I am happy to report that all our personnel recovered quickly, and no other remaining staff members have become symptomatic since then.

We continue to remain vigilant about the spread of COVID-19 within the Police Department and our community. I would like to thank all of the residents who came forward throughout the year with generous donations of food for our Officers and other items such as cleaning supplies, N-95 masks and other PPE (personal protective equipment) that was in short supply in the beginning stages of this pandemic. Your thoughtfulness and support throughout the year has been welcomed and appreciated by all members of the Police Department.

It has been a difficult year for many in dealing with COVID-19; however, I'm feeling confident that there is light at the end of the tunnel. At the writing of this report, the Commonwealth of Massachusetts is implementing a plan to roll out the COVID-19 vaccine in January of 2021.

Lastly I would be remiss if I did not thank our Board of Health Chairwomen Paula Filias and all of her board members, our Public Health Nurses Pam Ciccone and Mary Higgins along

with Ellen Lufkin for their countless hours, last minute meetings, and late night phone calls throughout the year as we navigated through this pandemic. You have made our job in the Police Department that much easier. Thank you!

Department Promotions & Reserve Officer Academy Graduation:

In January of 2020, we began the process of filling the openings of Lieutenant and Sergeant.

As Chief of Police I had a fiduciary responsibility to create an efficient, cost-effective process of backfilling these leadership openings. Given this, it was my goal to establish a fair, impartial, and transparent system of evaluating each candidate's ability to mirror the successful traits while also providing a cost-effective promotional process for the Town.

We were able to consult with Law Enforcement Dimensions LLC, a Massachusetts leader in law enforcement training and promotional processes for non-civil service agencies.

LED's principal owner, Attorney John Scheft, assisted us with developing a transparent process that included a written exam, assessment center, and oral presentations.

At the end of the three-month process, I was happy to recommend the top scoring candidates to Town Administrator Greg Federspiel for promotion: Sergeant Mark A. McCoy for Lieutenant and Detective Christopher M. Locke for Patrol Sergeant.

Lieutenant Mark A. McCoy has served the Manchester by-the-Sea Police Department for 24 years in various capacities and ranks. Mark is a graduate of Manchester Jr./Sr. High School's class of 1992 and holds a Bachelor of Science degree in Criminal Justice. Lieutenant McCoy currently serves as the Department's Executive Officer and oversees operations & accreditation.

Sergeant Christopher M. Locke has served the Manchester by-the Sea Police Department for 12 years and most recently as Detective. Christopher is a graduate of St. John's Prep's class of 2001 and holds a Master of Science in Criminal Justice. Sergeant Locke is currently assigned to the midnight to 8 a.m. shift.

Reserve Officer Graduation:

On January 30, 2020 three members of our Department completed their 372-hour Reserve/Intermittent Training Academy. They attended

the 19th Massachusetts Law Enforcement Training Alliance (MLETA) course in Topsfield, MA, and we are extremely proud of their commitment to this difficult program. These folks attended this academy on their own time in addition to their regular work schedules both within the Manchester by the Sea Police Department and outside. Pictured are members of our Department attending the graduation exercises along with the graduates: Dispatcher Chelsie Reilly, Auxiliary Officer Andrew Marques, and Reserve Officer Sean Mullins.

Police Reform:

On Dec. 31, 2020, Governor Baker signed “An Act Relative to Justice, Equity and Accountability in Law Enforcement in the Commonwealth.”

This reform established a mandatory certification process for police officers and seeks to improve accountability and transparency in the field of law enforcement. The law also aims to support law enforcement agencies in hiring and promoting only qualified applicants.

This new legislation is the direct result of a national conversation about racism, equity and police reform spurred this summer by the tragic and inexcusable death of George Floyd at the hands of Minneapolis Police. This moment served as a catalyst for long overdue conversations locally, statewide, nationally, and globally about race and what can and must be done to ensure our communities are safe, equitable, welcoming and compassionate for all.

In the wake of Floyd’s death I issued a statement on June 2, 2020 to the community condemning the actions of the officers involved in Minneapolis and reaffirming our department’s earnest commitment to serving and protecting everyone in our community and upholding the sanctity of human life. It was imperative that the community was reminded of these longstanding values of the Manchester-by-the-Sea Police Department at this dark and devastating time in our nation’s history.

Further, on June 30, 2020 I updated the community regarding the department’s extensive training and dedication to continued growth and improvement through the Massachusetts Police Accreditation Commission’s (MPAC) accreditation and re-accreditation process. As a conversation continued nationally about police training, we as a department wanted

our community to know that the Manchester-by-the-Sea Police Department operates under the highest modern policing standards and is committed to continuing training, self-reflection and assessment, and is constantly evolving to meet the needs of everyone in our community.

The Manchester-by-the-Sea Police Department was first certified in February 2018 and accredited in February 2019 by the Massachusetts Police Accreditation Commission. Accreditation is a voluntary process through which successful departments illustrate that their agencies are operating in accordance with the most rigorous of modern policing standards and are established and evaluated by industry independent law enforcement experts.

Through the accreditation process our department was evaluated across numerous categories and key indicators, including police management, operations, and technical support activities through established standards in areas such as policy development, emergency response planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation, bias based policing and holding facilities.

To earn accreditation, a department must meet at least 257 mandatory standards and 125 optional standards. However, our department was only required to meet 69 of the optional standards because of our size. Regardless, the Manchester-by-the-Sea Police Department met all 257 mandatory standards and 80 optional standards.

After earning our initial accreditation in 2019, we are committed to continuing to strive for re-accreditation every three years. Through this process we thoroughly self-reflect, identify areas for improvement and are visited by MPAC to be evaluated in-person. We meet monthly and continue to review our policies and all use of force incidents which are then reported on. During these meetings we also work to continue with a transparent internal affairs process and analyze other department practices including training and equipment maintenance.

Our officers are trained in recognizing bias, diversity and equity. We continue to prioritize training as a key tool to ensure our department is providing the best possible service and protection to our community.

The national conversation regarding law enforcement reform has also sought to better define the role of police in incidents involving individual(s) with mental illness. This has long been a conversation in our department as well. In 2019, we also completed our Pledge through the One Mind Campaign to improve our response to those suffering from mental illness. The One Mind Campaign was started by the International Association of Chiefs of Police to improve the interactions between law enforcement agencies and those with mental illnesses.

As a result of this pledge we established a sustainable relationship with Lahey Behavioral Health, created and implemented a model policy to address officers' interactions with those affected by mental illness and mental health awareness and crisis intervention and/or mental health first aid training for all full-time staff. Our department also organized and spearheaded the creation of an Overdose Outreach Follow-Up Team in partnership with the Essex Police Department. The team includes members of both departments, Lahey Behavioral Health professionals and representatives from One Stop, a free prevention and screening service. The team meets with residents who have experienced a recent overdose and offers treatment options for substance use recovery.

Additionally, mental health clinicians accompany our officers any time a mental health related follow up is needed following an incident in the community.

I am proud to say that our department already exemplifies the ideals outlined in the state's most recent reform legislation. Our profession should be held to the highest standards and we are committed to actively taking part in these conversations and working to continually improve our services to best serve the people who live in, work in and visit Manchester-by-the-Sea.

Lastly, I would like to remind our community that accountability and transparency has always been our priority. Please read on to learn more about my office hours and ways to connect; maintaining conversations one on one with community members is key to maintaining a dialogue with our town and I welcome residents and business owners to contact us with any questions, concerns, or comments.

School Resource Officer:

In collaboration with the Manchester/Essex school district and the Essex Police Department the SRO program continued to be successful in 2020.

In November 2019 after much discussion with MERSD & Town officials, parents, and other stakeholders, we were pleased to announce the implementation of our first ever SRO program.

After careful consideration and an intensive interview process, Officer Andrea Locke was appointed to her new role. In a very short period through the beginning of 2020 before the school district went to remote learning because of COVID-19, Andrea developed many relationships with parents, students, and school officials.

This was evident this past summer during our "Summer Kids Series" when the Police Department partnered with several local restaurants to offer fun events to bring students and police together. The events organized by School Resource Officer Locke attracted a great turnout of the elementary and middle school population. Thank you to Bravo Pizza, The Laughing Gull, Captain Dusty's, Allies Beach Street Café, and The Mooring for their generosity and participation in this series.

We look forward to continuing our collaboration with the District and the SRO program as the relationship with our youth and the police remains a top priority moving forward in 2021.

Also, in April of 2020 we announced that School Resource Officer Andrea Locke would be hosting a virtual story time for elementary students while school buildings remain closed due to the COVID-19 pandemic. The sessions were broadcast live on the police department's Facebook page at 10 a.m. each Friday and continued through the end of the school year. We found that reading aloud to students was a great way for our department and the SRO to continue to engage with some of the youngest residents in our community during the challenging, uncertain times surrounding the COVID-19 pandemic. I am pleased to announce that this story time was viewed by many students and a huge success.

Animal Control:

Our Animal Control Officer position continues to be a shared service between the Town of Manchester-by-the-Sea and the Town of Hamilton. The Animal Control Officer is available to each Town 24/7 to respond to animal emergency calls. All costs are split evenly, and no Town is required to expend more than its one-half (1/2) share of all costs.

During 2020 our Animal Control Officer Hayes Demeule addressed 411 calls for service. That averages out to be about 1.1 calls per day in the Town of Manchester. These responses included domestic animal complaints, kennel and barn inspections, and assisting residents with other animal and wildlife issues.

In the months of March and April, Hayes spent a significant portion of her time assisting patrol officers with monitoring our beaches and parks when those public areas were closed due to COVID-19.

I would like to thank Animal Control Officer Demeule for her continued dedication to the Town and its residents. Her knowledge, compassion for animals and their owners, and her willingness to respond to a call for service at a moment's notice is truly remarkable.

Traffic & NHTSA Grant:

In November of 2020 I was pleased to announce that the Manchester-by-the-Sea Police Department had been awarded a total of \$12,000 in federal grant funds allocated by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR), National Highway Traffic Safety Administration (NHTSA).

The NHTSA provided \$3.2 million to fund traffic enforcement campaigns, safety equipment, and non-enforcement activities to help reduce vehicle crashes and the resulting injuries and loss of life across the country. The funds that we received will allow us to increase our enforcement throughout 2021 beginning in January with a *Drive Sober or Get Pulled Over* enforcement campaign.

Speed and traffic volume have become a regular concern for many residents. We have worked with several neighborhood groups in 2020 to discuss their concerns regarding speeding and other traffic complaints. This remains an ongoing process. As a result of these meetings, with the assistance of the DPW

we were able to recommend several traffic calming measures in those areas of concern such as additional line painting and adding stop signs along with enforcement. We also launched an online Traffic Complaint service on our website. The online traffic complaint form can be found on our website's home page under the community resources drop down. This link allows residents to report violations anywhere and anytime they see them. I urge residents to use this complaint form <https://manchestermad.com/report-a-traffic-problem/> as the feature will streamline the process and allow us to respond to a traffic complaint efficiently, making Manchester-by-the-Sea roadways safer for all.

Community Goals and Objectives:

In 2020 Manchester-by-the-Sea Police Department continues to recognize that we are the conservators of a public asset. We are directly accountable to our residents through the Board of Selectman. Our objective is to serve all who work in, live in, or visit the Town of Manchester-by-the-Sea in a manner consistent with our mission statement and values.

2020 has been especially difficult for many. As a result of COVID-19, our daily activities were modified throughout the year especially in the spring when we limited ourselves to public exposure to keep the department healthy. However, the Police Department continues to realize that our strategic goals are formed by direct proactive community policing and engagement with our stakeholders and that must remain a top priority.

Throughout 2020 the Police Department continued to interact with our stakeholders, community groups, and the community at-large. Considering all the COVID-19 protocols for social distancing, officers were still able to log 1,410 different park & walk or directed patrols. Park & walks and directed patrols are self-initiated events when an officer(s) engages with the public.

In April of 2020 the Police Department began offering a pick-up and delivery service of groceries, prescriptions, over-the-counter medications and other vital supplies to residents identified as higher risk of serious health complications should they contract the novel coronavirus (COVID-19) or for those who are self-quarantined. Out of an abundance

of caution for the health and safety of the residents and the officers, items were delivered contactless to the front door. Residents were notified when the items were dropped off. I am pleased to report that many residents took advantage of this service throughout the year and continue to do so. I would like to thank Council on Aging Director Nancy Hammond, Jay Subulkin of Allen's Pharmacy and Crosby's Market for assisting us in this endeavor.

I would like to remind residents that this service is still operational. The Manchester-by-the-Sea Police Department can be reached at 978-526-1212 to set up deliveries and for all non-emergency matters. As always, please call 911 for any emergency and police will respond as normal.

Continuing with our goal of effective community engagement, I would like to thank the Manchester-by-the-Sea Police Association for their steadfast commitment to the public safety to this town and their continued generosity to local charities.

In March, the Manchester Police Association partnered with the Doug Flutie Jr. Foundation for Autism and took part in the Autism Awareness patch program. This initiative is to provide support and spread awareness for our community members who are affected by autism. As a result of this effort led by Sergeant Stephen Louf, the Association was able to donate over \$500.00 to the Flutie Foundation. All the proceeds given to the Doug Flutie Jr. foundation for Autism patch program will be used for safety programs focusing on keeping people and families affected by autism safe in local communities. If anyone would like to donate and receive a Manchester-by-the-Sea Police Autism Awareness Patch, please contact Sergeant Stephen Louf @ 978-526-1212 ext. 5005 or by email loufs@manchester.ma.us

Also, our Officers once again joined police officers and other first responders from across the Commonwealth in support of "No Shave November" sponsored by Home Base. Home Base is a Red Sox Foundation and Massachusetts General Hospital Program that helps Veterans and their families heal from invisible wounds, such as PTSD and traumatic brain injuries. To bring awareness to this cause, officers donated over \$1,500 of their personal money to this foundation. In turn, officers could grow facial

hair from November through January. Female officers were given a reasonable alternative if they wanted to donate.

Chief Fitzgerald Announces "Office Hours"

Lastly, as part of our goal to strive for community engagement and transparency, I would like to remind all residents that the first Thursday of the month, I hold office hours from 4 p.m. – 6 p.m. allowing residents and visitors an opportunity to speak with me directly. Check our Facebook page, the Police website, and the Town website for monthly office hour locations.

Due to COVID-19, most of my office hours were held at various outside locations such as Tuck's Point, Masconomo Park and Seaside One. Thank you to all who attended. Hopefully, I was able to address your concerns and answer any questions you may have had.

I would also like everyone to know that my open-door policy remains in effect and I encourage anyone who has questions about the Police Department or who wishes to discuss concerns can stop by the station at any time.

Social Media:

In 2020 we continue to understand that a significant percentage of our residents we connect with prefer communication via our social media outlets. The Department accomplishes this currently through our Facebook and Twitter accounts and our website <https://manchestermapped.com/>. Keeping with our 2020 goals to explore other social media outlets, an Instagram account was established under @manchesterbtspd. All of our digital platforms are updated routinely with current events and helpful safety information. Residents can also follow me on twitter @ChiefFitzMPD.

By the Numbers:

Calls for service for 2020 are incidents which require the response of a police officer(s). They may be a past crime, motor vehicle accident, medical aid or even a lost motorist. Calls for service are restricted to non-discretionary patrol responses and observed traffic violations. These numbers do not include proactive events initiated by the police officer such as directed patrols, school posts, and community policing initiatives such as a park and walk.

Manchester by-the-Sea Police Department 2020 Calls for Service

NATURE	2019	2020
911 Calls (900)	786	888
Alarms (Residential & Commercial Police/Fire)	566	465
Animal Control (All)	483	411
Arrests (Adult)	28	22
Arrests (Juvenile)	1	0
Assault (Including Assault on Police Officer)	6	0
Burglary/Breaking & Entering (Residential, includes attempted)	5	1
Burglary/Breaking & Entering (Commercial, includes attempted)	1	0
Burglary/Breaking & Entering (Motor Vehicle, includes attempted)	1	7
Disorderly Conduct	6	2
Domestic (includes physical, verbal & 209A violations)	25	56
Fraud (all types)	21	35
Harassment	2	21
Identity Theft	7	85
Juvenile Matters/SRO	27	26
Larceny (all types, includes attempted)	27	25
Larceny (of Motor Vehicle)	1	1
Missing Persons (Adult)	8	3
Missing Persons (Juvenile)	20	4
Erratic Operation (Motor Vehicle)	98	94
Motor Vehicle Crashes	183	107
OUI (Alcohol or Drugs)	6	5
Protective Custody (Adult)	4	0
Protective Custody (Juvenile)	0	0
Robbery (all types)	1	0
Sexual Assault	4	2
Threats (all types)	7	3
Property Damage (town and personal property)	29	31
Town by Law Violation	7	5
Trespassing	10	33
Motor Vehicle Stops (total)	1107	747
*Verbal warnings	578	236
*Written warnings	403	233
*Citations	95	36
*Criminal Complaints (Summons)	44	26
“Walk-in” reports	262	354
Mental Health response including with clinician	33	51
Parking Violations Issued		1345

2021:

As we move into 2021, we continue

to be dedicated to making our stakeholder partnerships even stronger and remain committed to being transparent via our department statistics, policies and procedures, and public records through our social media and websites. We continue to enhance our training and remain current with today’s best practices in law enforcement and focused on the challenges ahead.

As your Chief and lifelong resident, I remain committed to delivering the highest quality of services through a transparent and community-oriented team approach. I am confident that 2021 will be better for everyone. I implore anyone who has a question or concern to approach our officers at any time. I have never worked with a more dedicated group of individuals who truly respect and care about our community.

I remain honored and humbled to be able to serve the community in which I grew up and to wear the uniform of the Manchester by-the Sea Police Department.

Todd J. Fitzgerald, Chief of Police

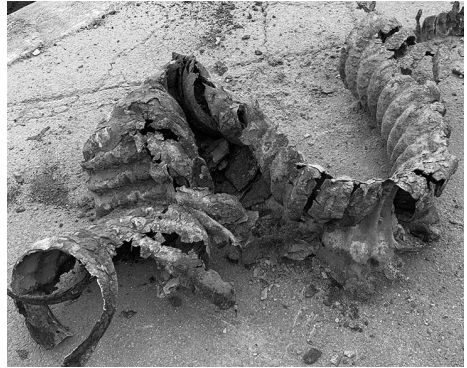
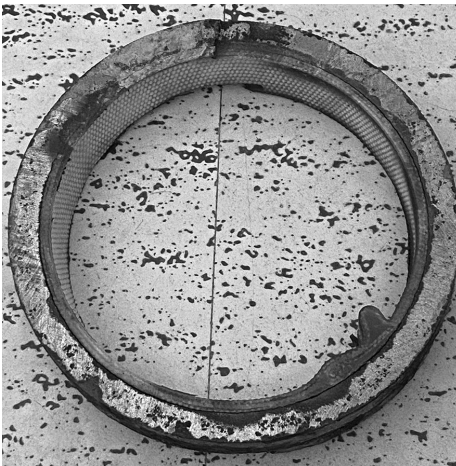
DEPARTMENT OF PUBLIC WORKS

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



Roadway efforts in 2020 included full width paving of the entire length of Raymond Street and large sections of Magnolia Avenue and Ocean Street where we completed water main work. We also completed a large section of Central Street while we were completing intersection improvements as part of our Complete Streets work. At the same time, work was completed on the Town Common. DPW is also responsible for general street maintenance (line painting, pothole repair, catch basin cleaning, street sweeping etc.) and issuing road opening permits.

On the wastewater system, we completed an additional 7000-feet of sewer line cleaning and approximately 2500-feet of sewer lining. The cured in place pipe (CIPP) liner was installed from within the pipe so no digging in town roads would be necessary. In addition, the town completed system wide flow monitoring as part of our Post Monitoring Plan (PMP). The PMP



was required by DEP as part of our ongoing consent order and required to get the consent order and corresponding sewer connection moratorium lifted. This report was submitted in late 2020 for DEP review.

On the water system we continued rehabilitation and replacement efforts on Boardman Avenue. Similar to the wastewater lining, we utilized a structural lining process so that we would not have to dig and replace the water main in sensitive areas or underneath the railroad tracks. This work included replacing 2600-feet of water main and lining the remaining approximately 1650-feet of watermain. We also continued replacing old and inoperable water system valves and hydrants which will give us better control of the water system during future water main projects and system wide flushing programs.

The Department continued efforts to update our aging drainage infrastructure. The above picture was the existing drain on Raymond Street that needed to be replaced before we paved the road. We also submitted our Central Street Culvert replacement design to FEMA for 75% total project grant funding. We expect to hear back on this application in mid to late 2021. Additionally, the Town work associated with state and federal requirements for the municipal separate storm sewer system permit (MS4 permit). This work included a town storm water management plan, asset inventory and mapping, and sampling at Town outfalls.

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

All the Best,
Charles J. Dam P.E.,
Director of Public Works

BOARD OF REGISTRARS

Voter registration totals as of December 31, 2020:

Democrat	1031
Republican	638
Unenrolled	2702
United Independent Party	9
Green Rainbow	3
Libertarian	10
MA Independent Party	3
American Independent	4
Socialist	3
Inter 3rd Party	7
Conservative	1
Grand Total:	4411

The total population figure gathered from the Town Census is 5630.

Respectfully Submitted,
Eileen Buckley, Chairman
Dianne K. Bucco, CMC/CMMC, Town Clerk

**MANCHESTER ESSEX REGIONAL
SCHOOL DISTRICT**

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

2020 has been a unique and challenging year for MERSD. The onset of the pandemic forced a school closure that lasted from March 12, 2020 to October 20, 2020, when the first students returned to campus for hybrid learning. Throughout this period, MERSD spent significant time and effort assessing the needs of students and families and redesigning instruction to meet the needs of remote and hybrid learners. The result was a flexible model that not only allowed us to provide the structure and engagement of a traditional school day but also allowed us to easily transition between in-person and remote teaching.

The pandemic has required us to make frequent changes to how our schools operate; however, always at the forefront has been our goal to deliver a high-quality learning experience for each of our students. Currently, all our grade levels are learning in a hybrid model that utilizes the Hyflex method. This method allows the cohort of students in school to interact virtually and in real-time with the cohort that is learning off campus. Assisting the district with remote access, the

Ipswich YMCA, our community partner, has played a critical role in supporting our efforts by providing low-cost flexible childcare to families who need assistance managing the hybrid schedule. Although we have chosen a challenging model to implement, it is one that we believe is in the best interest of students and one that allows us to maintain continuity of schedule and curricular expectations. There is no one way to structure the hybrid day. Each educator uses his or her expertise to design lessons that balance virtual instruction, online activities, independent learning, and traditional paper and pencil work. This design also allows students to participate in-person for two to four days per week to provide social-emotional support, relationship building and connections for students. Manchester Essex educators’ commitment to excellence combined with their innovative and adaptable skill sets have allowed them to create active and engaging learning environments. For more information on the MERSD Hybrid model please visit www.mersd.org – Quick Link: Fall 2020 Reentry

We are living through an unprecedented public health crisis that has upended the lives and livelihoods of millions of people, and it is a traumatic experience for both children and adults, alike. Our current situation has highlighted the persistent inequities among and within communities throughout the Commonwealth and the country. Families have unique circumstances; therefore, we have worked diligently to develop a plan that is equitable and achievable for all. In addition to the pandemic, recent events in our country have brought to the forefront the realities of systemic racism in our society. Recognizing the need to improve our current equity initiatives, the School Committee voted to approve a resolution committing MERSD to develop and expand antiracism and inclusive practices. *Resolved - the Manchester Essex Regional School District and the school districts in the Commonwealth must guarantee that racist practices are eradicated, and diversity, equity, and inclusion is embedded and practiced for our students, families, faculty, and staff.* This is important work to undertake, and I am proud of our students who are leading the way. As a result of a student petition calling for action, the Coalition Against Racism (SCAR) has

been established and is working collaboratively with the high school administration to identify ways in which the school can improve and address issues of equity. *"It is the mission of the MERSD Student Coalition Against Racism (SCAR) to further the diversification of our school culture. We aim to build and foster a community where equity, access, and equality are present and sustainable for all."* This effort complements the existing Middle High School Anti-Defamation League World of Difference program, and our K-12 educator study group that has been formed to examine strategies for diversifying our curriculum and offer recommendations for district-wide improvements to advance our anti-racism and equity goals.

Our equity goals and our experience with innovative learning methods will play a prominent role in our strategic planning efforts. Originally scheduled to be completed by the Summer of 2020, MERSD will be restarting the work this winter. Looking to build upon the success of our program and to prepare students for the workplace of tomorrow, MERSD will use the planning process to define our roadmap for creating a future-focused education program. Phase one (Fall 2019) focused on developing a *Vision of the Graduate*. Following the blueprint from the New England Association of Schools and Colleges (NEASC), this process seeks to define what students should know and be able to do because of a Manchester Essex education and examines the question - *What are the skills and dispositions students will require to find success?* In phase two (Winter 2021), the profile will serve as the driver for the development of a multi-year plan that establishes a set of goals and strategic initiatives to achieve the Vision of the Graduate 2033. We will be engaging the community in a conversation about our future needs during



March 2021 and will present the plan in the Fall 2021-2022 school year.

I am very proud of our MERSD community, as it always strives to put students at the center of decision making. Our educators have shown heart, professionalism, and creativity in their efforts during this pandemic to make teaching and learning accessible, innovative and exciting. Our School Committee has provided sound and thoughtful leadership during such an unprecedented time, often making difficult decisions, to provide our students with the best learning opportunities. Our parent community has shown flexibility, patience and support.

On behalf of the faculty and staff of MERSD, I extend my sincere appreciation to the residents of the communities of Essex and Manchester for their continued support. Our success is a community effort!

Pamela Beaudoin,
Superintendent of Schools

Memorial School Building Project

In the fall of 2020, the first phase of construction was completed, and the academic wing of the new Memorial School opened for students. At the same time, WT Rich, began phase two construction of the gymnasium, cafeteria, pre-kindergarten classrooms, and administrative offices. Phase two construction is scheduled to be completed by summer 2021 and ready for occupancy to begin the 2021-2022 school year.

The final phase of demolition, for the old gym and cafeteria, is scheduled for early summer 2021, when school is not in session. This will allow for the landscape construction (parking lot, playgrounds, and exterior signage) to begin in July with an expected to be completion date of November 2021.

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

Finance & Operations

MERSD's School Committee goals include the objective to "develop and deliver a fiscally responsible budget that restores educational

quality, supports District goals, recognizes the confines of Proposition 2½, and advocates for increased funding for the district.”

MERSD begins each budget cycle with a goal of “Level Services,” or, in other words, the same level of program currently in place. When program additions are necessary, MERSD has opted to fund them by finding cost reduction opportunities in other areas of the budget whenever possible. Over time, however, this has become more challenging, and in the past several years, the district has fallen short of a Level Services budget, having had to implement staffing reductions to ensure that budgetary growth fits within the levy limit.

Planning for a Revenue Correction

The challenge begins with the cost of Level Services, which typically grows at 3.5% - 4.0% annually for most school districts, beyond the limits of Proposition 2.5. This puts MERSD and other districts in a cycle of annual reductions to meet budgetary goals. The result over time is a cumulative “Level Services deficit” that must be addressed every 7-10 years with either a revenue correction (e.g., override) or more substantial program reductions. This last occurred for MERSD in FY-16 when Manchester passed an override and Essex used extra revenues to raise the contribution for MERSD. Using its ongoing process of multi-year budgeting, MERSD and its member towns have begun planning for another such decision point over the next one to three budgetary cycles.

Use of “Rainy Day” Reserve Funds

During this time, to minimize additional program reductions, MERSD has begun to use rainy day, “reserve” funds as a temporary revenue source. This helps to keep taxpayer costs below the levy limit while multi-year, sustainable budgeting planning continues with member towns. Reserve funds, however, are one-time in nature, and an important source of emergency funding for capital repairs, and as such, continuing use of reserve funds is neither sustainable nor considered best practice. Keeping reserve balances healthy in the long run is also beneficial to taxpayers by signaling to potential lenders that MERSD is a low-risk borrower for capital projects. MERSD’s credit rating was recently upgraded to AA+

(one step below the highest possible AAA rating) by S&P, who cited the strong financial position of both Manchester-by-the-Sea and Essex, as well as MERSD’s multiple years of positive budgetary results and healthy financial reserves. As a result of this favorable credit rating, MERSD was able to secure initial funding of \$35 million at a 3.289% interest rate, a significant improvement from the estimated 5.0% rating presented to voters in the fall of 2018, when the construction project was approved. The resulting savings in interest payments over the 30-year term will total \$17 million or \$577K per year. Additional borrowing of approximately \$5 million is expected, in addition to up to \$12 million in matching grants from the Massachusetts School Building Authority (MSBA) to fund the remainder of the Memorial School project.

Healthy reserves will also be important as MERSD shifts its focus over the next several years to renovation and/or replacement of Essex Elementary (now 64 years old), which will require input and approval from voters, and additional potential borrowing. MERSD’s strong credit rating has also helped MERSD to reduce the cost to taxpayers of the 2008-10 Middle High School construction project by enabling the district to refinance \$17.5 million of outstanding debt at lower interest rates, generating savings of more than \$2 million over the life of the bonds, or roughly \$130K per year.

Fiscal Discipline and Level Services Challenges

Fiscal discipline has been a consistent priority for MERSD, leading to consistent, stable and low growth in spending and “assessment” (i.e., the cost to taxpayers).

As noted, however, this achievement has come at a cost of continual program and staffing reductions. There are structural, recurring reasons why Level Services generally exceeds the limits of Proposition 2.5. Staffing, which accounts for nearly 65% of MERSD’s spending, typically grows at 3.0-4.0%, accounting for annual cost of living increases (2.0-2.5%), and any additional contractually obligated payments for increased years of service or staff’s educational attainment. MERSD uses statewide data to ensure that compensation levels are fair and in line with other districts. According to the Department

of Elementary and Secondary Education, MERSD ranked 88 among all districts in Massachusetts in the category of average teacher salary, despite consistent recognition for MERSD's award-winning academic and 'whole child' program. MERSD's next largest area of spending is mandated health insurance. With average annual medical trend growth rates in the public marketplace of 6-8%, health insurance, which accounts for 20% of MERSD's budget, naturally pressures Level Services spending growth upward each year as well. An unusual challenge occurred in 2018, when MERSD absorbed a 28% increase in health insurance rates after its budget had been set. Since then, MERSD has negotiated changes to its benefits offerings to make them more affordable, resulting in below-average growth in costs. Although much smaller in total size, mandated spending on out-of-district tuition and transportation for special education students is another area that can grow beyond the limits of Proposition 2.5. In recent years, MERSD has developed many in-district special education programs to help manage potential spikes in costs, saving more than \$1.5 million annually. Nevertheless, changes in these placements can be difficult to predict when associated with move-ins (i.e., new residents), and MERSD now has several students whose mandated out-of-district placements cost more than \$100K annually per student. Aside from staffing, benefits and out-of-district costs, most other areas of MERSD's budget are level funded each year (i.e., close to 0% growth) to offset growth in mandated, non-discretionary spending.

Fiscal 2022 Budget

MERSD's proposed FY22 operating budget of \$27.95 million assumes a \$24.3 million contribution from the towns (operating assessment), up 3.75% or \$880K from FY21. Total spending increases of \$1.14 million reflect a 4.25% increase over FY21, which includes contractually obligated 4.0% increase in staffing costs (no new positions) and a 6.0% estimate for an increase in health insurance rates. Since adopting a higher deductible plan with a Health Reimbursement Account (HRA) in FY20, MERSD has seen utilization fall significantly, leading to a favorable, below-average 3.0% rate increase in FY21, and based on current

trajectory, further reductions in the estimate for FY22 are looking increasingly likely. Of note, MERSD now ensures more retirees than active employees, with annual retiree insurance costs having grown an average of 12% per year over the past five years, in keeping with requirements under Massachusetts General Law. Fortunately, MERSD is on track to have more than \$3 million set aside in its trust fund for OPEB (Other Post-Employment Benefits, or future-year retiree health care). These contributions have been funded entirely from savings generated from employee migration to less costly plans, thereby eliminating an additional potential cost to taxpayers, which has been necessary to fund OPEB obligations in other communities. MERSD's OPEB trust is invested with the Pension Reserve Investment Management (PRIM) Board, the same entity that manages the Massachusetts Teachers Retirement System (MTRS) and Essex Regional Retirement System (ERRS). PRIM's 10-year average annual asset return as of December 2020 has been 8.94%. These asset returns reduce the contribution needed from MERSD to meet its statutory OPEB obligations.

With construction more than halfway complete for the Manchester Memorial Elementary School, MERSD's facilities department is focusing capital planning efforts on extending the life of Essex Elementary School, now 64 years old. In partnership with the Town of Essex, MERSD has used Green Community state grants over the past few years to fund \$395K of energy improvements, including LED lighting conversion, and installation of a modern building automation system; these systems also help to lower the annual operating cost (utilities). Additional capital investments at Essex Elementary for one-time projects, such as replacement of the Eagles' Nest playground will be funded by reserve funds, which grew by \$319K in FY19 and \$482K in FY20 from interest income earned on \$35 million in bond proceeds (not yet spent) for the Memorial Elementary School construction project. Capital projects expected in the next five years could cost more than \$1.5 million, including replacement of the Middle High School turf fields (now 13- and 11-years old), potential investments to shore up the Essex Elementary heating system, and normal

replacement cycle investments in Middle High School flooring and furniture.

MERSD At A Glance

Enrollment

- } Students = 1,262
 - Resident Population = 1,223
 - School Choice = 39
- } Per Pupil Expenditure = \$18,837 (91 in state)
- } Per Pupil Exp. State = \$17,131

Operations

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

Active Faculty & Staff

- } Faculty = 151
- } Support Staff = 33
- } 12 Month Administrative = 27
- } Average Teacher Salary = \$84,460 (88 in state)
- } Average State Teacher Salary = \$81,496

Facilities

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

Curriculum, Instruction, & Technology

The Manchester Essex Regional School District continues to refine and expand instructional practices for teaching and learning at all levels. All teachers were trained on a wide range of different technologies-from communication technologies to instructional technologies- to effectively teach and engage students during remote instruction during the COVID-19 Pandemic. Most notably, all teachers implemented remote learning for all students during the months of school closure, and teachers transferred this knowledge to implement hybrid learning, to accommodate students in-person and at home.

Literacy

As a result of an in-depth ELA curriculum review process in grades K-5 and participation in teacher training on the Science of Reading, MERSD moved forward with the adoption of Wonders 2020. Wonders is an evidence-and research-based literacy program with the highest EdReports rating on alignment to evidence-based instructional literacy practice. Wonders 2020 brings to students' research-based print and digital resources and provides support for building strong literacy foundations, access to complex texts, writing to sources, and development of social and emotional learning skills. Wonders provides all students with equity of access to rich texts and rigorous instruction (Wonders, 2020). MERSD began teacher training and Year 1 implementation of Wonders 2020 in July 2020.

Additionally, MERSD chaired a cross-district initiative focusing on training administrators and literacy coaches on research-and evidence-based instructional practices in a series entitled, The Science of Reading. School leaders have joined and participation in the Northshore Leadership Series, a district cohort focus group designed to engage and leverage the practice of the Science of Reading research to support the development and implementation of school-wide research-based reading practices across schools and districts. Currently, the following four school districts participate in this cohort: Newburyport Public Schools, Gloucester Public Schools, North Reading Public Schools, and Tri-Town Public Schools.

Finally, MERSD has participated in and provided support to the development of Mass Literacy, the Department of Elementary and Secondary Education's advisory panel focusing on the most effective research-based instructional practice recommendations for early literacy instruction across the Commonwealth of Massachusetts.

Community Partnerships & Student Support

To further engage with families to offer student and family literacy supports, MERSD has partnered with the Ipswich YMCA to create a summer literacy program to target building early literacy skills in rising first and second graders. During COVID, the summer literacy program became a fully remote support program

for 20 Manchester and Essex students. The summer program was structured as a morning literacy program and an afternoon summer camp for students at Camp Dory. This program was very successful and a high growth data for all attending students was determined from pre-and post-student assessments on students' oral reading fluency. Additionally, MERSD has partnered with the YMCA to create an afterschool literacy support program for students in grades K-3. This program will follow similar practices to the summer literacy model and will continue in 2021 as a remote program to best suit students' and families' needs.

Curriculum Updates

To align to the most current Massachusetts frameworks and to update existing curriculum in digital learning throughout the district, MERSD wrote and won a competitive grant to initiate K-12 Digital Literacy throughout the MERSD school system. Year 1 consisted of a review of current practices and middle school curriculum alignment; Years 2 & 3 will consist of building out a K-12 Digital Literacy Strategic Plan. STEMscopes was adopted and implemented in grades 6-8. MERSD has also begun the process of updating the middle school social studies curriculum to incorporate Civics coursework. This coursework is in its Year 1 implementation and includes cross-content and inter-disciplinary Civics curriculum. MERSD has also begun evaluating mathematics curriculum.

Social Emotional Learning

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

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

Essex Regional School District.

The overall research plan includes:

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

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

Regional Teams

As members of the ECLC, MERSD will engage in an intensive two-year professional development experience aimed at helping educators better meet the diverse learning assets and needs of students with learning disabilities, learning and attention issues, exposure to trauma—as well as those who experience systemic bias related to race, ethnicity, language, income, and gender. The ECLC is funded by the Peter and Elizabeth C. Tower Foundation. Based in Buffalo, New York, its footprint includes Essex County and Cape Cod & the Islands. Additional funding is provided by the Essex County Community Foundation. Five public school districts in Essex County have been selected to participate in the second cohort of the Essex County Learning Community (ECLC). These districts include Andover, Essex North Shore Agricultural & Technical School, Hamilton-Wenham, Manchester-Essex, and Saugus Public Schools (<https://www.essexcountylc.org/blog--news>, 2020).

Student Services Annual Report

The Manchester-Essex Regional School District Student Services Department comprises Special Education, Section 504,

English Language Learners, Homeless Students, Health and Counseling Services, and Preschool. Responsibilities of the department include program development, staff training and supervision, budget management, delivery of direct services (ELL, Counseling, Special Education), and maintenance of legal compliance with federal and state regulations in these areas.

The MERSD is committed to providing an inclusive and supportive environment for students with disabilities. The special education department provides direct services, assessment, and consultation for these students through Individualized Education Programs (IEPs). The District's compliance with state regulations is assessed on a three year Tiered Focused Monitoring cycle, which was most recently completed in 2018-2019, and yielded no findings of non-compliance.

The District routinely conducts screenings of children to identify potential disability-related needs; approximately two hundred forty (240) students, 17% of the student population, receive special education services. Fifty-four (54) children PK-12 were referred for an initial special education evaluation in 2019-2020. Completion of evaluations was impacted by the COVID-19 related school building closure from March through June 2020. During this time, students continued to receive services remotely. In September 2020, high need students with disabilities in specialized programs returned to school in-person two to four days per week while special education students with mild to moderate needs participated in remote learning and/or hybrid instruction dependent on grade level.

In addition to special education, the District provides accommodations for sixty-seven (67) students eligible for Section 504, a federal regulation that protects individuals with disabilities from discrimination in education and employment. Five (5) English Language Learners (ELs) receive direct instructional services through the District and nine (9) additional former ELs are monitored through the department. The MERSD also provides full time health and counseling services in each building, including School Adjustment Counselors, School Nurses, and School Psychologists.

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.

In March of 2020, schools closed abruptly due to a worldwide pandemic. Teachers quickly switched over to instructing students remotely. Students remained out of school for the remainder of the year. Over the summer school districts were charged with coming up with a plan for remote and in person learning that would meet the guidelines set forth by the state. These plans were presented to the School Committee and the decision was made to open school in a fully remote model that followed the structure of a typical school day. School opened following this remote model on September 16. The School Committee then voted to bring K-2 students back into the building on October 20 and students in grades 3-5 back on October 27. Staff at EES worked diligently to construct and implement a plan to maintain 6 ft. of social distance between all staff and students. This resulted in a hybrid model where half of the students would be in school on Tuesdays and Wednesdays and the other half would be in the building on Thursdays and Fridays. All students work remotely 3 days a week. This requires teachers to teach students on the screen and in the classroom simultaneously. Safety protocols were put into place per state guidelines and clearly taught to all students during the first week of school. This involves sanitizing hands when entering school and when coming and going from classrooms, walking one way in hallways, eating at an individual desk in the cafeteria, maintaining 6 ft. distance in the classroom, at PE and recess, and waiting outside the restroom if it is already in use by one student. All these precautions follow the strict state guidelines and students have been adapting well to this new learning environment.

The Department of Elementary and Secondary Education cancelled MCAS during the spring of 2020; therefore, we have not received any results for comparison to previous

years. In the fall of 2020, we conducted school wide assessments to determine where students might have needs in reading and math. We were pleased to find that our data as compared to previous years did not show any glaring changes that we anticipated due to remote instruction. We look forward to assessing students again in the spring to determine progress made this year.

In closing, the sense of community that exists at Essex Elementary School is second to none. This was demonstrated so clearly as we re-entered school in October. Parents, students, and staff were overjoyed to see one another again and the community fully supported our efforts. During a typical year, the PTO does an outstanding job of raising monies for our school. The Spaulding Education Fund contributes by funding grants for enriching and innovative initiatives. School meetings are held to reinforce the school's core values of caring, respect, responsibility, honesty, and achievement that carry beyond school walls into the community. Each meeting focuses on one core value, with students participating in performances to demonstrate their understanding of the meaning of this attribute. Students are recognized for exhibiting these core values and their names go up on the wall in the cafeteria. These school meetings are excellent community building activities. Special important experiences for fifth grade students, such as Project Adventure and ballroom dancing, help to make their final year at EES memorable. In closing, EES provides an excellent quality of education for our students in a warm, nurturing environment where every staff member is invested in teaching the whole child.

Jennifer M. Roberts, Ed.D.,
Principal Essex Elementary School

Memorial Elementary School

Manchester Memorial Elementary School (MMES) has 279 students enrolled in Pre-kindergarten through grade five this school year. MMES houses the MERSD Integrated Pre-Kindergarten program for students from Manchester and Essex. The program is a combination of students with special needs and peer models. The K-5 classroom enrollment is roughly 20 students per class. However, due to the COVID-19 pandemic this year, MMES opened in a fully remote model before transitioning to a hybrid model in October. In

the hybrid model, students are divided into two groups: the white or green cohorts. Each cohort contains fifty percent of our students from each class. All students participate in school remotely on Mondays, and the green cohort comes to school for in-person learning on Tuesdays and Wednesday while the white cohort comes to school for in-person learning on Thursdays and Fridays. When cohorts are not scheduled to come into school, they participate in remote learning. All students have two in-person days per week and three remote days. To make this happen, numerous safety precautions and protocols were developed and implemented to mitigate the potential spread of COVID-19 among students and staff. We are happy to report that these efforts have been successful, and we were able to maintain educational momentum during the 2020-2021 school year.

MMES continues to offer its students a wide range of activities and academics as part of 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 one through five. Students in the upper grades can take instrumental music lessons and participate in the MERSD elementary band via a remote format this year. The visual arts are typically celebrated every Spring in the district-wide Elementary Art Show that showcase our students' artistic talents. We plan to continue this tradition in a remote format this year. MMES also benefits from the tremendous support of our MMPTO who raise funds and organize enrichment activities to enhance our well-rounded curriculum.

When visiting the MMES neighborhood this year, it is hard to not notice the major construction project that is taking place. The first half of the project was completed in the Spring/Summer of 2020. This phase included a state-of-the-art classroom wing that can service our entire K-5 population. Phase two is underway and includes the main office, lobby, café/gymnasium, library, and Pre-Kindergarten classrooms. The current gymnasium, cafeteria, lobby, etc. are still in use for the 2020-2021

school year. It is anticipated that the final phase of construction will be completed by the Summer of 2021 for occupancy in the Fall of 2021. The entire MMES community is very excited about fully moving into the new building!

Finally, MMES is very fortunate to have a high level of supportive parent and community involvement in our school. While this year presented us with many obstacles, our parent and community base could not have been more supportive. We look forward to welcoming the community back into our school in the not-so-distant future!

John Willis, Principal
Memorial Elementary School

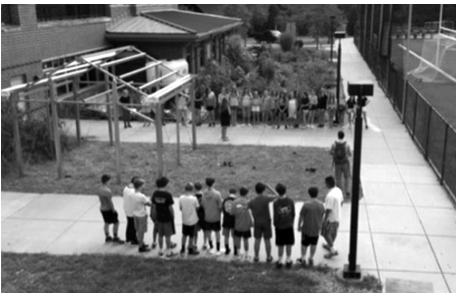
Manchester Essex Regional Middle School

In the fall of 2019, the Manchester-Essex Regional Middle School welcomed approximately 370 students in Grades 6-8 back to school. The early fall consisted of a host of experiences for parents, including a Grade 6 parent orientation evening, and Curriculum Night/Open House for parents at all grade levels. Student orientation consisted of on-site team-building activities leveraging Project Adventure and the RULER program (a social and emotional approach to teaching and learning founded by Yale University’s Center for Emotional Intelligence), for students in

Grade 6 and off-site experiences for Grades 7 and 8. During these off-site field trips at the Camp Spindrift Project Adventure courses in Gloucester, MA, Grade 7 and 8 students connected with their peers through exercises focused on developing strong teams and a collaborative culture.

Once students and teachers established rituals and routines and efforts geared towards developing strong cultures were well underway, the important work of introducing and revisiting safety protocols began. Faculty, staff, and students participated in schoolwide, annual safety training including ALICE and Anti-Bullying developed by the Massachusetts Aggression Reduction Center (MARCC). Middle school parents were also invited to a presentation by Dr. Elizabeth Englander, of MARCC, on bullying prevention and technology/social media awareness. With a focus on an inclusive culture and safe environments, the middle and high school also welcomed a new School Resource Officer to the team. Officer Andrea Locke quickly went to work building relationships with students and prioritizing not only physical safety, but also social and emotional health.

The fall also included annual training for middle school administrators who attended a Special Education Summit conducted by Lyons and Rogers, LLC and Educator Evaluation





Training facilitated by the Department of Elementary and Secondary Education. In early March, the Middle School Principal, Dean of Students, and School Adjustment Counselor also provided training to school administrators and teachers from around the country, when they facilitated a RULER workshop at Yale University's Center for Emotional Intelligence in New Haven, CT.

Curriculum and instruction were in focus during the winter of 2020. English language arts teachers and special education teachers in Grades 6-8 participated in Keys to Literacy training with a focus on improving student writing. Math teachers, along with the principal, the Director of Curriculum and Instruction, and the Math Department Chair began conversations around piloting a new math curriculum with a target date within the 2020-21 school year. As a first step in this work, the team participated in curriculum evaluation and analysis training offered through the Department of Elementary and Secondary Education. In addition to the above areas of focus, the Middle School Principal also began working closely with the High School Principal and District Leadership to map out the early stages of strategic planning and development of MERSD's Vision of the Graduate.

On March 12, 2020, our good work came to a halt as we entered the early days of a global pandemic. As ordered by Massachusetts governmental leadership, we closed the building for the remainder of the school year. The Department of Elementary and Secondary Education instructed schools to transition to fully remote teaching and learning and, following their guidelines, the middle school quickly assembled the necessary technology and resources to meet the educational needs of



our students through a fully remote model.

During summer 2020, the School Committee presented guidelines for returning students to school in a phased approach, with the middle school's anticipated return to the building being the end of Trimester 1 of the 2020-21 school year. Acknowledging the remote teaching model of the spring was not robustly meeting the educational needs of students, a train-the-trainer model was developed. The middle school, in conjunction with other schools in the District, began working with the Massachusetts School Administrators Association (MSAA) to ensure all faculty and staff were trained for effective online teaching. This, along with in-house training provided by our Digital Learning Specialist, increased teacher capacity in a host of online instructional tools, including but not limited to, Zoom, Screencastify, PearDeck, Kami, Flipgrid, Padlet, Kahoot, and EdPuzzle.

Summer and early fall months were dedicated to preparing the facility and ensuring all safety protocols were in place prior to welcoming students back to in-person learning. Hallways were marked with directional arrows, stairwells were designated as one way, classroom desks were set up with proper social distancing, and daily/weekly cleaning protocols were established for all areas of the building.

In September 2020, students were welcomed back to school and a robust online learning platform of full-time synchronous instruction that followed a full-day, middle school schedule. Benchmark assessments in Grade 6, a critical middle school transition year, were conducted in both math and writing to identify the most appropriate content area standards upon which to focus our instruction.

At the start of the school year, students were welcomed onto campus for orientation. Students also gathered on campus in November. Both gatherings took place on the football field. In early January, students participated in another in-school orientation in preparation for the hybrid phase of learning, beginning on January 19.

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 being on the other side of the global pandemic. In the meantime, we will continue to provide our students with the best learning experience possible.

Joanne Maino, MERMS Principal

Manchester Essex Regional High School

Manchester Essex Regional High School continues to progress to provide all students with a broad-based curricular experience even while educating during a pandemic. The curriculum aims to assist students to gain valuable skills focused on creating, evaluating and analyzing to prepare students for the global society ahead of them. During the 2019 – 2020 school year we developed a Vision of the Graduate which further defines these skills and dispositions.

The students at Manchester Essex Regional High School continue to achieve at high levels. Ninety three percent of the Class of 2020 moved on to post-secondary academic

options. One hundred twenty students took Advanced Placement courses during the 2019-2020 school year. Those students took 284 AP courses ending exams with 85% of the students scoring 3 – 5 (levels that are deemed acceptable for college credit). The number of test takers was down from prior years due school closure resulting from the Covid-19 pandemic. The scores, however, increased. Instead of testing in school, students took AP tests online while at home. Four students were named as a Commended Students by the National Merit Scholarship Board for their academic promise and performance on the PSAT. One student moved on in the competition to be named a National Merit Finalist.

The School Council at the high school level had a productive year. During the 2019-2020 school year the Council worked on the development of the Vision of the Graduate, including the skills and dispositions that students will need to be successful upon completion of high school. The development of the Vision included feedback from all stakeholders including faculty, students, parents, School Committee and the business community.

Students continue to participate in a large variety of co-curricular, extra-curricular and athletic programs. Boys and Girls basketball advanced to the State Tournament. Several members of the swim team advanced to the State Meet. The spring athletic program was cancelled due to Covid-19. In the fall of 2020, athletics looked a little different. All sports were modified to adhere to guidelines aimed to stop the spread of Covid-19. Soccer, field hockey and cross country all compete within the Cape Ann League. Due to the pandemic, all state tournaments were cancelled. Football was not allowed to play during the fall of 2020.

Throughout the school year students participated in community service, taking part in several toy, clothing and food drives. Debate and DECA continued to find success in competition. Robotics did not have the opportunity to compete in the FIRST Robotics competition due to cancellation resulting from the pandemic.

Senior week activities looked different in 2020. The Prom, senior trip and Baccalaureate were all cancelled because of the pandemic. Students celebrated graduation day with a car parade through the communities of Manchester

and Essex. This was a successful event that we hope to continue in future years. Graduation was held in July 2020 when it was deemed safe to hold graduation outside with six feet spacing between students and families.

During the fall of 2020, students returned in a remote fashion. Students remained home while teachers taught from their homes over the Zoom platform. In effort to make this instruction model successful, teachers took part in robust professional development during the summer and fall of 2020.

Patricia Puglisi, MERHS Principal

SEASIDE NO. 1 COMMITTEE

Seaside No. 1 remains in excellent condition thanks to the continued support of the Town. We hope that the pandemic subsidies this summer so that we can share this wonderful treasure with residents and visitors to Manchester.

SUSTAINABILITY COMMITTEE

The Sustainability Committee continued to strive to fulfill its mission of promoting strategies and initiatives to reduce the negative environmental impacts of town activities, and of seeking to engage the community through public forums, educational materials, and other means of raising awareness of the climate crisis.

Plans for an event celebrating the 50th Earth Day had to be shelved due to the pandemic. The pandemic limited our ability to create in person events, but we continued to meet via Zoom and liaise with other committees, notably the Hamilton waste committee.

The committee has continued to work closely with the DPW and Black Earth Compost to promote the importance of composting, correct recycling practice, and generally using less stuff. We have also tried to connect with neighboring towns’ waste reduction committees to learn about their best practices, and with the MassDEP. We are planning a virtual Waste Zero Challenge for April school vacation week.

Our social media platforms have been continually refreshed with important news and information about worldwide environmental issues, and we have continued with letter writing and outreach.

Sustainability Committee members: Alison Anholt-White (Chair), Su-Yin Mittermaier, Allison Ste. Marie, Dana Spang Menon, Carley

Cook, Nadia Wetzler. Leigh Scharfe. Student liaison Lucia Logue-Perron.

TOWN CLERK

The following monies were collected by this office in 2020:

Marriage Licenses:	\$595
Vital Certificates:	\$1,760
Dog Licenses:	\$14,180
Business Certificates:	\$1,240
Beach Stickers	\$72,265
Miscellaneous	\$3,905
Parking Fines	\$52,855

Vital Records:

- Births - 18
- Deaths - 43
- Marriages - 21

Respectfully Submitted,
Dianne K. Bucco, CMC/CMMC, Town Clerk

WELCOME TO MANCHESTER COMMITTEE

The ‘Welcome to Manchester’ committee is comprised of volunteers who welcome new residents via home visits, ambassador programs, phone calls, social media platforms, and an annual reception where they can meet other new residents, families, and volunteers as well as learn about the town’s many offerings.

Our goal is to help new residents get acclimated quickly, make new friends, and be given resource information to assist with their transition to Manchester. For more information, please visit us at www.manchester.ma.us under Boards and Committees/Welcome Committee.

Committee Members:
Christine Metrano-Barber, Chair
Christina Cunningham
Hope Watt-Bucci
Leslie Beatty

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.

All projects and expenditures in 2020 were funded by generous donations from the Clara Winthrop Charitable Trust, members of the Winthrop Field Committee, and friends of Winthrop Field. Labor for clearing brush around the field was provided by neighbors

and the Committee with the brush being hauled to the compost site by the DPW. This year, Town residents used the area for walking, snow shoeing, cross country skiing, and dog walking.

Several activities were completed this year. The field was mowed, and the hay was baled by Bill Perkins. The second rotary mowing of the field was not done as it was not needed. Many of the drain lines under the field were cleared by Dash Drains under the supervision of the Committee. One drain line was found to be broken and was repaired by Jeffrey's Creek. A willow tree, downed in a windstorm and blocking the drainage brook south of Bridge Street, was removed by North Shore Arborists. The Committee also contributed to the cost of pruning trees along the Jersey Lane wall with the work done by Cicoria and supervised by the DPW.

ZONING BOARD OF APPEALS

Zoning Board of Appeals Members: Sarah Mellish (Chairperson), James Diedrich (Clerk January—June), John Binieris, Kathryn Howe, James Mitchell, and Brian Sollosy (Clerk). Adele Ardolino (Administrative Assistant).

2020 YEAR IN REVIEW

When an application is submitted to the Zoning Board of Appeals ("ZBA") by a property owner, the ZBA holds a public hearing and determines whether to grant the relief requested with respect to our local Zoning By-Law. This includes requests for Special Permits to change, alter or extend an existing nonconforming structure or use and certain accessory uses; requests for Variances for a new nonconformity; Appeals of Administrative Decisions issued by the Building Inspector; and Comprehensive Permits under M.G.L.C. 40B.

During 2020, the ZBA held thirteen (13) public hearings and conducted twenty-four (24) site visits to consider fifteen (15) Special Permit applications, one (1) Variance application, seven (7) combined Special Permit/Variance applications, one (1) Modification of a Special Permit, and one (1) Appeal of an Administrative Decision. Some of these applications were approved with restrictions or modifications imposed by the ZBA. Three (3) applications submitted during 2020 were Withdrawn Without Prejudice by the Applicant.

The ZBA visited each site that was the subject of an application. All applications were

filed, processed and decided according to town and state laws, by-laws, and procedures. The ZBA notified all applicants and abutters of each application by mail, notified the public of the applications to be heard at public hearings by newspaper advertisement in the Manchester Cricket, and by posting all Agendas at the Town Hall bulletin board and on the Manchester-by-the-Sea website. Each decided application was the subject of a written Decision filed in the Town Clerk's Office, sent to all applicants, and recorded at the Registry of Deeds. Decisions were made available to all abutters and the public upon their request.

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

Filing fees have remained the same and are as follows: Special Permit \$240; Variance \$265; Special Permit & Variance \$290; Appeal of Administrative Decision (same fee as category being appealed); and Comprehensive Housing Permit (MGL 40B) \$500. The ZBA has continued to coordinate its activities with those of the other Town Boards.

Sarah Mellish, Chairperson
Zoning Board of Appeals
Manchester-by-the-Sea, Massachusetts



Council on Aging Mardi Gras Lunch March 2020



September 11th Ceremony



375th Holiday Luminaria December 2020



375th Anniversary Trivia Contest Awards August 2020



Annual Town Meeting June 22, 2020



Beach Sticker Sale May 2020



2020 Election by Chloe Shwartz



Winter Sunset by Christine Metrano Barber

ANNUAL TOWN MEETING MINUTES

The Annual Town Meeting of the Town of Manchester-by-the-Sea was held on Monday, June 22, 2020, on the football field at the Manchester Essex Regional Middle High School on Lincoln Street, pursuant to the warrant being duly posted and the return of the Constable being received, and to the Moderator's Declaration of Recess and Continuance in accordance with M.G.L. Ch. 39, §10A, dated June 1, 2020. Registrar Eileen Buckley oversaw the check-in area. She was assisted at check-in and on the field by Sally Curry, Tiffany Marletta, Cheryl Marshall, Sonja Nathan, Bion Pike, Kathy Ryan, Alison Anholt-White, Laura Wright and Patricia Wright. Manchester Essex Regional High School student Tyler Erdmann served as videographer. Two hundred and fourteen voters checked in for the meeting. A quorum was reached at approximately 6:30 p.m., and the meeting was called to order at approximately 6:45 p.m. Moderator Alan Wilson waived reading the return of the warrant but confirmed it was properly served. Moderator Wilson then asked that the meeting rise for the invocation given by Father Paul Flammia of Sacred Heart Church, followed by the Pledge of Allegiance to the flag.

Moderator Wilson asked that the meeting rise in honor of those who had lost their lives to the pandemic, in sympathy with their survivors, and in gratitude and respect for health care workers, public safety personnel and all those front-line people who provide essential services we depend on.

The Moderator then made this statement: "It's worth remembering that town meeting is the oldest creation of American democracy. In the 1770's, New England town meetings were where patriots planted the seeds of revolution and freedom. In recent weeks, our country has witnessed renewed demands for equality and justice. I am inspired by the Manchester Essex High School students and others who joined in supporting those demands. As Deval Patrick wrote recently, 'the marchers remind us that when one group makes a claim on a more just and prosperous future, every American has a stake in their success.' Black lives matter. It's up to all of us to do the work that will, in the words of the Constitution, form a more perfect Union."

The Moderator then read the usual procedural points and announced that electronic voting would be used for this meeting, with green voting cards used if for some reason the electronic voting system failed. He thanked the volunteers who were assisting in the conduct of the meeting and also those who had distributed packages of materials for the meeting to all households. He reminded the voters to wear masks except when addressing the meeting and to maintain social distancing both during the meeting and on leaving. He also thanked the Manchester Board of Health and especially Board member Dr. Deborah Bradley for their assistance in developing the Public Health Protocol he prepared for 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.

The Moderator called for a test vote to ascertain that the electronic voting system was working properly. It was not, so green voting cards were used instead.

Moderator Wilson announced that the meeting would use a Consent Calendar, in accordance with Article II, §18 of the Town's General By-law. On May 30, he had published a Consent Calendar containing Articles 1, 2, 9, 10 and 11 in the Warrant, including the motions to be made under each article.

CONSENT CALENDAR

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

Eli Boling, Chair of the Board of Selectmen, moves the article as printed in the Warrant. Margaret Driscoll, Vice Chair, seconds.

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

Eli Boling moves to set the salaries of the listed officers at \$0.00. Mory Creighton, Chair of the Finance Committee, seconds.

ARTICLE 9. To see if the Town will vote to raise and appropriate or transfer from available funds \$264,769 to be deposited into the Town's Other Post Employment Benefits Trust Fund, subject to said appropriation being expended from the Trust Fund only for the purposes authorized by section 20 of Chapter 32B of the General Laws of the Commonwealth of Massachusetts; or take any other action relative thereto.

Per petition of the Board of Selectmen

Eli Boling moves to transfer \$264,769 from available funds for the purpose and subject to the condition stated in the article. Mory Creighton seconds.

ARTICLE 10. To see if the Town will vote, pursuant to the provisions of G.L. c.44, §53E½ as most recently amended, to set the following Fiscal Year 2021 spending limitations on expenditures from the revolving fund(s) set forth in the Town's Revolving Fund By-law, Article IV, Section 11 of the General By-laws:

Program or Purpose: Costs Associated with Town of Manchester-by-the-Sea Recreation Programs; FY2021 spending limit: \$290,000.

Or take any other action relative thereto.

Per petition of the Board of Selectmen

Eli Boling moves the article as printed in the Warrant. Mory Creighton seconds.

ARTICLE 11. To see if the Town will vote to amend Section 5 of Article XXI (Affordable Housing Trust Fund) of the Town's General By-laws, as follows, by deleting text shown below as stricken through; or take any action relative thereto.

Section 5 Tenure of Trustees

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

the Trustee so appointed is filed with the Town Clerk ~~and recorded with the Registry of Deeds and filed with the Land Registration Office~~. Upon the appointment or election of any succeeding Trustee and the filing of such appointment or a certificate of such election the title to the Trust estate shall thereupon and without the necessity of any conveyance be vested in such succeeding Trustee jointly with the remaining Trustees. Reference to the Trustee shall mean the Trustee or Trustees for the time being hereunder. Of the original Trustees, four shall hold office until July 1, 2017 and three shall hold office until July 1, 2018.

Per petition of the Board of Selectmen

Eli Boling moves the article as printed in the Warrant. John Feuerbach, Chair of the Trustees of the Affordable Housing Trust, seconds.

***MOTION:** Eli Boling moved to approve the motions under Articles 1, 2, 9, 10 and 11 as contained in the Consent Calendar without debate. Margaret Driscoll seconded the motion.

The motion under the Consent Calendar was approved unanimously.

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

Per petition of the Board of Selectmen

***MOTION:** Margaret Driscoll moved and Jeff Bodmer-Turner seconded that the Town raise and appropriate \$169,045 and that it be funded by taxation, for the purpose of funding the Town’s share of the Essex North Shore Agricultural and Techni- cal School District.

The motion was voted unanimously.

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, 2020, and appropriate the same.

Per petition of the Board of Selectmen

**DEPARTMENTAL REQUESTS AND
FINANCE COMMITTEE RECOMMENDATIONS**

Item No.		Appropriations FY - 2020	Requests FY - 2021	Recommendations FY - 2021	Funding Sources
GENERAL GOVERNMENT					
33%					
SELECTMEN’S DEPARTMENT					
1	Salaries	247,473	268,664	268,664	TAXATION
2	Expenses	32,325	32,050	32,050	TAXATION
3	Audit	38,000	47,000	47,000	TAXATION
INFORMATION TECHNOLOGY					
4	Salaries	2,500	-	-	TAXATION
5	Expenses	111,500	125,000	125,000	TAXATION
FINANCE COMMITTEE					
6	Salaries	4,500	3,500	3,500	TAXATION
7	Expenses	320	320	320	TAXATION

8	Reserve Fund	160,000	160,000	160,000	TAXATION OVERLAY SUR.	35,000 125,000
ELECTION & REGISTRATION						
9	Salaries	4,650	4,650	4,650	TAXATION	
10	Expenses	19,205	20,265	20,265	TAXATION	
ACCOUNTING						
11	Salaries	153,927	157,722	157,722	TAXATION	
12	Expenses	4,700	4,700	4,700	TAXATION	
ASSESSORS						
13	Salaries	156,955	160,795	160,795	TAXATION	
14	Expenses	41,375	52,875	52,875	TAXATION	
TREASURER/COLLECTOR						
15	Salaries	174,137	153,572	153,572	TAXATION	
16	Expenses	27,540	28,940	28,940	TAXATION	
TOWN CLERK						
17	Salaries	116,930	119,603	119,603	TAXATION	
18	Expenses	5,300	5,300	5,300	TAXATION	
LEGAL/PROF. SERVICES						
19	Expenses	110,000	120,000	120,000	TAXATION	
APPEALS BOARD						
20	Salaries	15,657	1,600	1,600	TAXATION	
21	Expenses	8,750	8,750	8,750	TAXATION	
PLANNING DEPARTMENT						
22	Salaries	82,296	98,762	98,762	TAXATION	
23	Expenses	8,600	6,600	6,600	TAXATION	
TOWN HALL & COMMON						
24	Expenses	82,050	84,050	84,050	TAXATION	
PENSIONS						
25	Contributory	1,265,948	1,330,489	1,330,489	TAXATION SEWER RATES WATER RATES	1,207,616 69,981 52,892
26	Non-Contributory	2,111	2,111	2,111	TAXATION	
INSURANCE						
27	Group Health Insurance	1,450,000	1,450,000	1,450,000	TAXATION MOORING FEES SEWER RATES WATER RATES	1,298,954 18,500 78,349 54,197
28	Workers' Compensation	75,000	95,000	95,000	TAXATION SEWER RATES WATER RATES	75,500 9,000 10,500
29	Fire/Auto/Liability	120,000	130,000	130,000	TAXATION SEWER RATES WATER RATES	108,450 10,000 11,550
30	Unemployment Compensation	7,000	7,000	7,000	TAXATION	
31	FICA-Medicare	95,000	97,850	97,850	TAXATION SEWER RATES WATER RATES	90,846 3,605 3,399

Total General Government	4,623,749	4,777,168	4,777,168		
				TAXATION	4,330,195
				OVERLAY SUR.	125,000
				MOORING FEES	18,500
				SEWER RATES	170,935
				WATER RATES	132,538
					4,777,168
PUBLIC SAFETY					
24%					
POLICE					
32	Salaries	1,671,909	1,665,593	1,665,593	TAXATION
33	Expenses	95,263	97,164	97,164	TAXATION
PARKING CLERK/RESIDENT PARKING					
34	Salaries	12,365	12,674	12,674	TAXATION
35	Expenses	16,350	16,550	16,550	TAXATION
FIRE					
36	Salaries	1,274,942	1,320,336	1,320,336	TAXATION
37	Expenses	141,850	143,850	143,850	TAXATION
HARBOR MASTER					
38	Salaries	152,442	154,760	154,760	MOORING FEES
39	Expenses	19,300	23,260	23,260	MOORING FEES 178,020
BUILDING DEPARTMENT					
40	Building Inspector	48,835	46,173	46,173	TAXATION
41	Gas/Plumbing Inspector	13,302	13,634	13,634	TAXATION
42	Sealer of Weights & Measures	3,000	3,000	3,000	TAXATION
43	Electrical Inspector	13,302	13,634	13,634	TAXATION
44	Inspector's Expenses	4,500	4,500	4,500	TAXATION
EMERGENCY MANAGEMENT					
45	Salaries	4,000	4,000	4,000	TAXATION
46	Expenses	1,000	1,000	1,000	TAXATION
47	Emergency Notification	4,500	4,500	4,500	TAXATION
ANIMAL CONTROL					
48	Expenses	16,315	16,315	16,315	TAXATION
Total Public Safety		3,493,175	3,540,942	3,540,942	TAXATION 3,362,922
					MOORING FEES 178,020
					3,540,942
PUBLIC WORKS					
15%					
DEPARTMENT OF PUBLIC WORKS					
49	Salaries	848,971	916,026	916,026	TAXATION 889,226
					SEWER RATES 13,400
50	Expenses	358,950	389,800	389,800	WATER RATES 13,400
					TAXATION
SNOW REMOVAL					
51	Salaries	32,000	32,000	32,000	TAXATION
52	Expenses	170,000	170,000	170,000	TAXATION
53	STREET LIGHTING	40,000	35,000	35,000	TAXATION

SANITATION/COMPOSTING/RECYCLING

54	Salaries	14,000	14,500	14,500	TAXATION	
55	Expenses	60,000	60,000	60,000	TAXATION	
56	Rubbish Collection/Recycling	426,000	416,000	416,000	TAXATION	
57	Disposal	120,000	164,250	164,250	TAXATION	
Total Dept. of Public Works		2,069,921	2,197,576	2,197,576	TAXATION	2,170,776
					SEWER RATES	13,400
					WATER RATES	13,400
						2,197,576

**OTHER ENVIRONMENTAL
1%****HISTORIC DISTRICT COMMISSION**

58	Salaries	1,600	1,600	1,600	TAXATION	
59	Expenses	850	850	850	TAXATION	

CONSERVATION COMMISSION

60	Salaries	76,657	78,813	78,813	TAXATION	73,813
61	Expenses	2,425	2,640	2,640	WETLANDS FD.	5,000
Total Other Environmental		81,532	83,903	83,903	TAXATION	78,903
					WETLANDS FD.	5,000
						83,903

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

62	Salaries	64,916	66,505	66,505	TAXATION	
63	Expenses	52,800	50,800	50,800	TAXATION	

VETERANS' SERVICES

64	Expenses	15,000	15,000	15,000	TAXATION	
65	Veterans' Benefits	20,000	28,000	28,000	TAXATION	

COUNCIL ON AGING

66	Salaries	168,224	172,808	172,808	TAXATION	
67	Expenses	18,025	19,100	19,100	TAXATION	

Total Human Services		338,965	352,213	352,213	TAXATION	352,213
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**LIBRARY
3%****LIBRARY**

68	Salaries	328,510	338,203	338,203	TAXATION	
69	Expenses	160,300	163,029	163,029	TAXATION	
Total Culture and Informational Services		488,810	501,232	501,232	TAXATION	501,232

**RECREATION
3%****PARKS & RECREATION**

70	Salaries	142,721	146,827	146,827	TAXATION	96,827
71	Expenses	7,609	7,609	7,609	PROGRAM FEES	50,000
					TAXATION	

SINGING BEACH OPERATIONS

72	Salaries	72,041	74,341	74,341	TAXATION
73	Expenses	16,300	16,800	16,800	TAXATION

LIFEGUARDS

74	Salaries	59,259	60,740	60,740	TAXATION
75	Expenses	3,400	3,400	3,400	TAXATION

TUCK'S POINT

76	Salaries	6,400	6,600	6,600	TAXATION
77	Expenses	30,870	31,195	31,195	TAXATION

OTHER RECREATION

78	Memorial Day	3,000	3,000	3,000	TAXATION
79	Fourth of July	14,000	15,000	15,000	TAXATION

Total Recreation	355,600	365,512	365,512	TAXATION	315,512
				PROGRAM FEES	50,000
					365,512

DEBT SERVICE
8%

DEBT SERVICE

Principal on Bonds	883,365	850,018	850,018
Interest on Bonds	349,150	322,746	322,746
WPAT Administration Fees	2,248	2,038	2,038

80	Total Debt Service	1,234,763	1,174,802	1,174,802	TAXATION	978,144
					SEWER RATES	196,658
						1,174,802

ENTERPRISE FUNDS
11%

SEWER FUND

81	Salaries	284,554	323,332	323,332	SEWER RATES
82	Expenses	318,300	300,950	300,950	SEWER RATES

WATER FUND

83	Salaries	232,071	268,749	268,749	WATER RATES
84	Distribution Expenses	163,500	136,000	136,000	WATER RATES
85	Treatment Expenses	591,000	583,225	583,225	WATER RATES

Total Enterprise Funds	1,589,425	1,612,256	1,612,256	SEWER RATES	624,282
				WATER RATES	987,974
					1,612,256

TOTAL ARTICLE 4	14,275,940	14,605,605	14,605,605
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EXPENSES BUDGET SUMMARY

GENERAL					
GOVERNMENT	33%	4,623,749	4,777,168	4,777,168	TAXATION 4,330,195
					OVERLAY SUR. 125,000
					MOORING FEES 18,500
					SEWER RATES 170,935
					WATER RATES 132,538
					4,777,168

PUBLIC SAFETY	24%	3,493,175	3,540,942	3,540,942	TAXATION	3,362,922
					MOORING FEES	178,020
						<u>3,540,942</u>
DEPARTMENT OF PUBLIC WORKS	15%	2,069,921	2,197,576	2,197,576	TAXATION	2,170,776
					SEWER RATES	13,400
					WATER RATES	13,400
						<u>2,197,576</u>
OTHER ENVIRONMENTAL	1%	81,532	83,903	83,903	TAXATION	78,903
					WETLANDS FD.	5,000
						<u>83,903</u>
HUMAN SERVICES	2%	338,965	352,213	352,213	TAXATION	<u>352,213</u>
LIBRARY	3%	488,810	501,232	501,232	TAXATION	<u>501,232</u>
PARKS & RECREATION	3%	355,600	365,512	365,512	TAXATION	315,512
					PROGRAM FEES	50,000
						<u>365,512</u>
DEBT SERVICE	8%	1,234,763	1,174,802	1,174,802	TAXATION	978,144
					SEWER RATES	196,658
						<u>1,174,802</u>
ENTERPRISE FUNDS	11%	1,589,425	1,612,256	1,612,256	SEWER RATES	624,282
					WATER RATES	987,974
						<u>1,612,256</u>
TOTALS	100%	<u>14,275,940</u>	<u>14,605,605</u>	<u>14,605,605</u>		<u>14,605,605</u>

FUNDING SOURCES SUMMARY

TAXATION	12,089,898
OVERLAY SURPLUS	125,000
MOORING FEES	196,520
PROGRAM FEES	50,000
WETLANDS FD	5,000
SEWER RATES	1,005,275
WATER RATES	<u>1,133,912</u>
TOTAL	<u>14,605,605</u>

***MOTION: Eli Boling moved and Mory Creighton seconded that the Town raise by taxation or otherwise to pay Town debts and charges for the ensuing 12 months, effective July 1, 2020, and appropriate the same the amounts as follows:**

EXPENSES BUDGET SUMMARY	EXPENSES	FUNDING SOURCE
GENERAL GOVERNMENT	\$ 4,647,168	\$ 4,200,195 Taxation
		\$ 125,000 Overlay Surplus
		\$ 18,500 Mooring Fees
		\$ 170,935 Sewer Rates
		\$ 132,538 Water Rates

PUBLIC SAFETY	\$ 3,540,942	\$ 3,362,922	Taxation
		\$ 178,020	Mooring Fees
DEPARTMENT OF PUBLIC WORKS	\$ 2,142,576	\$ 2,115,776	Taxation
		\$ 13,400	Sewer Rates
		\$ 13,400	Mooring Fees
OTHER ENVIRONMENTAL	\$ 83,903	\$ 78,9032	Taxation
		\$ 5,000	Wetland Fund
HUMAN SERVICES	\$ 352,213	\$ 352,213	Taxation
LIBRARY	\$ 501,232	\$ 501,232	Taxation
PARKS & RECREATION	\$ 360,512	\$ 310,512	Taxation
		\$ 50,000	Program Fees
DEBT SERVICE	\$ 1,174,802	\$ 978,144	Taxation
		\$ 196,658	Sewer Rates
ENTERPRISE FUNDS	\$ 1,612,256	\$ 624,282	Sewer Rates
		\$ 987,974	Water Rates
	\$ 14,415,604	\$14,415,604	

Provided however, that with the 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).

**

Becky Jaques explained that the revised operating budget for the Fiscal Year starting July 1, 2020 and running through June 30, 2021 (FY21) is as proposed in the Finance Committee Report with the following changes:

Line #	Account	Original #	Plan B #	Reduction	Budget Category
1	Selectment Salaries	\$268,664	\$243,664	\$25,000	General Gov't
22	Planning Dept Salaries	\$98,762	\$93,762	\$5,000	General Gov't
27	Group Health Insurance	\$1,450,000	\$1,350,000	\$100,000	General Gov't
49	DPW Salaries	\$916,026	\$861,026	\$55,000	Public Works
79	Fourth of July	\$15,000	\$10,000	\$5,000	Recreation

***MOTION TO AMEND:** Nathan Evans moved to amend Item 32 in Article 4 (Police Salaries) by reducing the amount to \$832,796.50. The amendment was seconded from the floor.

The amendment did not prevail.

The main motion under Article 4 prevailed by a majority vote.

ARTICLE 5. To see if the Town will vote to raise and appropriate the sums of money called for under the following items, or any other sums, for the purposes indicated, and to determine whether the money shall be provided by taxation, by appropriation from available funds in the Treasury, or by borrowing; or take any other action relative thereto:

	Dept.	Item	Requested	Recommended	Funding Source
1.	DPW	Road resurfacing	\$250,000	\$205,000	Fund Balance
2.	DPW	F750 Truck to replace 2013 Dump Truck	\$130,000	\$130,000	Fund Balance
3.	DPW	Compressor (replaces 20+yr old unit)	\$ 22,000	\$ 22,000	Fund Balance
4.	DPW	Shop Equipment	\$ 10,000	\$ 10,000	Taxation/Fund Bal.
5.	DPW	Drainage/Sidewalk Improvements	\$450,000	\$375,000	Taxation
6.	DPW	DPW Garage Upgrades	\$ 75,000	\$ 75,000	Fund Balance
7.	DPW	Cemetery Expansion Study	\$ 10,000	\$ 10,000	Taxation
8.	Town Hall	Renovations/New HVAC System	\$160,000	\$160,000	Fund Balance
9.	Town Hall	Computer Network/Upgrades	\$ 20,000	\$ 20,000	Fund Balance
10.	Town Hall	Financial Software Replacement	\$ 75,000	\$ 75,000	Taxation
11.	Land Mgmt	Planning Board Rezoning Efforts	\$ 25,000	\$ 25,000	Fund Balance
12.	Land Mgmt	Conservation Lands Management Plan	\$ 40,000	\$ 10,000	Fund Balance
13.	Land Mgmt	Planning Board Parking Study	\$ 25,000	\$ 0	(Grant Funded)
14.	Land Mgmt	Open Space & Recreation Plan	\$ 35,000	\$ 0	(Grant Funded)
15.	Library	Interior Upgrades	\$ 10,000	\$ 10,000	Taxation
16.	Park/Rec	Sweeney Park Design/Engineering Efforts	\$150,000	\$ 55,000	Fund Balance
17.	Park/Rec	Pay and Display Parking Meter units	\$ 50,000	\$ 0	NA
18.	Public Safety	Public Safety Radio System upgrades	\$255,000	\$160,000	Taxation
19.	Public Safety	Fire Engine Replacement Fund	\$300,000	\$240,000	Taxation
20.	Public Safety	Fire Unit 1 Pick-up Replacement	\$ 60,000	\$ 60,000	Fund Balance
21.	Public Safety	Police Cruiser Replacement & Motorcycle	\$ 61,600	\$ 61,600	Fund Balance
22.	Public Safety	Fire Gear and Hose replacement	\$ 20,000	\$ 20,000	Fund Balance
23.	Public Safety	Fire Station repairs/upgrades	\$ 35,000	\$ 35,000	Fund Balance
24.	Public Safety	Fire Dept. "Zodiac" boat replacement	\$ 6,500	\$ 6,500	Fund Balance
25.	Public Safety	Fire "Knox Box" Replacement	\$ 13,500	\$ 13,500	Fund Balance
26.	Harbor	Tuck's Point Floats Permitting	\$ 10,000	\$ 10,000	Waterway Fund
27.	Harbor	Harbormaster Office	\$150,000	\$ 0	NA
28.	Water	Plant Upgrades/Equipment Replacement	\$210,000	\$210,000	Water Enterprise & Taxation
29.	Water	Pipe replacement/improvements	\$775,000	\$525,000	Taxation

30. Sewer	Plant Upgrades/Equipment Replacement	\$230,000	\$230,000	Sewer Enterprise
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Per petition of the Board of Selectmen

PROPOSED REVISED TOWN CAPITAL BUDGET, ARTICLE 5

(contained in a handout distributed to all households and available at the meeting)

	Dept.	Item	Recommended	Recommended	Funding Source
1.	DPW	Road resurfacing	\$205,000	\$205,000	Fund Balance
2.	DPW	Vehicle Replacements	\$130,000	\$45,000	Fund Balance
3.	DPW	Trailer Mounted Compressor	\$ 22,000	\$ 22,000	Fund Balance
4.	DPW	Shop Equipment	\$ 10,000	\$ 10,000	Taxation
5.	DPW	Drainage/Sidewalk Improvements	\$375,000	\$205,000	Taxation
6.	DPW	DPW Garage Upgrades	\$ 75,000	\$ 0	NA
7.	DPW	Cemetery Expansion Study	\$ 10,000	\$ 10,000	Taxation
7.	DPW	Storm Drain Repair	\$ 0	\$150,000	Taxation/Fund Balance*
9.	Town Hall	Renovations/New HVAC System	\$160,000	\$160,000	Fund Balance
10.	Town Hall	Computer Network/Upgrades	\$ 20,000	\$ 20,000	Fund Balance
11.	Town Hall	Financial Software Replacement	\$ 75,000	\$ 0	NA
12.	Park/Rec	Sweeney Park Design/Engineering Efforts	\$ 55,000	\$ 0	NA
13.	Land Mgmt	Planning/Zoning Studies	\$ 25,000	\$ 25,000	Fund Balance
14.	Land Mgmt	Conservation Lands Management Plan	\$ 30,000	\$ 10,000	Fund Balance
15.	Library	Interior Upgrades	\$ 10,000	\$ 8,000	Taxation
16.	Public Safety	Public Safety Radio System upgrades	\$160,000	\$160,000	Fund Balance
17.	Public Safety	Fire Engine Replacement Fund	\$240,000	\$ 45,000	Fund Balance
18.	Public Safety	Fire Unit 1 Pick-up Replacement	\$ 60,000	\$ 60,000	Fund Balance
19.	Public Safety	Fire Dept. "Zodiac" boat replacement	\$ 6,500	\$ 6,500	Fund Balance
20.	Public Safety	Fire Gear and Hose replacement	\$ 20,000	\$ 15,000	Fund Balance
21.	Public Safety	Fire "Knox Box" Replacement	\$ 13,500	\$ 9,400	Fund Balance
22.	Public Safety	Fire Station repairs/upgrades	\$ 35,000	\$ 35,000	Fund Balance
23.	Public Safety	Police Cruiser Replacement & Motorcycle	\$ 61,600	\$ 57,200	Fund Balance
24.	Harbor	Tuck's Point Floats Permitting	\$ 10,000	\$ 10,000	Waterway Fund
25.	Water	Water System Improvements	\$735,000	\$625,000	Water Enterprise & Taxation**
26.	Sewer	Sewer System Improvements	\$230,000	\$230,000	Sewer Enterprise
			\$2,773,600	\$2,123,100	

*For Item 8, Taxation contributes \$125,500 and the Fund Balance contributes \$24,500.

**For Item 25, Taxation Contributes \$445,000 and the Water Fund contributes \$180,000.

Items originally recommended not to be funded do not reappear here. See Finance Committee Report, Page 29, Items 13, 14, 17 & 27.

***MOTION: Eli Boling moved and Morey Creighton seconded to appropriate the amounts in the Amended Recommendation column from the sources stated in the Funding Sources column, in order to pay the costs of various capital items as set forth above, including all costs incidental and related thereto.**

The motion was voted unanimously.

ARTICLE 6: To see if the Town will vote to raise and appropriate \$725,000 for the purpose of making capital improvements to the water distribution system, including the payment of all costs incidental and related thereto; 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

***MOTION: Eli Boling moved and Mory Creighton seconded that the Town raise and appropriate \$725,000 for the purpose of making capital improvements to the water distribution system, including the payment of all costs incidental, and related thereto; provided, however, that said appropriation shall be contingent upon the approval by the voters of a Capital Expenditure Exclusion question at the ballot in accordance with G.L. c.59, §21C.**

The motion was voted unanimously.

ARTICLE 7. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the Town's assessment from the District for the Gross Operating and Maintenance Budget of the Manchester-Essex Regional School District including debt service - said sum to be calculated solely in accordance with the "Agreement Between the Towns of Essex and Manchester-by-the-Sea, Massachusetts with Respect to the Formation of a Regional School District", as most recently amended, by invoking and approving the provision found in paragraph four of G.L. c. 71, § 16B allowing District members "to reallocate the sum of their required local contributions to the District in accordance with the regional agreement", for the fiscal year beginning July first, two thousand twenty; or take any other action relative thereto.

Per petition of the Manchester-Essex Regional School Committee

***MOTION: Shannon Erdmann of the Manchester Essex Regional School Committee moved and Ken Warnock, also of the Manchester Essex Regional School Committee, seconded 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 twenty.**

This motion under Article 7 was voted unanimously.

***MOTION:** Shannon Erdmann of the Manchester Essex Regional School Committee moved and Ken Warnock, also of the Manchester Essex Regional School Committee, seconded that the Town raise and appropriate \$15,099,835 to fund the Town’s assessment from the Manchester Essex Regional School District for the fiscal year beginning July first, two thousand twenty for the gross operating and maintenance budget.

This motion under Article 7 was voted unanimously.

***MOTION:** Shannon Erdmann of the Manchester Essex Regional School Committee moved and Ken Warnock, also of the Manchester Essex Regional School Committee, seconded that the Town raise and appropriate \$2,948,032 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 twenty.

This motion under Article 7 was voted unanimously.

ARTICLE 8. To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2021 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 2021; 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 2021 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)	\$ 20,000*
2. Sweeney Park: Design/engineering for field upgrades (open space & recreation)	\$ 50,000
3. Landscape Restoration for all Parks and Tucks Point (open space & recreation)	\$ 35,000
4. Park and Recreation facility improvements (open space & recreation)	\$ 12,000
5. Preservation of Conservation Lands (open space and recreation)	\$ 20,000
6. Affordable Housing Trust Project Funding (community housing)	\$ 150,000
7. Housing Production Plan Update (community housing)	\$ 8,500
8. Restoration of Historic Cemeteries (historic preservation)	\$ 35,000
9. Veterans Honor Role (historic preservation)	\$ 25,000
10. Exterior Restoration, Seaside 1 (historic preservation)	\$ 39,000
11. First Parish Church Steeple Restoration (historic preservation)	\$ 30,000
TOTAL	\$ 424,500

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

Per petition of the Community Preservation Committee
& Per petition of the Board of Selectmen

***MOTION: Sue Thorne of the Community Preservation Committee moved, and Jack Burke seconded the article as presented with the following clarifications: Item 2 is proposed to be passed over; Items 1, 5, 6, 7, 8 to be funded from FY2021 estimated receipts for the purposes stated; and Items 3, 4, 9, 10, 11 to be funded from FY2020 undesignated fund balance for the purposes stated for a grand total of \$374,500.**

The motion was voted unanimously.

ARTICLE 12. To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 40, Sections 42A through 42F, and authorize the Town to establish a lien on property for overdue and unpaid water service charges and commit such unpaid amounts to the property tax bill for said property; or take any other action relative thereto.

Per petition of the Board of Selectmen

***MOTION: Arthur Steinert moved and Becky Jacques seconded to pass over Article 12. The motion to pass over Article 12 was voted unanimously.**

ARTICLE 13. To see if the Town will vote to accept the provisions of G.L. c.64G, §3A, authorizing imposition of the so-called local room occupancy tax on the rental of rooms in a bed and breakfast establishment, hotel, lodging house, short-term rental or motel, at the rate of 6% of the total value of such occupancy, to take effect on July 1, 2020; or take any other action relative thereto.

Per petition of the Board of Selectmen

***MOTION: Jeffery Bodmer-Turner moved and Margaret Driscoll seconded to pass over Article 13.**

The motion to pass over Article 13 was voted unanimously.

ARTICLE 14. To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain and on such terms and conditions as the Board deems appropriate, a parcel of land containing 12 acres, more or less, known as the “Christian Hill Lot”, identified by the Assessors as Parcel 62 0 37, and described in a deed recorded with the Essex South District Registry of Deeds in Book 3746, Page 149, for water supply protection, open space and passive recreation purposes, including the incidental right to use, widen or otherwise improve the existing logging road thereon, after consultation with the Conservation Commission, for passive recreation purposes and/or pedestrian and vehicular access to other conservation or recreational land, with the care, custody and control of said parcel to be held by the Conservation Commission under the provisions of G.L. c. 40, §8C and subject to Article 97 of the Massachusetts Constitution; and to raise and appropriate and/or transfer from available funds \$65,000 under G.L. c. 44, §§ 7 or 8, G.L. c. 44B, the Community Preservation Act, and/or any other enabling authority to cover the cost of the acquisition and costs incidental or related thereto; and, further, to authorize the Board of Selectmen to grant a perpetual conservation restriction on said parcel pursuant to

the provisions of G.L. Ch. 184, Sections 31-33, in compliance with G.L. Ch. 44B, Section 12(a), protecting the parcel for the purposes for which it is acquired, and to enter into all agreements and execute any and all instruments as may be necessary or convenient to effectuate the foregoing purposes; or take any other action relative thereto.

Per petition of the Board of Selectmen

***MOTION: Steve Gang moved and Eli Boling seconded to approve as printed in the warrant, and to transfer the sum of \$65,000 of previously approved funds for land conservation under G.L. c. 44B, the Community Preservation Act to fund the foregoing acquisition and costs incidental or related thereto.**

The motion was voted unanimously.

ARTICLE 15. 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

***MOTION: Eli Boling moved and Mory Creighton seconded to pass over Article 15. The motion to pass over Article 15 was voted unanimously.**

***MOTION: Eli Boling moved to dissolve the Annual Town Meeting and Margaret Driscoll seconded.**

The motion to dissolve the meeting was voted unanimously.

The Moderator declared the meeting dissolved at 7:14 p.m. and thanked everyone for attending.

A True Copy.



Kid's Day with Manchester Police July 2020



Memorial School Poetry Night March 2020



Council on Aging Valentine's Day Lunch



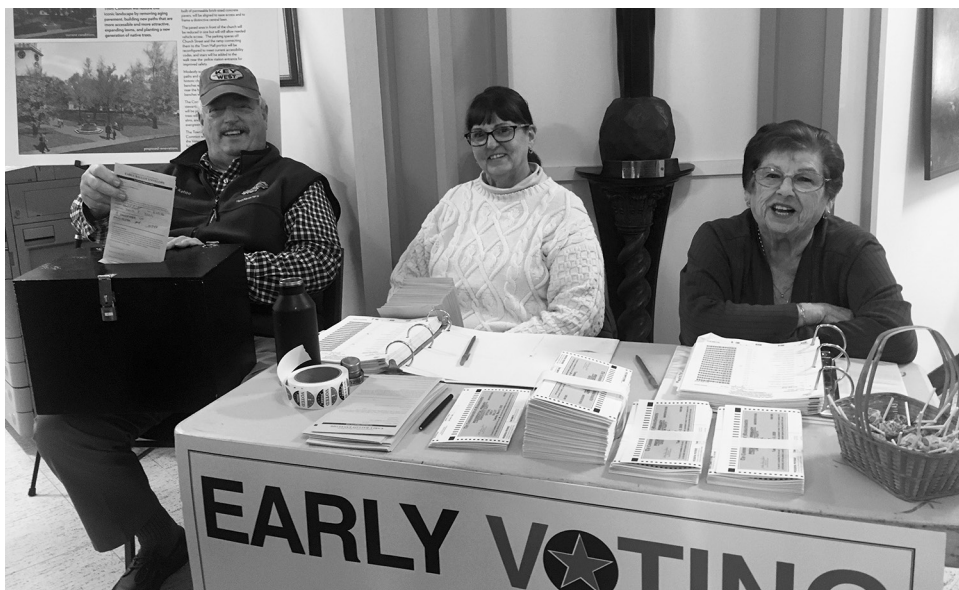
*New Fire Chief Swearing-in Ceremony
July 2020*

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

JUNE 30, 2020

*MANCHESTER-ESSEX REGIONAL MIDDLE HIGH SCHOOL,
36 LINCOLN STREET*

Moderator, 1 year		School Committee, 3 years,	
Alan Wilson	627	Matthew David Harrington	536
Scattered	5	Scattered	5
Blanks	78	Blanks	169
Library Trustee, 3 years		Selectman, 3 years, Elect 2	
David B. Shaw, Incumbent	580	Ann W. Harrison	509
Scattered	6	John J. Round	481
Blanks	124	Scattered	59
		Blanks	371
Planning Board, 3 years, Elect 2		Question #1	
Christopher Onley	453	Shall the Town of Manchester-By-The-Sea be	
Donna Furse, write in	246	allowed to assess an additional \$725,000.00	
Gary Gilbert, write in	291	in real estate and personal property taxes for	
Scattered	12	the making capital improvements to the water	
Blanks	418	distribution system, including the payment of	
		all costs incidental and related thereto for the	
Planning Board, 2 years		fiscal year beginning July 1first, two thousand	
Mary M. Foley	461	twenty?	
Scattered	89		Yes 539
Blanks	160		No 155
			Blanks 16



Early Primary Voting at Town Hall February 2020

**TAX COLLECTOR'S REPORT
FISCAL YEAR 2020**

**REAL ESTATE OUTSTANDING AS OF
6/30/2020**

FISCAL YEAR 2019	-
FISCAL YEAR 2020	333,102.27

**PERSONAL PROPERTY OUTSTANDING
AS OF 6/30/2020**

FISCAL YEAR 2016	112.35
FISCAL YEAR 2017	539.91
FISCAL YEAR 2018	666.80
FISCAL YEAR 2019	2,811.33
FISCAL YEAR 2020	6,540.83

**MOTOR VEHICLE EXCISE
OUSTANDING AS OF 6/30/2020**

CALENDAR YEAR 2016	2,385.84
CALENDAR YEAR 2017	2,865.21
CALENDAR YEAR 2018	3,595.11
CALENDAR YEAR 2019	12,069.14
CALENDAR YEAR 2020	82,017.79

**BOAT EXCISE OUTSTANDING AS OF
6/30/2020**

FISCAL YEAR 2016	975.00
FISCAL YEAR 2017	1,044.01
FISCAL YEAR 2018	654.00
FISCAL YEAR 2019	1,513.00
FISCAL YEAR 2020	8,713.22



Council on Aging Bowling Event February 2020

TREASURER'S TRUST FUND REPORT
6/30/2020

CEMETERY PERPETUAL CARE FUND

	General Ledger	Bank Balance	Due to (Due from)
Balance June 30, 2019	\$ 415,062.48		
Income from perpetual care	\$ 3,300.00		
Interest Earned	\$ 3,214.53		
Withdrawals	\$ -		
Balance June 30, 2020	<u>\$ 421,577.01</u>	\$ 421,577.01	\$ -

CEMETERY SALE OF LOTS FUND

Balance June 30, 2019	\$163,392.59		
Income from sale of lots	\$ 3,300.00		
Interest Earned	\$ 1,317.71		
Withdrawals	\$ -		
Balance June 30, 2020	<u>\$168,010.30</u>	\$168,010.30	\$ -

MISCELLANEOUS FUNDS

6/30/19 General Ledger	INCOME	DEPOSITS	EXPENDITURES	6/30/20 General Ledger	6/30/20 Bank Balance	Due to (Due from)
B.L. Allen Fund						
\$1,373.27	\$10.34			\$1,383.61	\$1,383.61	\$-
Tuck's Point Invest						
\$9,993.93	\$75.32			\$10,069.25	\$10,069.25	\$-
Post War Rehab						
\$5,273.97	\$39.77			\$5,313.74	\$5,313.74	\$-
Essex Woods Park						
\$16,936.41	\$127.67			\$17,064.08	\$17,064.08	\$-
Clara Winthrop						
\$37,142.31	\$468.11	\$11,000.00	\$(1,419.16)	\$47,191.26	\$47,191.26	\$-
Susan Crowell						
\$12,559.51	\$94.64			\$12,654.15	\$12,654.15	\$-
Knight Cemetery						
\$8,199.91	\$61.78			\$8,261.69	\$8,261.69	\$-
Julia Ware Fund						
\$2,467.83	\$22.20			\$2,490.03	\$2,966.39	\$476.36
Odd Fellows						
\$4,344.78	\$32.74			\$4,377.52	\$4,377.52	\$-
Adele Q Ervin Library Fund						
\$100,858.43	\$1,164.48			\$102,022.91	\$102,022.91	\$-
Stabilization Fund						
\$1,746,189.43	\$13,160.44			\$1,759,349.87	\$1,759,349.87	\$-
OPEB						
\$2,125,224.95	\$121,681.04	\$264,769.00		\$2,511,674.99	\$2,511,674.99	\$-

**DEBT SERVICE
FISCAL YEAR 2020**

Water Pollution Abatement Trust (96-49-A)

Date of Issue 10/1/1999	Principal	Interest
FY 2019 Ending Balances	\$65,000.00	\$1,787.50
FY 2020 Payments (includes MCWT Subsidy)	<u>\$(65,000.00)</u>	<u>\$(1,787.50)</u>
Total Balances Outstanding	\$ -	\$ -

Municipal Purpose Loan

Date of Issue 2/15/03	Principal	Interest
FY 2019 Ending Balances	\$645,000.00	\$30,299.50
FY 2020 Payments	<u>\$(185,000.00)</u>	<u>\$(12,900.00)</u>
Total Balances Outstanding	\$460,000.00	\$17,399.50

Article 5 TM 4/05/10 & Land Acquisition

Date of Issue 5/26/2011	Principal	Interest
FY 2019 Ending Balances	\$1,810,000.00	\$377,137.20
FY 2020 Payments	<u>\$(185,000.00)</u>	<u>\$(60,768.76)</u>
Total Balances Outstanding	\$1,625,000.00	\$316,368.44

Municipal Purpose Loan of 2014 (G.O.)

Date of Issue 2/13/14	Principal	Interest
FY 2019 Ending Balances	\$1,300,000.00	\$284,999.65
FY 2020 Payments	<u>\$(100,000.00)</u>	<u>\$(37,500.00)</u>
Total Balances Outstanding	\$1,200,000.00	\$247,499.65

Municipal Purpose Loan of 2018 (G.O.)

Date of Issue 3/29/18		
FY 2019 Beginning Balance	\$4,910,000.00	\$1,569,912.50
FY 2020 Payments	<u>\$(260,000.00)</u>	<u>\$(208,662.50)</u>
Total Balances Outstanding	\$4,650,000.00	\$1,361,250.00

MA Clean Water Trust (DW-14-03)

Date of Issue 4/13/17		
FY 2019 Beginning Balance	\$1,322,237.00	\$266,491.10
FY 2020 Payments	<u>\$(60,809.00)</u>	<u>\$(26,444.74)</u>
Total Balances Outstanding	\$1,261,428.00	\$240,046.36

MA Clean Water Trust (CW-14-31)

Date of Issue 4/13/17		
FY 2019 Beginning Balance	\$143,683.00	\$5,788.52
FY 2020 Payments	<u>\$(46,868.00)</u>	<u>\$(2,873.66)</u>
Total Balances Outstanding	\$96,815.00	\$2,914.86

**ACCOUNTANT'S REPORT
FISCAL YEAR ENDING JUNE 30, 2020
RECEIPTS GENERAL FUND**

<u>Receipts General Fund</u>		RENTALS-LANDFILL	-
<u>TAXES</u>		RENTALS-ATHLETIC FIELD	10,585.00
REAL ESTATE TAXES	28,402,397.30	RENTALS-KAYAK RACK	4,600.00
PERSONAL PROPERTY TAXES	645,538.77	RENTALS-CROWELL CHAPEL RENTAL	1,550.00
TAX LIENS REDEEMED	140,911.48		
SEWER BETTERMENT	10,184.58	<u>CEMETERIES</u>	
		CEMETERIES-BURIALS/CREMATIONS	34,150.00
MOTOR VEHICLE EXCISE	1,028,860.78		
		<u>FINES & FORFEITURES</u>	
BOAT TAX	16,139.83	FINES-PARKING	52,855.00
		FINES-COURT	7,296.24
INTEREST/CHARGES RE & PP TAXES	48,896.09	FINES-DOGS	125.00
INT. CHGS. REL. MV TAXES	12,744.51	FINES-LIBRARY	654.29
INTEREST/SEWER BETTERMENTS	0.41		
INTEREST/CHARGES ON BOAT TAXES	258.01	<u>STATE AID</u>	
INTEREST ON TAX LIENS	31,648.59	COMM.-CSI-STATE AID UNRESTRICTED	236,147.00
		COMM.-CSI-LOSS OF TAXES ELDERLY	-
		COMM.-CSI-VETERAN'S BENEFITS	10,281.00
<u>FEES AND CHARGES</u>			
FEES-AFFORDABLE HOUSING TRUST	4,502.25	<u>TRANSFERS INTO GENERAL FUND</u>	
FEES-BOARD OF APPEALS	4,520.00	TRANSFERS FROM SEWER	407,539.00
FEES-CABLE	925.50	TRANSFERS FROM WATER	140,433.00
FEES-COMM-FLU CLINIC REIMB.	5,827.09	TRANSFER FROM SPECIAL REVENUES	55,000.00
FEES-CONSERVATION COMMISSION	14,791.00	TRANSFER FROM HARBOR IMPROV.	18,500.00
FEES-COPIES-ZONING BY-LAWS	-		
FEES-COPYING	62.00	MEALS TAX COLLECTIONS	75,917.43
FEES-FILM/PHOTO	1,500.00		
FEES-HISTORIC DISTRICT	540.00	RECREATION-BEACH PASSES	143,336.00
FEES-INSURANCE REPORTS	30.00	RECREATION-NON-RESIDENT PARKING	36,750.00
FEES-MISCELLANEOUS-FIRE DEPT.	890.00	RECREATION-PARKING STICKERS	102,745.00
FEES-MISCELLANEOUS-TOWN CLERK	3,121.00		
FEES-MOORING WAITING LIST FEES	8,860.00	AMBULANCE CHARGES	241,456.71
FEES-MUNICIPAL LIENS	5,400.00		
FEES-OIL BURNER INSPECTIONS	200.00	INVESTMENT INCOME	132,160.47
FEES-PARKING-ELECTRIC	1,181.49		
FEES-PLANNING BOARD	3,300.00	<u>OTHER RECEIPTS</u>	
FEES-PLAN REVIEW	-	SHARED SCHOOL RESOURCE OFFICER	26,038.28
FEES-SALE OF MAPS	18.70		
FEES-SHORT-TERM PAYING GUEST	-	<u>LICENSES AND PERMITS</u>	
FEES-SPECIAL DUTY-ADMIN.	11,012.37	LICENSES-BUSINESS CERTIFICATES	1,480.00
FEES-STREET LISTS	965.25	LICENSES-CAMP	-
FEES-TRANSIENT DOCK FEES	14,260.41	LICENSES-COMMON VICTUALERS	1,360.00
FEES-UNDERGROUND STORAGE	60.00	LICENSES-DOG	15,035.00
FEES-VITAL CERTIFICATES	3,790.00	LICENSES-FIREARMS	1,355.00
		LICENSES-INN HOLDERS	100.00
<u>RENTALS</u>		LICENSES-LIQUOR	22,550.00
RENTALS-SPRINT-SCHOOL ANTENNA	81,630.48	LICENSES-MARRIAGE INTENTIONS	965.00
RENTALS-STATION CELL TOWER	51,946.41	LICENSES-ONE(1)-DAY LIQUOR	35.00
RENTALS-WATER TOWER ANTENNA	42,151.88	LICENSES-SEPTIC PUMP	4,890.00
RENTALS-TUCK'S POINT	21,150.00	LICENSES-SEPTIC SYSTEMS	2,310.00
RENTALS-SINGING BEACH CANTEEN	13,500.00		

Continued . . .

LICENSES-SUNDAY ENTERTAINMENT	200.00
LICENSES-SWIMMING POOL	330.00
LICENSES-TAXI AND LIVERY	-
LICENSES-USED CAR DEALER	140.00
PERMITS-BLASTING	175.00
PERMITS-BUILDING	158,107.58
PERMITS-BUSINES/BOATER PLACARD	7,535.00
PERMITS-DEMOLITION	-
PERMITS-DIS. WORK CONSTRUCTION	5,660.00
PERMITS-ELECTRICAL	41,269.80
PERMITS-FOOD SERVICE PERMITS	6,200.00
PERMITS-GAS	12,415.79
PERMITS-KEEPING OF ANIMALS	20.00
PERMITS-LODGING HOUSE	400.00
PERMITS-LPG	525.00
PERMITS-OPEN BURNING	1,590.00
PERMITS-PERC TESTING	1,950.00
PERMITS-PLUMBING	17,560.00
PERMITS-ROAD OPENING	5,700.00
PERMITS-SMOKE ALARM INSPECTION	2,700.00
PERMITS-TANK REMOVAL	2,200.00
PERMITS-TITLE V INSPECTION REV	3,645.00
PERMITS-WELL	330.00
PAYMENTS IN LIEU OF TAXES	-
TRASH-RUBBISH STICKERS\	
TRANSFER STATION STICKERS	288,725.00
NON-RECURRING-MISCELLANEOUS	73,142.70
TOTAL RECEIPTS GENERAL FUND	33,052,436.47

Receipts all Other Funds

HARBOR MASTER FUNDS

TRANSFER TO HARBOR IMPROV.	164,041.70
MOORING FEES	240,692.00
BOAT EXCISE TAX	15,942.64

RECREATION REVOLVING

RECREATION RECEIPTS	235,442.89
PLAYGROUND RECEIPTS	11,661.59
CONCERTS RECEIPTS	-

HIGHWAY IMPROVEMENT FUND

CHAPTER 90	-
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CAPITAL IMPROVEMENT- FIBER LOOP ATM 04/18

TRANSFER IN	160,000.00
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<u>WATER TREATMENT</u>	
UTILITY USAGE RECEIVABLES	586,250.53
<u>COMMUNITY PRESERVATION ACT</u>	
R.E. TAXES-COMMUNITY PRESERV.	390,076.33
COMM.-COMMUNITY PRESERVATION	87,649.00
EARNINGS ON INVESTMENTS/	
UNREALIZED GAINS & (LOSSES)	4,112.58
INTEREST/R.E. TAXES	580.33

STABILIZATION FUND

EARNINGS ON INVESTMENTS/	
UNREALIZED GAINS & (LOSSES)	13,160.44
TRANSFERS IN	-

OTHER POST EMPLOYEE BENEFITS

EARNINGS ON INVESTMENTS/	
UNREALIZED GAINS & (LOSSES)	121,681.04
TRANSFERS IN	264,769.00

SEWER FUND

UTILITY USAGE RECEIVABLES	1,222,445.46
SEWER HOOKUP	25,100.00
TRANSFER FROM GENERAL FUND	-

WATER FUND

UTILITY USAGE RECEIVABLES	713,030.30
WATER HOOKUP	250.00
SALE OF WATER METERS	11,741.00
TRANSFER FROM GENERAL FUND	965,000.00
TRANSFER FROM SPECIAL REVENUE	25,000.00

AFFORDABLE HOUSING TRUST

APPROPRIATION FROM CPA	100,000.00
DONATIONS/GIFTS/OTHER TO MAHT	183,860.00
INVESTMENT INCOME	2,955.61

TOTAL RECEIPTS ALL OTHER FUNDS	5,545,442.44
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GRAND TOTAL ALL RECEIPTS	38,597,878.91
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**SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2020**

SPECIAL REVENUE FUNDS	BALANCE 06/30/2019	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2020
Gift's Accounts Fund 200					
Library Gifts	\$ 5,021.56	\$ 1,993.90	\$ 10,684.45	-	\$ 13,712.11
Library Children's Room Gifts	4,584.11	2,096.50	100.00	-	2,587.61
Winthrop Field	63,256.22	9,750.00	11,500.00	-	65,006.22
Debeaumont Fund	36,371.43	-	-	-	36,371.43
375th Anniversary Fund	12,108.56	41,307.30	97,508.20	-	68,309.46
Selectmen Veterans Honor	1,046.12	-	-	-	1,046.12
Tuck's Point Gift Account	4,717.15	-	50.00	-	4,767.15
Library 130th Anniversary Gifts	10,463.14	260.32	155.00	-	10,357.82
Police Gifts Account	8,370.81	3,888.03	627.40	-	5,110.18
Council on Aging Vans Gift	103.90	35.00	-	-	68.90
Council on Aging Gifts	-	-	1,000.00	-	1,000.00
Adopt A Bench Gifts	3,157.03	1,000.00	-	-	2,157.03
Selectmen's Gifts	15,061.51	31.98	-	-	15,029.53
Fire Engine Gift Fund	1,500.00	-	-	-	1,500.00
Fire Gifts	3,252.86	5,457.44	6,250.00	-	4,045.42
Fire-Equip Gift	51.91	-	-	-	51.91
Fire-Ambulance Gift	-	-	2,500.00	-	2,500.00
Fire CPR Gifts	2,746.85	426.00	640.00	-	2,960.85
Recreation 4TH OF JULY GIFTS	28,289.63	3,113.84	30,568.75	-	55,744.54
Friends of COA	4,148.38	2,940.45	4,841.39	-	6,049.32
Pedestrian Sign/Safety Gifts	1,050.00	-	-	-	1,050.00
Selectmen - Street light conversion	-	11,361.31	26,082.84	-	14,721.53
Total	\$ 205,301.17	\$ 83,662.07	\$ 192,508.03	-	\$ 314,147.13

Continued . . .

**SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2020**

SPECIAL REVENUE FUNDS	BALANCE 06/30/2019	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (+)/-	RESERVED FOR JULY1, 2020
<u>Performance Bonds & Deposit's Fund 260</u>					
Zoning 40 Masconomo Street Bond	\$ 800.00	-	-	-	\$ 800.00
Planning Board - Windover	487.50	-	-	-	487.50
Planning Board - Memorial Elementary Special Permit	20.00	-	-	-	20.00
Zoning Board - 601 Summer Street Bond	1,299.75	-	-	-	1,299.75
Zoning Masconomo Park Performance Bond	1,940.00	-	-	-	1,940.00
Conservation Tennis Court Escrow	218.27	-	-	-	218.27
Conservation Beaver Dam Bond	1,260.00	-	-	-	1,260.00
Conservation - 9 Tuck's Point Road	2,235.97	-	-	-	2,235.97
Conservation - 9 Tuck's Point Road Security Deposit	10,000.00	-	-	-	10,000.00
Conservation - Memorial Elementary Peer Review	6,400.00	-	-	-	6,400.00
Conservation Brookwood School Bond	14,749.07	-	-	-	14,749.07
Conservation - Surf Village Peer Review	480.00	-	-	-	480.00
Conservation 10 Boardman	7,500.00	-	-	-	7,500.00
Conservation Commission-10 Boardman Ave.	182.52	-	-	-	182.52
Conservation Windover Bond	25,000.00	-	-	-	25,000.00
Planning Marina Antenna-Terrasearch	5,440.01	-	10.37	-	5,450.38
Zoning First Parish Church Antenna-T Mobile	3,227.43	-	6.15	-	3,233.58
Appeals Board-Omni point	964.20	-	-	-	964.20
Appeals Board-Eisgrau	750.00	-	-	-	750.00
Appeals Board-Kimball	1,500.00	-	-	-	1,500.00
Appeals Board-Crooked Lane	100.00	-	-	-	100.00
Zoning Appeals - 12 Smith's Point	2,500.00	-	-	-	2,500.00
Total	\$ 87,054.72	-	\$ 16.52	-	\$ 87,071.24

<u>State and Federal Grants Fund 290</u>					
Bulletproof Vests Grant	\$ 1,144.95	\$ 1,749.64	\$ 1,749.64	-	\$ 1,144.95
Law Enforcement Grant	49,937.70	34,715.23	43,331.73	-	58,554.20
Law Enforcement Canine Grant	1,985.35	-	-	-	1,985.35
Mass. Technology Grant	1,800.75	-	-	-	1,800.75
Police Community Policing Grant	146.69	58.49	-	-	88.20

MAPC Fire Training Grant	(840.00)	2,627.94	3,467.94	-	-	-
Fire Local Prepared Grant	4,897.67	2,829.40	-	-	-	2,068.27
Library Children's Room Grant	74.57	-	-	-	-	74.57
State Aid for Libraries	3,656.14	1,550.00	6,082.69	-	-	8,188.83
Cultural Council-State Grant	5,253.06	4,175.00	4,803.60	-	-	5,881.66
H.M. Pump Out Grant Program	2,271.00	5,227.91	5,087.25	-	-	2,130.34
Senior Home Care Grant	87.39	87.39	-	-	-	-
Council on Aging State Formula Grant	71.74	15,293.10	17,148.26	-	-	1,926.90
DPW - Recycling Dividends	35,906.37	-	8,131.27	-	-	44,037.64
Fire Senior Safe Grant	2,891.94	1,957.91	-	-	-	934.03
Green Communities State Grant	(47,757.24)	30,233.26	77,990.50	-	-	-
Council on Aging Falls Prevention Grant	115.00	115.00	-	-	-	-
Harbor Boating Infrastructure Grant	(152,178.15)	15,007.89	167,186.04	-	-	-
FEMA Storm Reimbursement	62,779.79	-	82,012.18	-	-	144,791.97
Harbor Float Grant	(2,521.55)	-	2,521.55	-	-	-
Dept of Ecol. Restor. Mors's Pier Grant	39,702.79	41,919.36	29,105.00	-	-	26,888.43
Comm. Compact/Safe Yield Study	-	-	-	-	-	-
Gravelly Pond	25,000.00	25,000.00	-	-	-	-
FEMA Pre-disaster Mitigation Grant	(3,750.00)	-	3,750.00	-	-	-
Municipal Vulnerability Preparedness (MVP) Grant	232.70	232.70	-	-	-	-
Sawmill Brook Restoration Studies MET Grant	(229.31)	-	229.31	-	-	-
Diabetes Prevention Program Grant	3,883.50	3,955.20	71.70	-	-	-
State Earmark - Veteran's Memorial	15,000.00	15,000.00	-	-	-	-
Police Pedestrian Safety Program	(1,467.62)	2,864.84	4,332.46	-	-	-
Municipal Vulnerability Action Grant	(35,272.00)	-	35,272.00	-	-	-
Fire FEMA Equipment Grant	(2,302.50)	-	2,302.50	-	-	-
DPW Waste Reduction/Compost Education Grant	500.00	-	1,000.00	-	-	1,500.00
Open Space & Recreation Plan	-	-	25,000.00	-	-	25,000.00
COA Community Collaborative Grant	-	1,816.38	7,130.00	-	-	5,313.62
ADA Improvement Grant	-	34,942.00	-	-	-	(34,942.00)
Veteran's State Preservation Grant	-	15,000.00	15,000.00	-	-	-
Dept. of Health State Crisis Grant	-	7,000.00	7,000.00	-	-	-
Dept. of Health & Human Svcs. - Ambulance Provider Relief Fund	-	-	5,906.51	-	-	5,906.51
CARES Act - COVID relief fund	-	-	65,500.00	-	-	65,500.00
MVP Sawmill Brook Restoration Grant	-	59,028.25	-	-	-	(59,028.25)
FEMA - COVID-19 Funds	-	246,983.55	-	-	-	(246,983.55)
Total	\$ 11,020.73	\$ 569,370.44	\$ 621,112.13	-	-	\$ 62,762.42

Continued . . .

SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2020

SPECIAL REVENUE FUNDS	BALANCE 06/30/2019	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2020
<u>Other Special Revenue Fund 320</u>					
Special Detail Police	\$ (19,278.10)	\$ 227,966.64	\$ 212,823.74	-	\$ (34,421.00)
Special Detail Fire	(3,585.99)	13,590.00	17,490.00	-	314.01
Insurance Reimbursement	127,423.45	147,182.37	26,412.37	-	6,653.45
Commonwealth - Extended Polling Hours	4,916.50	-	420.12	-	5,336.62
Town Technology Fund	210,136.75	117,112.42	149,090.30	(160,000.00)	82,114.63
					Transfer to Capital Projects Fund
Tuck's Point Deposits	6,821.39	-	-	-	6,821.39
Conservation Fund	26,643.18	3,068.75	47.29	-	23,621.72
Wetlands Protection Fund	29,609.55	1,383.00	5,437.00	(5,000.00)	28,663.55
					Transfer to the General Fund
Police Cell Block Fees	10,669.13	403.44	-	-	10,265.69
Police Narcotic Fund	4,370.71	-	7,043.77	-	11,414.48
Tax Collector/Agency Account	-	7,891.50	7,746.50	-	(145.00)
Fire Hazmat	6,821.23	9,198.80	9,718.28	-	7,340.71
TNC Surcharge Distribution-Dept. of Public Utilities	837.00	-	709.20	-	1,546.20
Plum Hill Road Improvements	45,000.00	-	-	-	45,000.00
Total	\$ 450,384.80	\$ 527,796.92	\$ 436,938.57	\$ (165,000.00)	194,526.45
<u>Community Preservation Fund (CPA) Fund 210</u>					
	886,829.64	282,441.15	482,418.24	-	1,086,806.73
<u>Recreation Revolving Account Fund 220</u>					
Recreation Programs/Playground/Concerts	515,511.21	224,890.54	247,104.48	(50,000.00)	487,725.15
					Transfer to the General Fund
Highway Improvements Fund (Ch90) Fund 230	-	432,608.34	432,608.34	-	-

RECAPITULATION
FISCAL YEAR ENDING JUNE 30, 2020

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2019	APPROPRIATIONS TOWN MEETING APRIL - 2019	APPROPRIATIONS SPECIAL TOWN MEETING NOVEMBER - 2019	TRANSFERS RECEIPTS In + Out (-)	REVISED BUDGET FY-2020	EXPENDITURES FY-2020	RESERVED FOR ENCUMBRANCES FY-2020	TRANSFERRED TO UNRESERVED FUND BALANCE
GENERAL GOVERNMENT								
EXECUTIVE/LEGISLATIVE								
Selectmen's Department								
Salaries	-	247,473.00	-	-	247,473.00	236,003.13	-	11,469.87
Expenses	-	32,325.00	-	-	32,325.00	30,836.84	-	1,488.16
Audit	8,750.00	38,000.00	-	-	46,750.00	37,000.00	8,750.00	1,000.00
Information Technology								
Salaries	-	2,500.00	-	-	2,500.00	173.35	-	2,326.65
Expenses	30,892.84	111,500.00	-	-	142,392.84	138,740.72	1,073.13	2,578.99
Finance Committee								
Salaries	-	4,500.00	-	-	4,500.00	2,893.50	-	1,606.50
Expenses	-	320.00	-	-	320.00	253.59	-	66.41
Reserve Fund	-	160,000.00	-	(98,570.00)	61,430.00	-	-	61,430.00
Election & Registration								
Salaries	-	4,650.00	-	-	4,650.00	3,296.00	444.00	910.00
Expenses	-	19,205.00	-	-	19,205.00	8,675.48	7,746.82	2,782.70
FINANCIAL ADMINISTRATION								
Accounting Department								
Salaries	-	153,927.00	-	250.00	154,177.00	154,177.00	-	-
Expenses	-	4,700.00	-	-	4,700.00	4,222.46	162.06	315.48
Assessors Department								
Salaries	-	156,955.00	-	-	156,955.00	156,954.25	-	0.75
Expenses	-	41,375.00	-	-	41,375.00	39,688.12	1,251.22	435.66
Treasurer/Collector's Department								
Salaries	-	174,137.00	-	(250.00)	173,887.00	153,733.60	-	20,153.40
Expenses	-	27,540.00	-	-	27,540.00	25,646.16	900.00	993.84
Town Clerk's Department								
Salaries	-	116,930.00	-	-	116,930.00	116,238.25	-	691.75
Expenses	6,340.98	5,300.00	-	-	11,640.98	3,232.96	6,600.00	1,808.02
Legal Services								
Expenses	3,398.00	110,000.00	-	50,000.00	163,398.00	153,858.47	9,539.53	-

Continued . . .

Zoning Board of Appeals									
Salaries	-	15,657.00	-	-	15,657.00	12,445.25	-	-	3,211.75
Expenses	-	8,750.00	-	-	8,750.00	5,217.19	-	-	3,532.81
Planning Board									
Salaries	-	82,296.00	-	-	82,296.00	77,663.39	-	-	4,632.61
Expenses	6,746.99	8,600.00	-	-	15,346.99	8,246.04	-	6,878.20	222.75
Town Hall & Common									
Expenses	-	82,050.00	-	-	14,000.00	96,050.00	77,742.31	4,454.08	13,853.61
Pensions									
Contributory Pensions	-	1,265,948.00	-	-	1,265,948.00	1,253,062.00	-	-	12,886.00
Non-Contributory Pensions	-	2,111.00	-	-	2,111.00	994.60	-	-	1,116.40
Insurance									
Workers' Compensation	18,089.36	75,000.00	-	-	3,100.00	96,189.36	96,183.64	-	5.72
Unemployment Compensation	-	7,000.00	-	-	7,000.00	2,034.00	-	-	4,966.00
FICA	-	95,000.00	-	-	-	95,000.00	89,815.32	-	5,184.68
Group Insurance-Town's Share	-	1,450,000.00	-	-	-	1,450,000.00	1,221,462.46	-	228,537.54
Insurance-Liability, Fire, Auto	-	120,000.00	-	-	7,544.00	127,544.00	127,409.52	-	134.48
TOTAL GENERAL GOVERNMENT									
	74,218.17	4,623,749.00	-	(23,926.00)	4,674,041.17	4,237,899.60	47,799.04	388,342.53	

PUBLIC SAFETY

Police Department									
Salaries	-	1,671,909.00	-	-	(3,510.00)	1,668,399.00	1,598,872.46	-	69,526.54
Expenses	441.11	95,263.00	-	-	3,510.00	99,214.11	99,153.12	-	60.99
Parking Clerk									
Salaries	-	12,365.00	-	-	-	12,365.00	12,365.00	-	-
Expenses	2,969.77	16,350.00	-	-	-	19,319.77	18,387.79	-	931.98
Fire Department									
Salaries	-	1,274,942.00	-	-	(3,000.00)	1,271,942.00	1,263,004.43	-	8,937.57
Expenses	11,851.46	141,850.00	-	-	(8,400.00)	145,301.46	132,227.50	13,073.96	-
Harbor Master									
Salaries	-	152,442.00	-	-	-	152,442.00	144,982.90	-	7,459.10
Expenses	-	19,300.00	-	-	-	19,300.00	19,058.80	-	241.20
Inspections									
Building Inspector	-	48,835.00	-	-	-	48,835.00	48,182.28	-	652.72
Gas/Plumbing Inspector	-	13,302.00	-	-	-	13,302.00	13,301.34	-	0.66
Scaler of Weights and Measures	-	3,000.00	-	-	-	3,000.00	3,000.00	-	-
Electrical Inspector	-	13,302.00	-	-	-	13,302.00	13,301.34	-	0.66
Inspectors' Expenses	-	4,500.00	-	-	-	4,500.00	4,500.00	-	-

TOTAL RECREATION	31,706.36	355,600.00	-	-	387,306.36	330,029.84	41,191.37	16,085.15
<u>DEBT SERVICE</u>								
<u>INTEREST AND MATURING DEBT</u>								
Principal on Bonds	-	883,365.00	-	-	883,365.00	883,365.40	-	(0.40)
Interest on Bonds	-	349,150.00	-	-	349,150.00	349,149.66	-	0.34
WPAT Administration Fees	-	2,248.00	-	-	2,248.00	2,247.63	-	0.37
TOTAL DEBT SERVICE	-	1,234,763.00	-	-	1,234,763.00	1,234,762.69	-	0.31
<u>ENTERPRISE FUNDS</u>								
Sewer Fund								
Salaries	-	284,554.00	-	-	284,554.00	284,260.76	-	293.24
Expenses	7,462.15	318,300.00	-	-	325,762.15	277,704.21	32,479.54	15,578.40
Water Fund								
Salaries	-	232,071.00	-	-	232,071.00	231,905.17	-	165.83
Expenses	10,901.99	163,500.00	-	-	174,401.99	168,904.56	-	5,497.43
Treatment Expenses	15.60	591,000.00	-	-	591,015.60	570,867.17	15,398.96	4,749.47
TOTAL ENTERPRISE FUNDS	18,379.74	1,589,425.00	-	-	1,607,804.74	1,533,641.87	47,878.50	26,284.37
TOTAL ARTICLE 4 OPERATING	163,604.78	14,275,940.00	-	(39,790.00)	14,399,754.78	13,481,020.95	169,782.01	748,951.82
Treasures Tax Liens (tax title)								
Tax Title Purposes	-	10,000.00	-	-	10,000.00	4,612.40	-	5,387.60
Article 3 & 8 - Education								
North Shore Regional Vocational School Dist.	-	152,731.00	-	-	152,731.00	152,507.00	-	224.00
Manchester Essex Regional School	-	14,688,257.00	-	-	14,688,257.00	14,668,257.00	-	20,000.00
Manchester Essex Regional School Debt	-	2,993,490.00	-	-	2,993,490.00	2,993,489.87	-	0.13
Total Education	-	17,834,478.00	-	-	17,834,478.00	17,814,253.87	-	20,224.13

Recap Sheet

Continued . . .

CAPITAL PROJECTS GENERAL FUNDS

[illegible]

Mechanic Equipment	-	10,000.00	-	-	10,000.00	7,738.53	-	2,261.47
Snow/Sidewalk Tractor	-	183,000.00	-	-	183,000.00	166,256.45	-	16,743.55
Compressor	-	-	-	22,000.00	22,000.00	-	22,000.00	-
Conservation	-	-	-	10,000.00	10,000.00	-	10,000.00	-
Conservation Lands Management Plan	-	-	-	-	-	-	-	-
Library	20,000.00	-	-	-	20,000.00	3,768.76	16,231.24	-
Recreation	-	-	-	-	-	-	-	-
Sweeney Parking Lot Re-paving	32,000.00	-	-	-	32,000.00	-	32,000.00	-
Athletic Fields Master Plan	6,000.00	-	-	-	6,000.00	2,000.00	4,000.00	-
Tennis Court Resurfacing	10,000.00	-	-	-	10,000.00	-	10,000.00	-
Harbor Master	-	-	-	-	-	-	-	-
Harbor Dredging Account	164,932.30	-	-	-	164,932.30	21,278.95	143,653.35	-
Tuck's Point Float Permitting	49,000.00	-	-	-	49,000.00	9,495.50	39,504.50	-
Harbor Office - Design/Permitting	20,000.00	-	-	-	20,000.00	20,000.00	-	-
TOTAL CAPITAL GENERAL FUND	2,584,257.81	1,677,500.00	300,000.00	939,390.00	5,501,147.81	1,914,721.32	3,529,070.76	57,355.73

NON-APPROPRIATED EXPENSES

MV PARK SURCHARGE	-	5,620.00	-	-	5,620.00	3,720.00	-	1,900.00
MOSQUITO CONTROL	-	38,601.00	-	-	38,601.00	38,639.00	-	(38.00)
AIR POLLUTION CONTROL	-	3,311.00	-	-	3,311.00	3,311.00	-	-
MET. AREA PLANNING COUNCEL	-	2,873.00	-	-	2,873.00	2,873.00	-	-
MBTA	-	121,543.00	-	-	121,543.00	121,543.00	-	-

TOTAL NON-APPROPRIATED EXPENSES

	-	171,948.00	-	-	171,948.00	170,086.00	-	1,862.00
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GENERAL FUND TRANSFERS OUT

Water Capital	-	910,000.00	-	55,000.00	965,000.00	965,000.00	-	-
OPEB Trust Fund	-	-	-	264,769.00	264,769.00	264,769.00	-	-

TOTAL GENERAL FUND TRANSFERS OUT

	-	910,000.00	-	319,769.00	1,229,769.00	1,229,769.00	-	-
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CAPITAL PROJECTS ENTERPRISE FUNDS

Sewer Fund	-	-	-	-	-	-	-	-
Infiltration & Inflow Improvements	67,590.17	250,000.00	-	-	317,590.17	143,631.29	173,958.88	-

Continued . . .

Sewer Treatment Plant Improvements	268,052.35	260,000.00	-	-	528,052.35	243,864.32	284,188.03	-
TOTAL SEWER	335,642.52	510,000.00	-	-	845,642.52	387,495.61	458,146.91	-
<u>Water Fund</u>								
General Water Updates	338,696.43	195,000.00	-	-	533,696.43	87,338.90	446,357.53	-
Round/Gravelly Pond Dredging	3,939.00	-	-	-	3,939.00	-	-	3,939.00
Rebuild Round Pond Pumping Station	14,707.84	-	-	-	14,707.84	-	-	14,707.84
Water System Improvements	-	-	55,000.00	-	55,000.00	52,597.41	2,402.59	-
Water Pipe Replacement	-	1,230,000.00	-	-	1,230,000.00	1,230,000.00	-	-
TOTAL WATER	357,343.27	1,425,000.00	55,000.00	-	1,837,343.27	1,369,936.31	448,760.12	18,646.84
<u>Sewer</u>								
Transfers to the General fund	-	407,539.00	-	-	407,539.00	407,539.00	-	-
<u>Water</u>								
Transfers to the General fund	-	140,433.00	-	-	140,433.00	140,433.00	-	-
<u>Community Preservation Fund</u>								
<u>ARTICLES</u>								
CPC Administrative Costs	-	22,913.00	-	-	22,913.00	5,912.09	-	17,000.91
Town Hall Landscape Design Work	8,215.16	-	-	-	8,215.16	8,215.16	-	-
Historic Preservation of Town Common	100,000.00	-	-	-	100,000.00	13,755.00	86,245.00	-
Reed Park Restrooms/Utility Eng/Design	25,000.00	-	-	-	25,000.00	-	-	25,000.00
Drone/Film Survey Saw Mill Brook Watershed	10,000.00	-	-	-	10,000.00	7,500.00	2,500.00	-
Unknown Owner Search of Land Records for Open Space	43,150.00	-	-	-	43,150.00	12,500.00	30,650.00	-
Preservation of Town Hall Records	25,000.00	-	-	-	25,000.00	181.26	24,818.74	-
Trail Improv., Markers, Brochures	8,539.80	-	-	-	8,539.80	-	8,539.80	-
Preservation of Dexter Pond	13,127.50	-	-	-	13,127.50	11,436.00	1,691.50	-
Comm. Housing Project Funding	-	100,000.00	-	-	100,000.00	100,000.00	-	-
Seawall Restoration at Morss Pier	31,202.50	-	-	-	31,202.50	-	-	31,202.50
Veteran's Honor Roll/Memorial	50,000.00	-	25,000.00	-	75,000.00	-	75,000.00	-
Cemetery Restoration Work	58,133.48	-	-	-	58,133.48	36,261.00	21,872.48	-
Planting at Masconomo Park	8,650.00	-	-	-	8,650.00	-	8,650.00	-

Park & Recreation Facility Improvements/Equipment 18,346.17	-	-	-	18,346.17	11,605.23	6,740.94	-
Singing Beach Bath House Preservation	5,000.00	-	-	5,000.00	-	5,000.00	-
Singing Beach Street Light Replacement	10,792.00	-	3,107.00	13,899.00	-	-	13,899.00
Rounda Restoration	14,965.00	-	-	14,965.00	5,025.00	9,940.00	-
Masconomo Park Ent/Parking Lot Pavement	10,731.75	-	-	10,731.75	10,731.75	-	-
Town Common Renovation	-	225,000.00	-	225,000.00	59,425.66	165,574.34	-
Exterior Restoration of Seaside 1	-	-	39,000.00	39,000.00	-	39,000.00	-
Land/Open Space Purchase-Christian Hill/Alpers Lot	-	-	65,000.00	65,000.00	-	65,000.00	-
Manchester Historical Museum - Trask House	-	3,000.00	-	3,000.00	3,000.00	-	-
First Parish Church Steeple Restoration	-	-	30,000.00	30,000.00	-	30,000.00	-
Sweeney Park Basketball Lighting	-	-	4,000.00	4,000.00	-	4,000.00	-
Signs - Singing Beach/Masconomo Park	-	-	4,000.00	4,000.00	-	4,000.00	-
Masconomo Park Bubbler/Water Bottle Filling Station	-	-	4,000.00	4,000.00	-	4,000.00	-
Landscape Restoration - Parks & Tuck's Point	-	-	35,000.00	35,000.00	-	35,000.00	-
Total Community Preservation Fund	440,853.36	122,913.00	228,000.00	209,107.00	1,000,873.36	628,222.80	87,102.41
SEPTIC LOAN PROGRAM FUND	156,395.00	-	-	-	156,395.00	137,491.26	-
HARBOR IMPROVEMENT FUND	-	190,242.00	-	-	190,242.00	-	7,700.30
Transfer to Harbor Master (Budget fund 019)	-	-	-	-	182,541.70	-	-
HARBOR IMPROVEMENT FUND	-	190,242.00	-	-	190,242.00	-	7,700.30
HIGHWAY IMPROVEMENT FUND (CH90)	590,191.00	384,481.00	-	-	974,672.00	542,063.66	-
Road construction, repairs, and related	-	-	-	-	-	-	-
TOTAL HIGHWAY IMPROVEMENT FUND	590,191.00	384,481.00	-	-	974,672.00	542,063.66	-
TOTAL STORM DAMAGE REPAIRS ATM 04/2014 12,297.77	-	-	-	-	12,297.77	-	-
TOTAL HARBOR DREDGING	1,000,000.00	-	-	-	1,000,000.00	1,000,000.00	-

Continued . . .

<u>CAPITAL IMPROVEMENTS 04/2016</u>									
Water System Improvements	21,146.07	-	-	-	21,146.07	21,146.07	-	-	-
Sewer System Improvements	443.41	-	-	-	443.41	443.41	-	-	-
TOTAL CAPITAL IMPROVEMENTS 04/2016	21,589.48	-	-	-	21,589.48	21,589.48	-	-	-
<u>CAPITAL IMPROVEMENTS 04/2017</u>									
Sewer System Improvements	775,121.44	-	-	-	775,121.44	377,420.92	397,700.52	-	-
Water System Improvements	507,069.38	-	-	-	507,069.38	285,699.77	221,369.61	-	-
TOTAL CAPITAL IMPROVEMENTS 04/2016 1,282,190.82	-	-	-	-	1,282,190.82	663,120.69	619,070.13	-	-
CAPITAL TECH-FIBER CABLE LOOP 04/2018	-	-	-	160,000.00	160,000.00	117,112.42	42,887.58	-	-
<u>RECREATION REVOLVING</u>									
Transfers To the General Fund	-	50,000.00	-	-	50,000.00	50,000.00	-	-	-
Recreation	-	-	-	-	-	166,059.03	-	-	(166,059.03)
Playground	-	-	-	-	-	53,547.46	-	-	(53,547.46)
Concerts	-	-	-	-	-	5,284.05	-	-	(5,284.05)
TOTAL RECREATION REVOLVING	-	50,000.00	-	-	50,000.00	274,890.54	-	-	(224,890.54)
<u>AFFORDABLE HOUSING TRUST</u>									
Expenditures	286,713.69	-	-	286,820.61	573,534.30	69,728.50	503,805.80	-	-
Grand Totals	7,231,079.50	38,110,474.00	583,000.00	1,875,296.61	47,799,850.11	38,998,208.79	8,079,301.03	722,340.29	-

RESERVE FUND FISCAL YEAR 2020

	Account Number	Date	Amount
RESERVE FUND	001-100-013-57810		FY-2020
<u>APPROPRIATIONS</u>			
ORIGINAL BUDGET FY-2020		04/01/19	160,000.00
<u>TRANSFERS</u>			
<u>Account Description</u>			
Account Description	Account Number	Date	
Insurance - deductible claim	001-100-081-52400	09/03/19	(3,544.00)
Legal/Professional Services	001-100-045-53050	03/11/20	(50,000.00)
Property Insurance	001-100-081-57400	03/11/20	(4,000.00)
Building maintenance/repair -			
Police station flooring	001-100-065-52400	03/11/20	(14,000.00)
Veteran's Benefits	001-500-552-57700	06/05/20	(3,926.00)
Workers Compensation	001-100-073-51710	06/29/20	(3,100.00)
Town Hall HVAC project	001-100-004-58099	07/01/20	(20,000.00)
		Total	(98,570.00)
		Balance	61,430.00



New Town Common and War Memorial by Steve Rosenthal

TRUST FUNDS
FISCAL YEAR ENDING JUNE 30, 2020

	BALANCE 06/30/2019	ADJUSTMENTS & TRANSFERS (-)/+	RECEIPTS	EXPENDITURES	RESERVED FOR JULY 1, 2020
Non-Expendable Trust Funds					
B.L. Allen Fund	1,300.00	-	-	-	1,300.00
Tuck's Point Fund	6,000.00	-	-	-	6,000.00
Post War Rehabilitation Fund	3,920.59	-	-	-	3,920.59
Perpetual Care Fund	386,250.51	-	3,300.00	-	389,550.51
Perpetual Care Fund-Odd Fellows	3,000.00	-	-	-	3,000.00
Knight Cemetery Fund	1,806.20	-	-	-	1,806.20
Crowell Cemetery Fund	3,000.00	-	-	-	3,000.00
Total Non-Expendable Trust Funds	405,277.30	-	3,300.00	-	408,577.30
Expendable Trust Funds					
B.L. Allen Interest Fund	73.27	-	10.34	-	83.61
Tuck's Point Interest Fund	3,993.93	-	75.32	-	4,069.25
Post War Rehabilitation Fund	1,353.38	-	39.77	-	1,393.15
Essex Woods Park Fund	16,936.41	-	127.67	-	17,064.08
Perpetual Care Interest Fund	28,811.97	-	3,214.53	-	32,026.50
Cemetery Sale of Lots Fund	163,392.59	-	4,617.71	-	168,010.30
Winthrop Library Fund	37,142.31	-	11,468.11	(1,419.16)	47,191.26
Crowell Cemetery Interest Fund	9,559.51	-	94.64	-	9,654.15
Knight Cemetery Fund	6,393.71	-	61.78	-	6,455.49
Julie Ware Library Fund	2,467.83	-	22.20	-	2,490.03
Cemetery Odd Fellows Fund	1,344.78	-	32.74	-	1,377.52
Adele Q. Ervin Library (Principal)	100,000.00	-	-	-	100,000.00
Adele Q. Ervin Library (Int)	858.43	-	1,164.48	-	2,022.91
Expendable Trust Funds	372,328.12	-	20,929.29	(1,419.16)	391,838.25
Other Trust Funds					
Stabilization Fund	1,746,189.43	-	13,160.44	-	1,759,349.87
Other Post Employee Benefits (OPEB)	2,125,224.95	264,769.00	121,681.04	-	2,511,674.99
Manchester Affordable Housing Trust	286,718.69	-	286,815.61	(69,728.50)	503,805.80
TOTAL TRUST FUNDS	4,935,738.49	264,769.00	445,886.38	(71,147.66)	5,575,246.21

TOWN OF MANCHESTER
COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2020

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES		PROPRIETARY FUND TYPES	ACCOUNT GROUP
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	ENTERPRISE FUND	LONG-TERM OBLIGATIONS	TOTALS
ASSETS							
Cash	8,901,738.10	2,388,671.24	699,102.06	5,545,641.47	2,081,125.45		19,616,278.32
Petty Cash	585.00						585.00
Property Tax Receivable:							
Real Estate	333,102.27	4,375.02					337,477.29
P/P Tax	10,671.22						10,671.22
Other Accounts Receivable:							
Motor Vehicle Excise	103,376.67						103,376.67
Boat Excise	12,899.23						12,899.23
Tax Liens	233,711.58						233,711.58
Water & Sewer User Charges					241,568.07		241,568.07
Departmental	214,219.06						214,219.06
Tax Foreclosure	11,792.45						11,792.45
Special Assessments	103,955.32						103,955.32
Amount Provided Bond Payments					9,293,243.00		9,293,243.00
Total Assets	9,926,050.90	2,393,046.26	699,102.06	5,545,641.47	2,322,693.52	9,293,243.00	30,179,777.21

TOWN OF MANCHESTER
COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2020
continued

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	PROPRIETARY FUND TYPES	ACCOUNT GROUP	
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	ENTERPRISE FUND	GENERAL LONG-TERM OBLIGATIONS	TOTALS
LIABILITIES							
Accounts Payable	229,822.97	36,544.79	37,144.35	4,502.25	497,245.90		805,260.26
Accrued Payroll	348,002.75						348,002.75
Payroll Withholdings	17,445.13						17,445.13
Other Liabilities	14,973.83						14,973.83
Deferred Revenue	543,762.65	4,375.02					548,137.67
Reserve for Abatements	479,965.15					9,293,243.00	479,965.15
Bonds and Notes Payable							9,293,243.00
Total Liabilities	1,633,972.48	40,919.81	37,144.35	4,502.25	497,245.90	9,293,243.00	11,507,027.79
Fund Equity							
Fund Balances:							
Retained Earnings					870,662.09		870,662.09
Reserved for Encumbrances	3,467,816.42	1,490,935.57	1,661,957.71	503,805.80	954,785.53		8,079,301.03
Reserved for Petty Cash	585.00						585.00
Reserved for Special Duty				(34,106.99)			(34,106.99)
Reserved for Open Space		41,455.00					41,455.00
Reserved for Community Housing		28.00					28.00
Designated Overlay Surplus	125,000.00						125,000.00
Undesignated	4,698,677.00	819,707.88	(1,000,000.00)	5,071,440.41			9,589,825.29
Fund Equity (Deficit)	8,292,078.42	2,352,126.45	661,957.71	5,541,139.22	1,825,447.62	-	18,672,749.42
Total Liabilities & Fund Equity	9,926,050.90	2,393,046.26	699,102.06	5,545,641.47	2,322,693.52	9,293,243.00	30,179,777.21



Powder House Hill by Lisa Zanetti



Singing Beach by Margaret Maher Sheahan



375th Anniversary Christmas Tree Bonfire January 2020



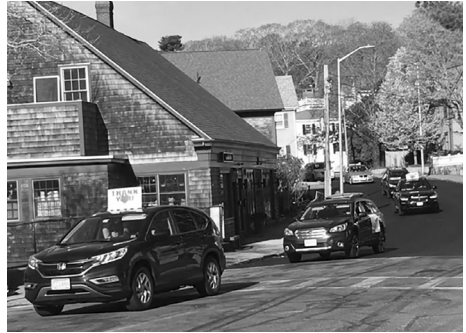
375th Family Fun Day February 2020



375th Gala March 2020



Manchester Public Health Campaign 2020



Thank You Parade for Fronline Workers May 2020



Senator Bruce Tarr Delivers 375th Proclomation at Gala



Patriotic House Decorating Contest July 2020



Singing Beach Lifeguard Staff 2020



Greetings During the Pandemic



*Manchester Public Library Outdoor Popup
Summer 2020*



*Manchester Public Library Story Walk
August 2020*



Parks and Rec. Kids Mountain Bike Club

KEY TELEPHONE NUMBERS

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

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

Ambulance 911 (978-526-4040 for billing information)

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

MANCHESTER-BY-THE-SEA TOWN ALMANAC

Incorporated:	1645
Size:	7.73 square miles
Shore Line:	12.8 miles
Population:	5630
Registered Voters:	4411
Dogs:	760
Government:	Board of Selectmen (meets the first and third Mondays of the month with default to Tuesday in the event of a Monday holiday) Open Town Meeting (normally held the first Monday in April) Annual Election (third Tuesday in May)
Voter Registration:	Town Clerk's Office during normal Town Hall hours. Special evening sessions before each election and Town Meeting. One can also register online @ www.RegisterToVoteMA.com .
Official Notices:	All official Town board and committee meeting notices are posted on the Town Hall bulletin board. Meeting notices are also posted on the Town's website. Published notices can be found in the <i>Manchester Cricket</i> or <i>Gloucester Daily Times</i> .
Tax Rate:	FY2020 \$11.70 per thousand of assessed valuation.
Taxes Due:	August 2nd, November 1st, February 1st, and May 1st.
Trash Removal:	Weekly trash curbside service (Monday and Tuesday) Weekly recycle curbside collection (Monday and Tuesday) Compost: Black Earth weekly curbside collection (Mon & Tues) Textiles: Black Earth weekly curbside collection (Mon & Tues) *Transfer Station hours: Wednesday 7:30 a.m. – 3 p.m. Saturday 10 a.m. – 3 p.m. Refer to the Town's website for Holiday Hours
Town Hall Hours:	Monday-Wednesday, 8:30 a.m. – 5 p.m. Thursday, 8:30 a.m. – 6:30 p.m.; Friday, CLOSED
Library Hours:	Monday and Wednesday, 10 a.m. – 8 p.m. Tuesday and Thursday, 1 p.m. – 8 p.m. Friday & Saturday, 10 a.m. – 5 p.m. Closed Sundays & Saturdays – July through Labor Day Sundays, 1p.m. – 5p.m. (seasonally; please check website)
Post Office Hours:	Window Service: Monday-Friday, 9:00 a.m. – 5 p.m. Saturday, 9:00 a.m. – 12 noon Lobby Hours: Monday-Friday, 6:15 a.m. – 5:45 p.m. Saturday, 6:15 a.m. – 4:30 p.m.
Town Website:	www.manchester.ma.us

CONGRATULATIONS MERSD SENIORS!



Manchester Essex Regional High School
Class of 2020
Graduation
August 2020



Manchester Essex Regional High School
Class of 2021
First Day of Senior Year
September 2020