



Manchester-by-the-Sea 2023 Town Report

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ANNUAL REPORT For The Year 2023

In Memoriam

CATHERINE B. ERICKSON

— * —

PAMELA GRADY

— * —

KATHARINE GRAHAM

— * —

CYNTHIA A. MANOS

— * —

MILDRED A. NAHATIS

— * —

JUNE NICKLESS

— * —

GEORGE S. SCHARFE

Town Report edited by Debbie Powers, Tiffany Marletta and Town Hall Staff

Front Cover:

Photo Credit: Amanda Lewis

Back Cover: MERSD Class of 2023

Photo Credit: MERSD

The editors are grateful to those citizens who contributed photographs to the 2023 Annual Report.

Daily Printing, Beverly Farms, Massachusetts
2024

MANCHESTER-BY-THE-SEA
FY2024 ELECTED AND APPOINTED OFFICIALS
(Chairs shown in **boldface**)

1. ELECTED OFFICIALS

Constables – 3 Yr. Term

Joseph P. Aiello	2025
G. David MacDougall	2025
Vacant	2025

Housing Authority – 5 Yr. Term

Elaine C. Persons	2025
Gretchen Wood	2026
Allen C. McCoy	2027
Elizabeth A. Heisey	2028
Governor's Appointee	2024

Library Trustees – 3 Yr. Term

Richard L. Rogers	2024
Eden Davies - Resigned	2025
Sarah Davis (appointed)	2024
R. David K. Lumsden	2026

Moderator – 1 Yr. Term

Alan Wilson	2024
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Planning Board – 3 Yr. Term

Christina Delisio	2024
Sarah Hammond Creighton	2024
Mary M. Foley	2025
Ronald S. Mastrogiacomio	2025
Laura Tenney	2025
Susan Hanson-Philbrick	2026
Christopher Olney	2026

School Community – 3 Yr. Term

4-M Christopher A. Reed	2024
3-E Ana Lin Mitchell	2025
Erica T. Spencer	2025
Jon Bineris	2026

Select Board – 3 Yr. Term

Rebecca S. Jaques	2024
Catherine Bilotta	2025
Brian Sollosy	2025
Ann W. Harrison	2026
John J. Round	2026

2. APPOINTED OFFICIALS

Action, Inc. Representative – 5 Yr. Term

Gretchen A. Wood	2026
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ADA Committee – 3 Yr. Term

Gretchen A. Wood	2024
Vacant	2024
Vacant	2024
Lisa C. Bonneville	2024
Elizabeth A. Heisey	2025
Laurie M. Werle	2026
Caitin Eppes	2026

Affordable Housing Trust – 2 Yr. Term

Joan L. McDonald (CPC)	2024
Nancy Hammond (Hsg Auth)	2024
Christopher Olney (Planning Bd)	2024
Margaret F. Driscoll	2024
Sarah A. Mellish (Fin Comm)	2024
Peggy Hearty-Steck (At Large)	2024
John W. Feuerbach (At Large)	2025

Animal Control Board – 3 Yr. Term

Kerri A. Bisner	2025
Vacant	2024
Vacant	2025
Vacant	2025
Vacant	2026

Animal Inspector – 1 Yr. Term

Hayes DeMuelle	2024
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Appeals, Board of – 3 Yr. Term

James L. Mitchell III (no reappt 7/1/23)	2023
John J. Binieris	2024
Sarah A. Mellish	2024
Sean M. Zahn	2024
Kathryn E. Howe	2025
Brian Sollosy (1st Alternate)	2026
James C. Diedrich, Jr. (2nd Alternate)	2026
Robert Scott	2026

Assessors – 3 Yr. Term

Jeffrey R. McAvoy	2024
John R. Beatty	2025
Louis Logue	2026

Bike/Pedestrian Committee – 3 Yr. Term

Terry L. Cowman	2024
Ryan Chamberlain	2024
Freddy A. Cicerchia	2025
Sue L. Centner	2025
Jason A. DiBiasio	2025
Brian A. Frey	2025
David T. Saunders (Co-Chair)	2026
Dana Vermilye (Co-Chair)	2026

Building Inspector – 3 Yr. term

Paul Orlando	2025
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Cable Access Corp. Rep. – 3 Yr. Term

Paul C. Jermain	2025
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Cape Ann Regional Planning Committee

Emergency Response Coordinator – 3 Yr. Term

Todd Fitzgerald	2025
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Chebacco Woods Land Mgmt. Committee – 3 Yr. Term

Russell Camp (H)	2023
Michael Mack (M)	2023
Susanna McLaughlin (H/M)	2023
Virginia Cookson (H)	2024
Ralph Smith (M)	2025
Chuck Dam - DPW Dir (M)	
Tim Olsen – DPW Dir (H)	

Community Preservation Committee – 3 Yr. Term

Joseph Sabella (HDC)	2024
Woody Kelly (At Large)	2024
Elizabeth Heisey (Hsg Auth)	2025
John F. Burke, Jr (At Large)	2025
Dean Nahatis (Fin Comm)	2025
Joan McDonald (At Large)	2026
Ronald Mastrogiacomio (PB member)	2026
Margaret Driscoll (Parks & Rec)	2026
Sari Oseasojn (Con Comm)	2026

Conservation Commission – 3 Yr. Term

Henry Oettinger	2024
Gordon Turner	2024
Steve Gang	2024
Jeff Bodmer-Turner	2025
Sari Oseasohn	2025
Olga Hayes	2026
David Lumsden	2026

Council on Aging – 3 Yr. Term

Susan Halpern (no reappt 7/1/23)	2023
Vacant	2024
Steven Gillespie	2024
Jennifer DeSimone	2024
Vacant	2025
George Nickless	2025
Jane Metrano	2025
Mary Hull	2026
Mary Peart	2026

Cultural Council – 3 Yr. Term

Lisa Watt-Bucci (no reappt 7/1/23)	2023
Margaret Maher (no reappt 7/1/23)	2023
Sarah Stone (no reappt 7/1/23)	2023
Vacant	2024
Vacant	2025
Diane Kilgore (Chair)	2025
Amy Carlin	2026

Downtown Improvement Projects Comm. – 1 Yr. Term

Kurt Svetaka (resigned 8/1/22)	2023
Steve Carhartt	2024
Garlan Morse Jr.	2024
Linda H. Crosby	2024
Gordon A. Brewster	2024
Marlene C. Dolan	2024
Jim Brown	2024

Emergency Management Director

Todd Fitzgerald	Contracted
Jake McNeilly, Asst. Dir.	2024

Essex Technical High School Rep. – 3 Yr. Term

Jeff Delaney	2023
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Finance Committee – 3 Yr. Term

Peter Twining	2024
Dean Nahatis	2024
Albert Creighton, III	2024
Sarah Mellish	2025
Andy Oldeman	2025
Thomas Parkins	2026
Michael Pratt	2026

Gas/Plumbing Inspector – 3 Yr. Term

Dave Pereen	2025
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Harbor Advisory Committee – 3 Yr. Term

Stephen Lauber	2024
Philip Leahy	2024
Daniel Lane (resigned)	2025
Samuel Crocker	2025
Steven J. Maio (resigned)	2025
Carl Doane	2026
Christopher Cobb	2026

Health, Board of – 3 Yr. Term

Paula Polo-Filias	2024
Peter Colarusso	2025
Dr. Tonya Colpitts (resigned)	2025
Leah Peavey	2025
Joan M. Cottler	2026
Martin Hahn	2026

Historical District/Historical Commission – 3 Yr. Term

Don Halgren (resigned)	2023
Tracie Gothie (resigned)	2023
Joseph Sabella	2024
Richard Smith	2024
Rosemary Costello	2024
John Round	2025
Alison Moerland	2026
Paul Stremple	2026
Evonne Blanchard	2025

July 4th Committee (Re-appt in fall) – 1 Yr. Term

Ryan Ackerman	2023
Hope Watt-Bucci	2023
Lisa Watt-Bucci	2023
Peter C. Colarusso	2023
Karen S. Cunningham	2023
Sallie Belle Davis	2023
Donna Brewster	2023
Cheryl Marshall (P&R Director)	2023

Manchester Coastal Stream Committee – 3 Yr. Term

Carolyn Kelly (no reappt 7/1/23)	2023
Joan Nesbit (no reappt 7/1/23)	2023
Francie Caudill	2024
Deborah Fraize	2025
Patricia Mitchell	2025
Lynn Atkinson	2026
Jessica Lamothe	2026
Christopher Comb	2026

M.A.P.C Representative – 3 Yr. Term

Sarah Creighton	2025
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MBTA Advisory Board – 3 Yr. Term

Vacant

Open Space & Recreation Committee – 3 Yr. Term

Curtis Rising (at large) (no reappt 7/1/23)	2023
Helen Bethell (at large)	2024
Sheila Linehan (at large)	2024
Olga Hayes (Parks & Rec Rep)	2025
Steve Gang (Con. Comm. Rep)	2025
Petti Mitchell (Coastal Stream)	2025
David Saunders	2026
Terry Cowman	2026

Parks & Recreation Committee – 3 Yr. Term

Sean Daly	2024
Muffin Driscoll	2024
Michael Coyne (resigned)	2025
Karlee Blaisdell	2025
Sean Masterson	2025
Olga Hayes	2026

Registrars, Board of – 3 Yr. Term

Bruce Warren	2024
Eileen Buckley	2025
Gary Giusto	2026

Scaler of Weights & Measures – 3 Yr. Term

Robert Vicari (Inspector)	2025
Donald Belanger (Deputy Inspector)	2025

Seaside One Committee – 3 Yr. Term

Merritt Miller	2024
Thomas Kehoe	2025
Thomas Durkin	2025
Jeff Parker	2025

Shellfish Constable – 1 Yr. Term

James Elder, Jr.	2024
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continued...

Sustainability Committee – 3 Yr. Term

Leigh Scharfe (resigned)	2023
Susan Henderson	2025
Louisa Mackintosh	2025
John Croft	2025
Alison Anholt-White	2026
Nadia Wetzler	2026
Sandy Rodgers	2027
Annie McBride	2027

Tree Warden – 1 Yr. Term

Tom Henderson	2024
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Welcome to Manchester – 3 Yr. Term

Melanie DiBiasio (no reappt 7/1/23)	2023
Christine Metrano-Barber	2024
Hope Watt-Bucci	2024
Vacant	2024
Leslie Beatty	2025
Vacant	2025

Winthrop Field Committee – 3 Yr. Term

Matthew Brzezinski (resigned)	2024
Michael Carvalho	2024
Sue Thorne	2024
Elizabeth Nickless	2024
Michael Chapman	2025
James Moroney	2025
Gar Morse	2026
Anthony Leggett	2026

Wiring Inspector – 3 Yr. Term

Joseph Novello	2025
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Awarding Gordon MacDougal, Manchester Oldest Citizen, the Boston Post Cane.

ANNUAL REPORTS



From left to right:

John Round, Catherine Bilotta, Becky Jaques, Ann Harrison, Brian Sollosy

SELECT BOARD REPORT

The Select Board has five members elected for staggered three-year terms. The current members are Catherine Bilotta, Ann Harrison, Rebecca Jaques, John Round, and Brian Sollosy. Ms. Harrison and Mr. Round serve as Chairman and Vice-Chairman respectively.

As is so often the case, 2023 was a busy year for the Select Board. In theory, the board meets on the first and third Mondays of the month. We had six meetings in May and six again in June: a total of 43 meetings. Our Town Administrator Mr. Federspiel and his capable assistant, Ms. Powers, bore most of the burden of preparing for meetings – they keep the board focused and turn our rambling meetings into coherent minutes.

The Covid pandemic encouraged the move to hybrid meetings which anyone can attend in person, join interactive internet sessions, or view recordings later. As a result, more citizens are involved in the issues the Town faces.

Hybrid meetings work well for Public Hearings like the series that helped decide the fate of the Rotunda at Tuck's Point. The Select Board heard from many people with many points of view – move it ashore, move it out further, raise it a little, raise it a lot, let it float... The eventual decision (raise it a lot) didn't please everyone, but the process was open in a way that would not have been possible four years ago.

Some of the challenges carried over from 2022:

- The Fire Department's 20+ year old ladder truck developed an intractable emissions problem that eventually led to its replacement.
- The change from answering 911 calls locally to a shared service in Middleton occurred seamlessly, ahead of schedule, and saves the Town \$300,000 a year.
- The Town Meeting put those savings toward more staff for the police and fire departments, reducing overtime costs.

- Facilities and Compensation Studies were completed.
- The Water Resources Protection Task Force
 - o documented the Town's pattern of water use.
 - o expanded Horsley & Whitten's study of the Town's geohydrology.
 - o recommended that the Town adopt "smart" water meters that identify leaks in real time, saving money for users and water for the Town.
 - o identified a significant use of water by the Town that can be eliminated, reducing the amount of treated water used, the outflow from the wastewater treatment plant, and the "lost" water previously thought to be leaks under the streets.

The Select Board started several new initiatives in 2023.

Susan Beckmann and Sylvia Vriesendorp are helping Mr. Federspiel and Select Board Member Ms. Billota encourage Town boards and committees to work together. They are studying all aspects of Town Governance from processes and procedures, to overlapping boards and committees, to communications, planning strategies and goal alignment. Improving governance is a multi-year program.

The Town is producing a Harbor Management Plan. A task force of members of many of the groups using the harbor – recreational boaters, marine businesses, fishermen, and other residents - is developing the plan with Harbormaster Bion Pike and the Urban Harbors Institute.

The Select Board and Planning Board created an MBTA Zoning Task Force to explore responses to the state law requiring communities served by the MBTA to zone some areas to allow multi-family (3 or more units) housing by right. Towns must comply by the end of 2024.

The hardest problem was the School District budget. In February, the School District proposed a budget that reinstated programs with a cost increase to the Towns higher than the normal 3.5%. That budget raised concern in Essex. The School Committee proposed a lower-than-average budget increase that still required that Essex pass an override

of Proposition 2 ½. The override vote failed. The School Committee reduced the assessment to the Towns again, to meet the amount that Essex could fund without an override. Both towns held Special Town Meetings in June and approved a budget increase of 1.98%.

What else did we do in those 43 meetings? Lots of routine stuff – alcohol, virtualers' and short-term rental licenses, board appointments, tree hearings, road openings, etc. There were happy moments:

- Recognizing Don Halgren's many years of service to the town.
- Congratulating Bruce and Dede Warren, Manchester's Small Businesspeople of the year.
- Authorizing Jackson Surette to build a kayak rack for his Eagle Scout project and watching him receive that honor.
- Welcoming new police officers and firefighters.
- Congratulating Jennifer Gilson as Manchester's first female Police Sargent in front of her father, Alan Gilson, the longest serving Police Officer in the history of Manchester.
- Allowing the cheerful Beach Bums to run their golfcart livery service between the train station and Singing Beach.

TOWN ADMINISTRATOR'S REPORT

Reinvesting in Needed Infrastructure

As I write this the DPW has responded to a large water main break near the intersection of Sea, Summer and Washington Streets. The date stamp on the pipe that burst. 1891! I think it is fair to say that the Town got its money's worth out of that pipe and then some.

The reality is that much of the infrastructure we rely on today – from pipes to roads to buildings – was paid for and built by previous generations. Today's residents have benefited greatly from these previous investments. But many of these important infrastructure elements have gone past their normal useful life span. The time for major re-investments is upon us.

This is not to say there have been no major reinvestments recently. Certainly, the School District has benefited from voter approval for the replacements of the Middle-High and Memorial Schools. And we have been spending between \$3 and \$4 million dollars in cash annually for capital projects in

recent years. We have been able to increase our annual cash appropriations as we retire previously incurred Town debt and direct some new tax dollars toward capital expenditures. This amount is sufficient to keep up with typical needs – vehicle replacements, stretches of pipe replacement, etc. but it is not sufficient to take on the very large capital projects like major building upgrades/replacements, new filtration systems to meet new standards, and new climate change resistant measures.

There have not been major bonded Town projects in quite some time. The needs are growing and over the next ten to fifteen years it is likely voters will be asked to approve relatively large new capital projects. The challenge will be to space these out sufficiently so as not to overburden taxpayers while still meeting the needs for new facilities.

The picture is not all gloomy. The Town is in strong fiscal shape. We have very little current Town debt, and we maintain a healthy fund balance for any emergencies. The Town is on track to fully fund pension and other retiree liabilities by the early 2030's which can free up close to \$2 million dollars in current expenses. At about this same time the debt for the high school will be fully paid off. And, once built, the proposed new corporate headquarters for Cell Signaling Technologies in town will generate a healthy new increase in tax revenue.

The other very positive story is that the Town has a good track record securing grant funds. In the past ten years we have been awarded more than \$20 million for a wide range of projects. The biggest project award is the nearly \$7 million we have been granted for the reconstruction of the Central Street Culvert/dam and the restoration of Sawmill Brook upstream from Central Street. Harbormaster Bion Pike has been instrumental in securing millions for various harbor projects (dredging, replacement floats, Rotunda renovation.) Another \$3.5 million has been secured for extending water and sewer utilities to the new CST project next to the MAC.

A recently completed Facility Plan examined the conditions of the Town's buildings and recommended embarking on a systematic replacement schedule. The most "tired" and out of date building the Town has is the DPW garage off Pleasant Street. The consultants believe it would be more cost effective to build

a new facility elsewhere rather than try to renovate the existing garage while still trying to maintain current operations. The suggestion is to build a new facility at the old compost site off upper School Street. Funds to further analyze this site are proposed as part of the FY25 capital budget.

The Pleasant Street site has been suggested as a possible residential development site tied in with a plan to renovate and expand the Manchester Housing Authority sites at Newport Park and The Plains through a partnership with a private developer. It may be wiser to find other land for residential development and retain this site for future Town uses. The Facility Plan eyed the site for a future Public Safety Complex. Both the current Police and Fire Stations already suffer from high water flooding which will grow worse in the years ahead. By the late 2030's the Town will need new public safety buildings and the Pleasant Street site would provide a good location.

The Library is pursuing renovation/expansion plans as well. Voters will be asked to provide matching funds as part of the FY25 capital budget to a possible state grant program that, if successful will partially pay for the planning and construction of an expanded library. Today's library is very tight on space and lacks good accommodation for those with mobility issues. With luck, a project at the library can be paid primarily through state funds and private donations.

Also before voters at the April 2024 Annual Town Meeting is a proposal to purchase a portion of the Mason's building for a first for the Town Senior Center. Manchester is one of only a few communities that lacks a Senior Center even though those over 65 make up the fastest growing segment of our population and will exceed 40% of total population in the not too distant future if current trends continue. (Manchester's student population continues its downward slide.)

The School District has been invited to participate in the state's school construction program for either a renovation or replacement of the Essex Elementary School. This is the third and last major construction project for the District for many years to come. Again, voters at the April 2024 Town Meeting will be asked to decide to make an initial investment in a new construction project by funding Manchester's

share of a feasibility study, anticipated to be up to \$660,000. Approval of a capital exclusion vote will be sought from voters both at the Annual Town Meeting and at the ballot. This study will, as was done for the two previous school construction projects, analyze various options from renovation of the existing building to new construction at the current site or an alternative site. The feasibility phase and then the final design phase of the chosen option typically takes a couple of years to complete. If construction were to proceed it could begin in either 2027 or 2028. This would mean completion prior to retiring the debt payments on the high school. It is possible to delay full debt service payments by using temporary bond anticipation notes to wait until the high school debt is retired before taking on debt for a third school project although this increases the amount of total interest payments that ultimately have to be made.

New borrowing is being sought to fund four needed projects that are beyond our ability to pay in cash. Authorization is sought to borrow \$7.6 million for the following projects:

- 1) \$1,400,000 for the replacement of water meters with new “smart” meters
- 2) \$500,000 toward the design and testing of PFAS removal technology
- 3) \$1,900,000 for water main replacement (primarily the line on Pleasant Street)
- 4) \$3,800,000 for upgrades to the sewer treatment plant.

Additional funds will be added to this total, including a recently awarded \$950,000 grant from the federal government to help pay for the design and testing of the removal of PFAS from our drinking water. A large portion of the debt service for this new borrowing will come from the user fees that are charged by the water and sewer utilities. It will be a couple of years before we will have to start making annual debt payments which will allow our current level of debt payments to continue to decline.

Of course, reinvesting in our infrastructure is not the only challenge we face as a community. Certainly, our response to the state mandate to craft new zoning that complies with the new Section 3(a) law, often referred to as MBTA zoning, will continue to occupy a great deal of attention as we gear up for a fall vote on the possible new zoning.

Funding the School District’s operating

budget will continue to create much debate as the shift in demographics places a heavier burden on Essex than they can comfortably handle. Whether or not the apportionment formula should be altered is a question that does not have a ready answer.

And we are just at the early stages of figuring out how best to respond to bigger storms and rising seas. Hard choices await us.

Of course, while we deal with the longer-term challenges, day-to-day operations must continue. The Town is very fortunate to have a dedicated staff of municipal employees who provide a high level of service to residents and visitors. I very much applaud their efforts along with the hundreds of resident volunteers who serve on the boards and committees that help contribute to the successful operations of the Town. It truly takes a collective effort to sustain a thriving community.

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 2023, we welcomed Caitlin Eppes to our Committee. She is very informed about issues facing the ADA community and will be a valuable member of our Committee.

We met four times this year. We are still working on finding a suitable accessible drop-off mailbox location and have made suggestions for the Town Administrator and DPW Director to consider. The accessible Town Hall front door project has been completed. Lisa Bonneville, our liaison to the DPW, has worked with them on issues found at the new Pine Street Field location. We also began initial discussions on an ADA Strategic Plan and we will continue that effort in 2024.

The Committee looks forward to continuing its mission in 2024 and would love to have more members join our Committee. If you are interested in joining, please see the Town’s website for a Committee Volunteer Application.

Beth Heisey, ADA Coordinator

BOARD OF ASSESSORS

The Board of Assessors has established the following assessed values for the town, as

required by law. These values are as of January 1, 2023, for Fiscal Year 2024, which begins on July 1, 2023 and ends on June 30, 2024

FY2024 - Real Estate & Personal Property

Residential Property - 2137 parcels - \$3,194,752,985
Commercial Property - 93 parcels - \$118,567,752
Industrial Property - 12 parcels - \$6,115,700
Personal Property - 131 accounts - \$78,332,180
Total Taxable - 2402 par/acc. - \$3,397,768,617
Exempt Property - 402 parcels - \$244,083,200
Tax Rate per \$1,000 of value - \$9.35.
Total Taxes Raised - \$31,769,136.57

FY2023

Real Estate & Personal Property

Exemptions approved (elderly, veterans, blind, etc.) – 23
Deferrals – 1

Senior Workoff - 3
Abatement applications filed – 9
Personal Property apps. approved - 1
Personal Property apps. Denied - 1
Real Estate apps. approved - 5
Real Estate applications denied – 2
Withdrawn – 0
Deemed Denied – 0
Late Filing - 0

**Motor Vehicle & Boat Excise Abatements
(processed in 2024)**

2023 Motor Vehicle Excise abatements – 145,
2022-137, 2021-179
FY2023 Boat Excise abatements – 33,
FY2022-30, FY2021-43

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.

Jeffrey McAvoy, Chairman

BICYCLE/PEDESTRIAN COMMITTEE

This year, the Bike & Pedestrian Committee has worked towards enhancing road safety, promoting accessibility, and fostering sustainable transportation practices. Initiatives included collaborating with the Department of Public Works (DPW) on significant projects like the resurfacing and re-lining of School Street, and reducing travel lane widths to encourage

safer vehicle speeds while introducing shared lanes for bikes and motor vehicles. We also pioneered the installation of a bike lane on upper School Street and across the Rt. 128 overpass, in partnership with MassDOT. To improve pedestrian safety, we obtained funding and collaborated with the DPW for the installation of pedestrian warning lights at crosswalks and speed feedback signs, provided crucial input on speed limits and crosswalk designs to the Select Board, and consulted the DPW on access and crosswalk locations for the new Pine St field.

Our efforts expanded beyond road safety to include the development of pedestrian and cycling infrastructure in the downtown area, working closely with the Town Planner and other key stakeholders. With the support of the Community Preservation Committee and the Hooper Fund, we were able to purchase and install Hornet Green bike racks in strategic locations around town. We have continued to partner with the OSRC to discuss our shared goals for increasing active transportation and have organized a community Book Group with the support of the Public Library staff. In short, we have advocated for regional cooperation, engaged in educational initiatives on bike safety, and supported community programs aimed at encouraging cycling among residents of all ages. Through these diverse activities, we have taken significant steps towards creating a safer, more accessible, and environmentally friendly community, reflecting our commitment to enhancing the quality of life in our town.

**CHEBACCO WOODS LAND
MANAGEMENT COMMITTEE**

Members of the committee have been checking the trails during the year. A few blowdowns were cleared by the Essex County Trail Association. We replaced the damaged or lost markers on the red trail. More markers will be replaced in 2024.

We continue to remove the trash from the barrel at the kiosk weekly, supply trail maps and dog waste bags. The woods has continued to see an increased amount of use since COVID.

A change of leadership on the Hamilton Conservation Commission and unreturned phone calls caused problems with spending all of our annual amount this year. We will continue to find a way to work with Gordon College next year to do repairs to the eroded

and hilly part of the red trail.

Most dog walkers have been cleaning up after their pets but there is still a problem with loose dogs bothering other dogs, people and horses. Owners are still allowing their dogs to go into the water at Round and Gravelly ponds which are part of the Manchester water supply.

Ralph Smith has stepped down as chairman and Susanna McLaughlin was appointed to take over with Virginia Cookson as vice-chair.

Members of the Chebacco Woods Land Management Committee

Susanna McLaughlin, Chairman
Virginia Cookson, Vice-chairman
Ralph Smith
Russell Camp
Michael Mack

MANCHESTER COASTAL STREAM TEAM

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

Through 2023, we participated in the Community Center clean up with a focus at White and Black Beaches; continued to work on issues of mutual interest with the Board of Health including the bacterial counts in the marshes and mosquito control; and cleared the invasive purple loosestrife at Dexter Pond to allow native species to flourish. We worked with Salem Sound Coastwatch over the summer looking for marine invasive species.

Through 2023, we participated in the Community Center clean up with a focus at White and Black Beaches; continued to work on issues of mutual interest with the Board of Health including the bacterial counts in the marshes and mosquito control; and cleared the invasive purple loosestrife at Dexter Pond to allow native species to flourish. We worked with Salem Sound Coastwatch over the summer looking for marine invasive species.

We continued to address issues from our action plan that came out of our surveys of Sawmill Brook and its tributaries in the fall of 2021. This involved working with the DPW and Conservation Commissions on areas needing clean up and areas of future concern.

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

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Act (CPA) was established by the state in 2002 and was adopted by Town Meeting and a ballot vote in 2005. Its purpose is to help fund and

to encourage cities and towns to renovate their historical assets, to create and restore parks, recreational areas and open space and to provide funds for community housing. 193 cities and towns have adopted the "Act", covering over 70% of the state's population. Currently, Manchester raises CPA funds by charging a 1.5% surcharge on your annual tax bills. The Act allows each city or town to rise up to 3% annually. The state provides an annual match based on real estate deed filing fees collected each year. Last year's tax surcharges were approximately \$425,000 and we received a 20% match from the state. Since inception, the town has raised \$5,124,261 in surcharges and received matching grants of \$1,676,263 (32.7%) for a total of \$6,800,524. This leverage is what makes the CPA program appealing.

Each year the Town's Community Preservation Committee (CPC) works with Town officials, groups, and citizens to study the needs of the Town that may qualify for CPA funding. Our application process allows anyone to seek funding and the CPC annually determines eligibility and prioritizes which projects to bring forth to town meeting for voter consideration.

This past year, the CPC was pleased to see its funded projects result in a much needed new athletic field on Pine St (now in operation), a new roof on the Chowder House, renovated restrooms at Tuck's Point, library renovations and modifications for safer operations and better sustainability, continuing support for affordable housing, improvements to Manchester's much-used open spaces, and many other projects that can be found on the state CPA coalition data base.

The CPC, once again, is appreciative of your support and encourages your participation in the annual funding process.

And a thank you to Helene Shaw-Kwasie for her administrative support throughout the year.

Community Preservation Committee
Jack Burke, Chair
Joan McDonald, Vice Chair

CONSERVATION COMMISSION

During the year, we were fortunate to add a new Conservation Commissioner, Gordon Turner. We wish to welcome Gordon and to thank him and all the Commissioners for their service to the Town. In the fall of 2023, we also

said farewell to Chris Bertoni, our long-serving Conservation Administrator, who served the Town with skill and diligence for many years – she will be greatly missed.

During 2023, modified COVID-19 Emergency Protocols remained in place, and Conservation Commission meetings were held virtually. Zoom meetings worked well throughout the year. Site visits were held in-person, and socially distanced. The Commission conducted 18 regular public meetings and continued its regulatory and non-regulatory activities throughout the year.

Wetlands permit applications were steady compared to previous years. 18 Notices of Intent and Abbreviated Notices of Resource Area Delineation were filed in 2023, with the Commission issuing 19 Orders of Conditions and two “invalid OOCs” (for projects approved but not undertaken). Permit applications are reviewed under the Massachusetts Wetlands Protection Act and/or the Town Wetlands Bylaw. The Commission issued 18 Determinations of Applicability and approved 10 de minimis Change requests. The Commission also issued 7 Extensions of Orders, 18 Certificates of Compliance, and several Emergency Certifications and Violations/Enforcement Orders. A number of Letter/Tree Permits were issued administratively. The Conservation Administrator went on many site visits including pre-construction visits, visits with the Commissioners, and final site inspections which are required prior to issuing a Certificate of Compliance.

The Commission focused its attention on the Western Woods and member Dr. Bodmer-Turner agreed to spearhead efforts to clarify ownership, usage, and conservation protection status of this invaluable forested tract. His work included collaborating with the Beverly Conservation Commission on beaver dams on wetlands shared by both towns.

The Commission reviewed and approved two Eagle Scout projects – one for harbor depth measurement and one to build a kayak rack to be located near Town Hall – as well as a Gordon College student project involving auditory surveys of the frog population in the Cathedral Pines Resource Area.

In 2022, MCC Chair Gang was instrumental in approaching the Select Board to re-establish the Water Resources Protection Committee.

The Select Board authorized an 18-month Task Force to develop a multi-decade strategy to ensure the quality and quantity of Manchester’s drinking water. Town Meeting provided a budget and the Task Force recruited 18 members including representatives from Select and Planning Boards, Open Space Recreation Committee and Stream Team. Six teams conducted research and analysis, and their findings and recommendations were delivered on schedule to the Select Board in June 2023. Since then, the Select Board has considered several of the recommendations deemed by the Task Force most important and urgent.

Kristan Farr, our new Conservation Administrator, staffs the Commission. Eva Palmer continues as part-time Administrative Assistant and serves as minute-taker for the department. The Commissioners are eternally grateful to these able staff for their energy, performance, and insights.

As of the end of 2023, the Commission is at full strength with 7 Commissioners. The Conservation Commissioners 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.

Steve Gang, Chair
Sari Oseasohn, Vice Chair

DEPARTMENT OF SENIOR SERVICES/ COUNCIL ON AGING

Manchester by-The-Sea has a senior population of just over 2,200. This represents approximately 40% of the Town population being 60 or over. The mission of the Council on Aging continues to be the development of far-reaching programs to meet and serve the ever-increasing needs of our senior citizens. Developing a Senior Center, health insurance & prescription drug costs, transportation and affordable housing continue to be key issues facing our senior citizens.

The following are some of the highlights of the services provided by the COA in 2023:

- Quarterly grab-n-go lobster roll luncheons
- Monthly luncheons at Congregational

Church Chapel

- Provided over 240 mobile food pantry deliveries
- Holiday gift bags
- Provided over 6,000 units of transportation to senior and disabled citizens; over 32,000 miles
- Provided over 1,200 units of outreach service to senior and disabled citizens
- Delivered (by volunteers) 3,574 Meals on Wheels to 34 consumers
- StrongWoman exercise program twice weekly with 70 to 75 participants for each 12-week session
- The new COA newsletter is mailed and/or emailed to over 1000 senior citizens monthly. The Friends of the Council on Aging fund the mailing.
- Provide Tax-Aide in a partnership with AARP and SeniorCare to senior and disabled citizens to over 95 consumers
- Provide SHINE (Serving Health Information Needs of Everyone) Counseling throughout the year
- Continue to work with Essex, Gloucester & Rockport with support from SeniorCare and 1623 Studios to provide the Cape Ann Virtual Senior Center

A very big part of the continued growth and success of the COA goes to the many active volunteers who donated over 500 hours in 2023 and to the Friends of the Council on Aging for their support in funding so many of the programs that the Council on Aging offers. It is because of the many acts of kindness and the caring attitude of all volunteers that the COA can continue to reach a greater than ever number of senior citizens in need.

Nancy Hammond

Director of Senior Services/Council on Aging

CULTURAL COUNCIL

Known as a landmark, Boston's Emerald Necklace is a landscaped jewel of historic significance. Preserved for posterity, the metaphorical Necklace is a series of cultivated spaces linking Bostonians and guests with the cultural environment. Designed in 1878, the setting remains a vital part of understanding the community's evolution.

With iconic settings dotting our gold-coastline, a case can be made Manchester-by-the-Sea has a legacy necklace of similar character; it's centerpiece is our Public Library.

Dedicated in 1887, the Gilded Age gem was a gift from Boston resident Thomas Jefferson Coolidge, who summered in Manchester. He described the library as a place adding "*much to the village, of which it is a conspicuous ornament.*" At the time the Boston Herald reported, the building is "*Another Charm for the Famous Watering Place.*"

As our meeting site, the historic library anchors our Cultural Council to history. It also serves as a vibrant link for current and future programs of cultural engagement.

Funded by the National Endowment for the Arts and the Massachusetts legislature, the mandate of the Massachusetts Cultural Council is "*to serve the Commonwealth and all who live, work, visit and play here by amplifying creativity, providing resources, expanding relationships and championing transformational changes that maintain and grow a thriving creative and cultural ecosystem.*" The Cultural Council "*works to elevate our rich cultural life.*"

In recent years, Manchester-by-the-Sea's Cultural Council has funded (fully or in-part), school enrichment programs, the Hooper exhibit at Cape Ann Museum, classes dedicated to writing development, horticultural appreciation, hip-hop dance lessons for members of the Council on Aging, as well as theatrical performances. Finally free from Covid lockdowns, we aspire to be even more interactive.

This year we are shaking things up a bit. In addition to funding established programs we are announcing a '**Distinguished Speaker Series**'. It launched on February 1, 2024, at 5:30 from our historic library at 15 Union Street.

The inaugural season celebrates the contributions of five exceptional thought-leaders. Each contributor uniquely serves the zeitgeist of Manchester-by-the-Sea's cultural charms.

Just as the Library did when it was dedicated, we open the Series by honoring our Veterans.

U.S. Army Brigadier General, Jack Hammond, Chief Executive of the Home Base National Center of Excellence for Mental Health and Traumatic Brain Injuries, will outline a

program funded by MGH and the Red Sox Foundation, designed to treat invisible wounds of war suffered by our veterans and loved ones.

Later in February, Dr. David J. Roberts, MD, former chief of Interventional Cardiology, past president of Salem Hospital and current SVP of Community Operations for MG/B Hospitals (Massachusetts General/Brigham Hospitals) will discuss the communal impact of food and home insecurity.

In March, David McCullough III, engages our high schoolers, their parents, and our community in a novel conversation about an “American Exchange Program.” Designed to broaden our understanding of cultures across the United States, AEP facilitates students from our neighborhood to ‘walk-a-mile’ in another student’s shoes by swapping hometowns for a week.

April, the Cultural Council welcomes popular local author and businessman, Chuck Wisner to the library to discuss his book *“The Art of Conscious Conversations: Transforming How We Talk, Listen and Interact.”*

The Distinguished Speaker Series concludes in May, with Ron Skates. The former President and CEO of Data General sharing his insights on our cultural adoption of Artificial Intelligence.

In the spirit of preserving our metaphorical Necklace and landmarking the evolution of times, the Cultural Council of Manchester-by-the-Sea aspires to serve all residents and guests of our town and promote an ecosystem of goodwill towards all.

Respectfully submitted,

Diane Kilgore ~ Chair

DOWNTOWN IMPROVEMENT PROJECTS COMMITTEE

The Downtown Improvement Committee consists of volunteers appointed by the Select Board. Our purpose is to foster continual improvement in the tangible, aesthetic, and cultural elements of the downtown area for the benefit of businesses, cultural institutions, residents, and visitors. Much of the Committee’s work seeks to facilitate communication between our elected and professional leaders in Town Hall and those who live and work in our downtown area. Our efforts were conducted by regular public meetings of the full Committee, accompanied by diligent efforts of various individuals on specific projects between meetings.

Our participation in reviewing downtown parking policies, in conjunction with the Planning Board, led to a series of recommendations to the town regarding improving enforcement of existing regulations during peak summer periods as well as improved signage and communication with visitors and local businesses of the specifics regarding parking regulation.

Another major effort this year resulted in the completion—working with DPW and a professional consultant—of a very detailed plan to update Downtown infrastructure including sidewalks, curbs, streetlights, and aesthetic improvements. This work will be based on the original Downtown Improvement Project with specific changes based on lessons learned in that effort. Committee members engaged in many on site walk throughs while developing what we believe are the best tradeoffs regarding traffic flow, safety, and accessibility. This plan was presented to the Select Board and Planning Board and was well received. In the coming year we anticipate giving this program further public visibility as well as working to arrange funding for what will be a multiyear effort. Relating to this project, we collaborated with the Planning Board on a study which focused on amenities around the downtown infrastructure such as public green spaces, art, and rest rooms.

We were also invited to participate in two major efforts to sustain our downtown. One of our members served on the Coastal Resilience Task Force which led in the short term to recommendation for fortifying public safety related facilities in the downtown area which were subject to flooding during high tide storm surges. We also had one member invited to participate on the MBTA Zoning Task Force, charged with developing zoning changes mandated by the state MBTA Communities Act. This activity is ongoing at this writing.

The customary midyear renewal of the Committee saw the continuing participation of the current membership, as all members requested reappointments, which were granted. We are grateful for their service and continuing commitment to our mission.

Respectfully submitted
Steven C. Carhart, Chair

FIRE DEPARTMENT

Executive Summary

The Manchester Fire Department has come a long way since the first engine house was built in September 1885 and the first full-time firefighter was hired in 1908. Today the department consists of 17 career firefighters. The department operates with 16 career firefighters assigned across 4 shifts, supplemented by 4 call firefighters, and supported by the Fire Chief. The department serves a permanent population of approximately 5,500 residents and a response district of 18.3 square miles which include the land and waterways we protect.

The Manchester Fire Department is a suburban all-hazard fire department that provides professional firefighting services, emergency medical services, fire prevention and annual fire safety inspections of all businesses, plan reviews, and public education.

Last year, the Manchester Fire Department responded to 1,237 emergency calls for service, a three-year increase of 28.8%. The fire department collaborates with our public safety partners at Manchester Police, Manchester Harbormaster along with the Northshore Regional 911 Center to ensure all requests for emergency services are handled efficiently and effectively.

From the Fire Chief

The Manchester Fire Department is proud to present our 2023 Annual Report. We wish to ensure proactive engagement with our community and customers. This annual report provides a detailed review of the department's activities from the previous year while casting light on areas of significant accomplishment. It is our tremendous honor to serve the citizens of Manchester and our surrounding communities.

Some notable staffing changes occurred in 2023:

- Fire Chief Jason Cleary resigned effective July 1 and we want to thank him for his service.
- The department hired four full-time employees:
 - o Firefighter Shane Stephenson
 - o Fire Chief James McNeilly
 - o Firefighter Patrick Roddy
 - o Firefighter Michael Going
- The department hired four call firefighters:
 - o Firefighter Richard Curran
 - o Firefighter Dylan Wolniewicz
 - o Firefighter Philip Cicala
 - o Firefighter Mark Bruno

We look forward to the future while



Gravelly Pond by Ben Patten

embracing and learning from the past. I welcome any resident with safety questions or concerns to stop by the station and talk with our staff. We are all here to serve you and are only a phone call or door knock away!

Our Vision Statement

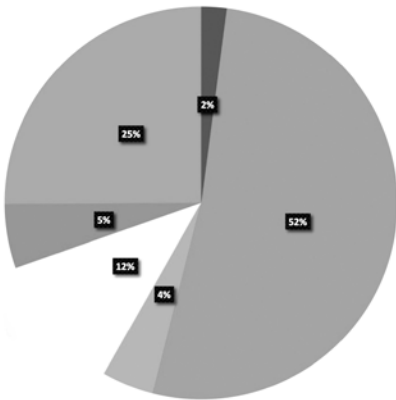
To be a progressive, well-respected Fire/Rescue Department that sets an exemplary standard in fire safety education, fire suppression, rescue, and emergency medical services through dynamic leadership, innovative practices, and effective customer service.

Values

- o Integrity
- o Compassion
- o Dedication
- o Diversity and Respect

Emergency Response Breakdown

Total Responses/Calls for service in 2023 = 1,237



Call Type Breakdown

- 1. Fire
- 3. Rescue / EMS
- 4. Hazardous Condition
- 5. Service Call
- 6. Good Intent
- 7. False Alarm

Regional Dispatch

The Manchester Fire Department has worked closely with the Manchester Police Department and all our partnering agencies

with the switch over to Regional Dispatched; we are pleased to report that your public safety system is working seamlessly. We meet regularly to evaluate the entire system for areas of improvement and work cohesively to streamline operations.

Software System

One of the areas that was identified as a problem in the fire department was our software system or a lack thereof. Historically we used seven different systems to track and document the different services provided by the fire department. In July we started a transition to FirstDue which allows for a single solution and optimizes the sharing of data between modules and our first responders.

Training

Manchester Fire Department conducts daily training sessions to keep our staff well-prepared. The department assigns an in-depth topic to each group per month, along with EMS training, to ensure that everyone is up to date on the latest techniques and procedures. It’s commendable that the rest of the training is organized at the company level by the officers on each group, ensuring that everyone is receiving the training that they need to be effective in their roles.

Goals

The fire department will continue its aggressive training regimen. In addition, groups will be around town conducting pre-plans. These pre-plans allow fire department personnel to become familiar with the buildings and hazards within the town, allowing them to respond in a more coordinated and planned manner.

We plan to increase our community outreach in 2024 by providing fire safety education to our school-aged children and elderly, as well as continuing our CPR Classes given to the public.

Fire Prevention

It’s crucial to have a strong fire prevention plan in place, and we strive to keep up with the demands of our residents. Chief McNeilly currently oversees all fire prevention activities in addition to his fire chief duties. We hope that the Town will be able to add a full-time position soon to help with these efforts. This will not only add consistency to fire prevention but allow for coverage when the Chief is unavailable and add to future succession planning.

HARBOR ADVISORY COMMITTEE (HAC) ANNUAL REPORT

The Harbor Advisory Committee (HAC) and the Harbormaster met monthly virtually and hybrid September through June.

PROJECTS

Tucks Point: The Town voted to repair the Rotunda, install new pilings, and keep the iconic structure in the same location after construction. Access during the project for boaters will be given special consideration.

Dredging: Dredging is scheduled for the fall of 2025 and the first two months of 2026. It will include. Area E mooring field plus the channel from the narrows out to the mid channel buoy will be addressed. An assessment for all boats plus the regular mooring fees is in place to partially fund the project.

Reed Park: Continues to be busy during the summer months, taking in boats for tie-ups during the day and overnight. Monies taken in go towards running the harbor and dredging projects.

Morse Pier: The Town has voted in favor of adding additional docks between Morse Pier and Reed Park, creating finger floats for 6 to 7 additional boats. Extra spaces mean more income from transient boaters.

Carl Doane - Chairman

HARBORMASTER

A very wet boating season but happily no tropical storms!

Infrastructure:

- The construction of the proposed Fishermen's Facility received recommendation from the Harbor Advisory Committee and moves on to the Select Board. Construction of this facility will help ensure the continued presence of the Manchester lobster fleet at the head of the harbor. Three hundred+ years of fisheries are a significant part of the town's heritage and supporting fisheries benefits the town in many ways.

- The Harbor Department is pursuing an existing launch service for the boaters of Manchester. While the service has grown steadily and is moving to profitability the current operator is focusing on other aspects of their business and will be moving away from the launch service. In an effort to maintain this important service for boaters the operator is offering the client list and all equipment to

the Town for \$125,000, less than the current value of the newest launch. Launch service was a long overdue offering for the harbor in 2021 and sixty boaters have signed up for the service. There are currently three hundred and sixty mooring holders without launch service in Manchester. Many of these boaters have expressed interest in the Manchester Yacht Club and independent launch services, it is important to continue to provide this needed service for our boaters.

- Grant applications to fund the Phase II expansion of the Reed Park were submitted to the Seaport Economic Council (\$568,250) and US Fish & Wildlife (\$600,000). Both grants were awarded and one hundred percent of the cost for Phase II will be covered with no need for Town funding. The estimated cost for this project is \$1,168,250. Test borings were completed right before the holidays and as suspected the bottom is suitable for wooden pilings.

- The Harbor Department continued the successful cashless collection of fees at Reed Park. Annual revenue is over \$30,000 and this number is expected to better than triple when the expansion is complete.

- The town approved \$100,000 for the development of a Harbor Management Plan. Urban Harbors Institute for UMASS is the contractor for this project and is working with the Harbor Management Task Force to develop the plan. It is expected to take between 12-24 months to complete the document.

- Jim Starkey presented a computer program to the Harbor Advisory Committee for facilitating enhanced mooring alignment. The program will likely be put to good use after the next round of dredging. When implemented Manchester Harbor may no longer be the most crowded harbor on the Northshore!

- Dredging is in the very expensive biological testing phase. Fortunately the town received \$205,000 from the Seaport Economic Council toward the \$256,000 cost of testing. The goal remains to dredge the channel and Area 5 (Proctor Cove) in 2025-2026.

- Tuck's Pt. Rotunda will be raised in place. New pilings and framing will be made of steel to reduce the number of pilings needed for the structure. The decision to raise in place should mean an easier permitting process.

Grant funding will be pursued for the eventual construction phase of the project.

Funds and Revenue:

Harbor Usage Revenue FY23

Total: \$300,836

Boat Excise Revenue FY23

Total: \$14,877

Dredge Fund as of 1/2023

Total: \$18,946

Waterway Fund Balance as of 1/2023

Total: \$161,365

Boats:

Our 25' Safe Boat continues to be a proven platform for heavy weather response. 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 vessel will continue to be a reliable resource for all three public safety departments.

The Clean Vessel Act pump-out boat was busy helping keep the harbor clean and safe. Over 400 gallons of waste were removed from 239 vessels this year. 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 Honda from the old Eastern was transferred to the pump-out boat to replace the thirteen-year-old Yamaha.

Records:

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

Moorings & Waitlists:

Waitlists - As of January 3, 2024, there are 470 names on the mooring waitlist, 44 names were added. The mooring-change list has 68 names. Magnolia Harbor has 27, Shallow water moorings – 28 and Black Beach - 4.

Moorings - Approximately 28 moorings changed hands in 2023. It is expected 2024 will be an above 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 gain I wish to express thanks to the entire Harbor staff for their service. They are all committed to making the harbor a safer

place for everyone who uses it! This goes for our dock masters who managed the Reed Park docking facility flawlessly. I hope everyone on the staff comes back in 2024. 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. The regular patrols by the Police Department made a significant difference in waterfront safety. Their continued patrols are very much welcomed!

I have requested the addition of a year-round full-time deputy harbormaster. The harbor has dramatically changed over the last twelve years and one full time person can no longer stay abreast of all the needs on the harbor and in the office.

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 Board of Health (BOH) is to protect the public health of the citizens of Manchester-by-the-Sea through the enforcement of health codes and regulations, while promoting a healthy community. The Board continued this focus through a busy 2023.

There were several changes in both the office staff and volunteer board. The first was the hiring of a full-time Board of Health Director, Wendy Hansbury, RS. Responsibilities included septic plan review and inspection, food, housing, recreational camp, nuisance, and pool inspections. These were previously completed by Gerry McDonald and Roberta Cody, long-time consultants for the Town. Paula Polo-Filias, long time member and Board Chair, resigned but remained on the Board. Peter Colarusso was elected as Chair. Additionally, Tonya Colpitts, PhD, resigned due to a change in residence. Leah Peavy, PA, MHS, joined the Board at the end of May.

COVID-19 cases began to wane in part because of the availability of virus vaccines. Office staff continued to provide COVID at home test kits to residents. Public Health Nurse Pamela Crehan, RN, BSN, provided flu vaccines at the annual flu clinics. She also ran the April Diaper Drive and began a program for

visiting new mothers.

The Town continued participation in the Essex County Mosquito Control Program. The district provided bacterial treatment in the catch basins, labor and assistance to residents who identified standing water and clogged catch basins, greenhead fly traps, and mosquito surveillance and testing.

Beach water testing was completed weekly from Memorial Day through Labor Day at all Town beaches including West Manchester Beach, Tucks Point Beach, Singing Beach, White Beach, Black Beach, and Gray (AKA Magnolia) Beach. In keeping with State regulations, the Board of Health Director, Wendy Hansbury, completed licensing and inspections of local food establishment facilities that prepare or serve food onsite for public consumption including restaurants, clubs, food trucks, and vendors at fairs, semi-public pools, private wells, and recreational camps for children. Housing and nuisance inspections were also conducted throughout the year.

Title 5 related work continued at a slower pace this year. It included soil test witnessing, septic system plan reviews, septic system installation inspections, and Title 5 building permit review. The Board of Health Septic Loan Program continued with funds available to repair or replace a failed septic system by renovating the existing system, by hooking up to Town sewer, or replacing a traditional septic system with a State approved alternative system.

The Board has undertaken a review and, where necessary, rewriting of the local health regulations, a significant project in time and effort. In addition, the Board is working on an educational brochure regarding the BOH activities and responsibilities. The Board looks forward to a busy new year.

Members: Peter Colarusso (Chair), Paula Polo-Filias (retired Chair and current member), Joan Cottler, MSW, Martin Hahn, MD, and Leah Peavy, PA, MHS.

HISTORIC DISTRICT COMMISSION

Historic District Commission Board

Members: Rosemary Costello (Chair), John Round, Don Halgren (retired), Tracy Gothie (retired), Richard Smith, Joseph Sabella, Paul Stremple, Alison Sellers Moerland, one vacancy, and Helene Shaw-Kwasie, Clerk

2023 YEAR IN REVIEW

During the past year, the Historic District Commission (HDC) held eight (8) meetings, considered nine (9) applications; and granted nine (9) Certificates of Appropriateness. Five (5) of these applications were for signage approval. Meetings were held by Zoom and in-person.

All applications were filed, processed, and decided according to 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 two (2) items required a public hearing, 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.

Two commissioners retired (Don Halgren and Tracey Gothie) and two new commissioners (Paul Stremple and Alison Moerland) volunteered and were appointed. The HDC is grateful and appreciative of the service of its long serving volunteers!

The Historic District Guidelines were updated to include amendments concerning windows and signs. The approved updated Guidelines were posted on the website.

The HDC renewed its dual roles and responsibilities being also the Manchester Historical Commission (as defined by MGL 40 Section 8D) for the purpose of further identification, celebration, and protection of historic resources. An RFQ was issued, and a consultant was hired to develop a plan to survey and inventory town wide historic resources. The consultant will complete the plan by the end of June 2024. An application to the Massachusetts Historical Commission (MHC) was initiated, seeking grant funding to continue the survey and inventory process. An application to become a Certified Local Government, as defined by the National Park Service, was also submitted to MHC for greater likelihood of securing (MHC) grant funding.

Members discussed the housing initiative proposed by the Department of Housing and Community Development and designated a representative (Richard Smith) to the MBTA Task Force. A Demolition Delay Ordinance was also discussed as a tool for preservation

of historic resources. Preliminary information from MHC and local area historic district commissions about demo delay was shared with other boards.

The Chair and Clerk fielded inquiries about issues and projects in and out of the historic district and welcomed questions. The Chair represented the Commission to the Coastal Vulnerability Action Plan Steering Committee and the Board/Committee/Department Heads group.

The Commission continues to endeavor to better coordinate its activities with those of the other Town boards.

Rosemary Costello, Chair
Historic District/Historical Commission

HOUSING AUTHORITY

The Manchester Housing Authority consists of 80 667 Program, Elderly/Handicapped housing units located at Newport Park, The Plains, and four 705 Program, family housing units on Loading Place Rd. Our goal is to develop and manage safe, good quality, affordable housing for low-income individuals and families in a manner that promotes citizenship, community, and self-reliance throughout our 667 & 705 programs.

We are committed to provide safe, secure, suitable, and affordable housing opportunities to low-income elderly and disabled households in a fair manner and with non-discriminatory practices.

We, the Board of Manchester Housing Authority, are committed to the expansion of permanent, affordable housing to meet the need for affordable places to live for all the members of our community. Over the past few years, the Manchester Housing Authority and The Manchester Affordable Housing Trust have combined their efforts to address the housing crisis that Manchester-by-the-Sea is facing. We are committed to supporting equity and diversity that reflects the interests of the entire community and we will continue our efforts. Our mission is to develop and manage safe, quality, affordable housing for individuals and families in a manner that promotes citizenship, community and self-reliance.

Our past year included repairs and improvements made to the Manchester Housing Authority's three sites. The Plains completed a bathroom heat and fan unit replacement project,

the completion of exterior door replacement, tree removal work and installed a maintenance shed. At Newport Park, a laundry room relocation to the main floor from the basement was completed, ongoing boiler repairs, and building envelope repairs. We look forward to 2024 for a new boiler replacement project. At the family site, we have a project to put in new bathroom vanities, sinks and faucets and two of the family units are targeted to get new kitchen renovations. We are waiting for the results of funding, to employ a Resident Service Coordinator and funding for a fire alarm system replacement at The Plains.

The Manchester Housing Authority Board of Commissioners are, Chairman, Elaine Persons, Members Gretchen Wood, Beth Heisey, Craige McCoy, and a new State appointee, Thomas Grady.

We would like to commend our staff, Executive Director Irene Frontiero, Mary Pat DeRosa Executive Assistant, Maintenance Mechanics, Chris Rodier, and Brian Bernard for their diligence and professionalism. We thank the town's Fire and Police departments for helping us to provide safe housing for its residents, the Council of Aging for their continued work with MHA residents, and the Board of Health. A special Thank you to Governor Healy for supporting an increased funding bill for public housing in the FY24 General Appropriations Act, and to Bruce Tarr for the continued support legislating for the modernization and upgrading of public housing.

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

INSPECTORS / BUILDING DEPARTMENT

Year 2023 continued to be a busy year in the Inspectors Office. Our on-line permitting, which began in June of 2014 continues to be very successful and well-liked by most of the contractors. Principal Assessor Michelle Branciforte oversees the Building Department. Currently, the Administrative Assistant position is vacant.

Building Inspector, Paul Orlando is in the office on Tuesday mornings from 7 a.m. to 8 a.m. and Thursday evenings from 4:30 p.m. to 6:30 p.m. Gas and Plumbing Inspector, Dave Perea and Electrical Inspector, Joe Novello

have all been working remotely since COVID-19 but are conducting all their inspections done, as needed.

The following is a list of permits and fees collected for 2023:

Building Inspector

• Permits Issued	306
o Fees Collected	\$202,695

Plumbing/Gas Inspector

• Plumbing Permits issued	137
o Fees Collected	\$ 19,655
• Gas Permits Issued	149
o Fees Collected	\$ 11,715

Electrical Inspector

• Permits Issued	177
o Fees Collected	\$ 80,090

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, Permits, middle of the page. We also have on-line permitting for the DPW, Board of Health, Planning Board and Zoning Board of Appeals. Thank you for your cooperation throughout the year.

MANCHESTER PUBLIC LIBRARY

MISSION: We foster a welcoming and inclusive environment that promotes learning and community engagement through discovery and enrichment.

NEW DIRECTOR: Cynthia Gemmell started as our library director in October. She has transitioned smoothly into her new position and has received a warm welcome from the staff and community. Before joining us, Cynthia was the deputy director for Youth Services at Worcester Public Library. Our former director, Sara Collins, retired after serving her 35-year career at our library, starting as the children’s librarian.

ADMINISTRATION

Manchester’s 136-year-old library is more popular than ever. The number of in-person visits and new library users continues to increase, and circulation in nearly every category exceeds previous years. In 2023, we had a total of 51,627 in-person visitors. In addition, 181 home deliveries were made to non-ambulatory patrons. We circulated 60,142 items, which included 354 reduced-price admission passes

to area museums. There were 111 loans from our “Library of Things.” These non-traditional items available for checkout include pickle-ball sets, snowshoes, binoculars, a power washer, and T-Mobile hot spots.

The library’s board of trustees filed a letter of intent to apply for a substantial state construction grant. We also hired an independent consultant to assist with the application for the competitive state grant. The purpose of the grant is to restore, renovate, and expand our architectural masterpiece.

ADULT SERVICES

Last year, the Adult Programming Department hosted 338 offerings tailored to adults. These programs were held in-person or virtually and attended by 2,475 participants. The menu covered many topics, including Mindfulness Meditation, Book Clubs, Book Writing, and Tai Chi. One of the most popular programs was the beekeeping lecture for beginners by Manchester resident Mike Chapman. The

library had to offer standing room only to accommodate everyone who attended this program.

Maddy Willworth, head of Adult Services and Reference Studies, assisted patrons with their information needs, including research. With the increasing digital demands of our senior citizens, the Library also offers support with data security and software assistance. In 2023, the library used Comcast’s Transport Layer Security to encrypt and protect 6,551 wi-fi sessions, providing extra security for our community and guests.

YOUTH SERVICES

Audrey Carman became the Youth Services librarian after Carol Bender retired from the Children’s room, where she had worked for seven enjoyable years. In 2023, they organized 98 children’s programs, which 2,011 participants attended. Our summer readings on the lawn and winter Storytime and crafts inside the children’s room are always popular. However, the capacity of the children’s room is limited due to space constraints. The Haunted Happenings program attracted more than 100 participants. During the holiday season, we held a gingerbread house-making activity that was enjoyed by all.

TEEN SERVICES

The teen loft is a unique space in the mezzanine, explicitly designed for adolescents and teens to socialize and study with people their age. The Library's Teen Advisory Board was responsible for decorating the teen loft for the Haunted Happenings, using Neil Gaiman's story theme from his novel *Coraline*. Teen librarian Tom Russo supervised 64 teen programs with 470 participants last year. A published graphic novelist mentored several dozen kids in creating autobiographical comic strips. Other fun activities that were organized included Peeps dioramas, Dungeons & Dragons, art classes, and a Rubik's Cube competition, which took place last summer.

FRIENDS OF THE MANCHESTER PUBLIC LIBRARY

The Friends of the Manchester Public Library, a group of volunteers, had a successful year. They raised funds through their annual membership drive, donations, used book collection, and book sales for adults and children. This fall, they successfully organized an exhibit and sale of artwork in the library.

In 2023, the library received gifts and funds from the Friends. As a result, the library provided the Museum Pass program, expanded its "library of things," held an annual spring meeting with a guest speaker, and decorated the library for the holidays. The Manchester Public Library expresses gratitude to the Friends and donors for enhancing the Library experience in our town.

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 approaches 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. Currently, MAHT has approximately \$1,277,000 available to advance its mission. Years of receiving CPA funding allocations has positioned MAHT to intervene in various ways to create community affordable housing units: by partnering with a developer, using MAHT resources to support the development of affordable units; providing funds to owners of market units as an incentive to convert to deed restricted affordable units, or through the purchase of market units and the conversion and sale as an affordable unit by MAHT or partner. MAHT has undertaken several initiatives in 2023 to fulfill its mission and will utilize its funds in creative ways to leverage additional resources.

Activities in 2023 Include::

- **Public Meetings:** Monthly public meetings are held to review and discuss matters related to community affordable housing.
- **Financial Support:** The Trust is thankful for Town Meeting support for \$200,000 Community Preservation Act (CPA) funding in 2023. We are also thankful for anonymous donations from town residents to support our work.
- **Rental and Mortgage Assistance-** MAHT continued its partnership with Cape Ann social and human services agency Action Inc. to provide funding to low and moderate-income Manchester by the Sea residents dealing with economic hardship. Assistance supported rental and mortgage assistance, help with security deposits, moving costs, fleeing domestic violence, family health crisis and job loss. MAHT thanks anonymous donors that have helped the program. As of December 2023, Action, Inc. has committed \$167,000 to program clients, including 28 households. Action, Inc. also has referred clients to other social services for public benefits and to provide budget counseling.
- **MAHT and MHA Development Plan-** Throughout 2023 MAHT engaged with the Manchester Housing Authority (MHA) to implement the Town approved early concept development plan for the MHA properties at Newport Park, The Plains and Loading

Place and the town's DPW Pleasant Street site. The development plan considers the new construction of community affordable housing units at the MHA properties and at the DPW Pleasant Street site, and the rehabilitation of the current MHA units.

In 2022, a Request for Proposals (RFP) was issued to seek a developer partner to implement the plan. Unfortunately, the RFP did not result in a response. In 2023, after consultation with development teams, legal counsel and our consultant that issued the "Proof of Concept" plan, MAHT/MHA issued a Request for Qualifications (RFQ). MAHT/MAHT received 1 developer application and we are currently working with the respondent- Preservation of Affordable Housing (POAH). POAH is helping us address key plan questions- is the current plan reasonable and feasible? What modifications and improvements can be made? What are feasible financing options available to a developer? In the RFQ plan outline, it's noted that due to uncertainty regarding the status and availability of the town site on Pleasant Street for housing, the site should not be assumed to be a central part of the plan and could be revisited later if the site becomes available and is supported by the town for housing. MAHT/MHA's plan in 2024 is to re-issue an RFP to seek a developer to implement the development plan. But first, MAHT/MHA will work with POAH to address issues that might have prevented developer responses to our earlier RFP's.

- **Providing Guidance on Housing Matters:** MAHT has offered assistance and guidance on various town matters, including improving the Accessory Dwelling Unit zoning bylaw and providing input on the MBTA Zoning item. Our goal is to support greater diversity of housing opportunities in town.
- **Notice of Funding Availability:** The MAHT administers a Notice of Funding Availability (NOFA) for qualified residents and developers to apply for funding to 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 provide funds to eligible applicants to help make the project financially feasible in exchange for affordability restrictions.

- **Powder House Lane Apartments:** The MAHT acted as a liaison to the town working with North Shore CDC to finalize needed documents to file with the State Department of Housing and Livable Communities for listing the income restricted apartments on the State Subsidized Housing Inventory. Work remains on this item; it is our plan that a final submission to the state should occur in 2024.

Trustees:

Margaret Driscoll, John Feuerbach, Peggy Hegarty-Steck Joan McDonald, Sarah Mellish, Christopher Olney, Gretchen Wood
experience with the antique apparatus.

MBTA ZONING TASK FORCE

The MBTA Task Force was organized by the Select Board and the Planning Board to study the requirements of the housing mandate imposed by the State under MGL 40 A and to make recommendations to the Town on how to address the State Law. The Task Force is an advisory body composed of nine members.

Its members include:

- Christopher Olney, Chair of the Task Force, member of the Planning Board
 - Garlan Morse, Vice-chair of the Task Force, member of the Downtown Improvement Committee
 - Sarah Mellish, Chair of the Zoning Board of Appeals and Chair of the Finance Committee
 - Michael Pratt, Member of the Finance Committee
 - Ann Harrison, Chair of the Select Board
 - Susan Philbrick, Member of the Planning Board
 - Richard Smith, Member of the Historic District Committee
 - Sandy Bodmer-Turner, At Large Member
 - Dennison Hall, At Large Member
- Gail Hunter is the Administrative Assistant.

The Task Force will undertake the following tasks:

1. Conduct a careful study of the downtown area to determine the existing land use

conditions, the current supply of housing, any underutilized land, and potential opportunities and obstacles to meeting both the Town's and the State's goals.

2. Consider the likely minimal modifications to the current Zoning By-Law that would bring the Town into compliance with the mandate and the potential impacts of these modifications on the downtown.
3. Determine the consequences of failing to comply with the mandate.
4. Consider changes to the Zoning By-Law that would best address both rental and ownership of housing as described in the Master Plan while simultaneously bringing the Town into compliance with 40A.
5. Provide ample opportunities for public input and wide dissemination to Manchester's citizens of the information and analyses as they are developed.

Upon completion of this work, the Task Force will issue a report to the Select Board and Planning Board summarizing its findings and including alternative proposals for any modification to our zoning regulations that meet both the Town's and the State's objectives.

The goal is to complete these tasks and submit the report by Spring of 2024.

A summary of MGL Chapter 40A, Section 3A:

In 2021, the State added a new Law to the Massachusetts Zoning Act, MGL Chapter 40A, Section 3A, which seeks to establish zoning that allows multi-family housing by right in all communities served by the MBTA. The State's goal is to promote the use of public transportation, improve air quality, and address increased housing needs.

MBTA communities must adopt local zoning to comply with the new MA Law by December 31, 2024, or risk losing critical grants and probable legal action. Over the next year, the Task Force will consider all aspects of this new mandate and its potential impacts.

Key Points:

- A new zoning district or districts must have a total capacity for 555 units (37 acres) with an average density of 15 residential units per acre.
- At least 40% of the zoning district must be within a half mile of the Manchester

MBTA Commuter Rail Station.

- There is no requirement to build anything, the Law only requires that this housing be allowed.
- The new zoning can include reasonable design restrictions, height limitations and parking requirements.
- All zoning changes must be adopted by a vote of Town Meeting.

For more information and updates, please visit the Town's website and look for "MBTA ZONING".

OPEN SPACE AND RECREATION COMMITTEE

The Open Space and Recreation Committee (OSRC) is a seven-member committee created in 2015 to monitor and help implement the recommendations of Manchester's Open Space and Recreation Plan (OSRP). In 2023 the Committee continued work on projects that are priority actions of the OSRP as well as on those funded by grants from the Community Preservation Act. There are currently vacancies on the committee, and we urge anyone interested to volunteer.

Open Space Recreation Plan: The DCR approved Plan can be found on the Town's website. The committee is currently reviewing the Plan to identify new projects to focus on in the coming year.

Water Resources Protection Task Force: The Task Force completed its 18-month assignment and submitted its recommendations to the Select Board in July of 2023. Several members of the OSRC participated in the WRPTF. Those recommendations can be found on the Town's website as well.

Powder House Hill: The CPC has tentatively approved funds for parking in Newport Park at the entrance to Powder House Hill that balances the needs of the Newport Park residents and Powder House Hill trail users. We acknowledge the continued excellent work of volunteers to restore the base of the historical standpipe near the top of Powder House Hill. Trail clearing and maintenance continues throughout the year by volunteers and CATS.

Western Woods Preservation: The final DCR approved Forest Stewardship Plan was completed and can also be found on the Town's website. The committee is currently looking to formalize public access to various

trailheads, permanent signage, and parking where appropriate.

We are grateful to all our current volunteers and thank Curtis Rising and Sheila Linehan who stepped down for their contributions.

The OSRC would like to thank Betsy Ware, the interim Town Planner, who served as the committee’s administrator for most of 2023 and looks forward to working with the new Town Planner, Marc Resnick.

OSRC Members:

- Steve Gang, Co-Chair, Conservation Commission Rep (2025)
- Olga Hayes, Co-Chair, Parks & Rec Committee Rep (2025)
- David Saunders and Terry Cowman, Bicycle and Pedestrian Committee Reps (2026)
- Patti Mitchell, Coastal Stream Team Rep (2025)
- Helen Bethell, At-Large (2024)

VISION STATEMENT from OPEN SPACE AND RECREATION PLAN

“The residents of Manchester have expressed a d“The residents of Manchester have expressed a deep desire for their community to actively engage in environmental stewardship and to provide a wide array of recreational opportunities that meet the needs and interest of resident of all life stages and abilities. Manchester is envisioned as a beautiful seaside community blessed with a variety of landscapes and ecosystems that are preserved for their intrinsic ecological values and for social and recreational pursuits. Our harbor and beaches, woodlands, and wetlands, along with our parks and open spaces are integral to the health and vitality of our community and our strong sense of place.

The Town’s overarching goals that were gleaned from the residents and other stakeholders throughout the planning process include:

- *Better understanding, protecting, and managing the Town’s natural resources for the purposes of clean drinking water; wildlife habitat, passive recreation and resiliency.*
- *Providing active recreational opportunities for residents of all ages and ability levels, including additional playing fields and more access to water-related activities.*
- *Creating a more accessible, pedestrian- and bicycle-friendly community.”*

PARKING CLERK

Number of Resident Stickers Issued 5,073
Number of Walk-On Tags Issued from the Town Clerk’s Office 5,380
Fees collected in 2023:

Walk-On Tags \$ 80, 700 sold from the Town Clerk’s Office

Business/Boater Placards: \$ 8,573

Parking Fines: \$ 33,149

Respectfully Submitted,
Dianne K. Bucco, MMC/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 Select Board 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 Select Board as needed.

In 2023, we have been working diligently on following through with the Town’s Athletic Field Master Plan; it is great to see the completion of the Pine Street Field and now we are ready to move forward with the design engineering happening at Sweeney Park. New projects include AED machines at the parks, some new benches, and the management of the new Pickleball Courts. Most of these projects were made possible through the Community Preservation Fund.

Please call the Parks and Recreation Department 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!

As is our goal every year, we have been working hard to keep bringing families and the community together. We are proud to say

that we feel we are doing better at that every year!

We successfully held all of our programs including the Summer Concert Series which is a resident favorite! Our Summer Playground Program continues to evolve while also maintaining the traditional aspect of it. Also, this past year we achieved a goal of ours and ran a summer program at Tuck's Point. It was three "weeklong" programs that had children enjoying the natural aspects of Tuck's Point while also playing games and doing crafts.

Singing Beach was at its full capacity this past summer despite the rainy summer, there were great crowds on the beautiful summer weekend days. The second year of Resident Stickers as opposed to Beach Stickers has been a challenge and after next year, once we have three years of data we will evaluate if this is the best way for the community. The Chowder House at Tuck's Point continued to be a favorite place for events big and small. Events with the Community Center have continued to flourish at Masconomo Park and we also decided to continue Santa Calling that had been started during Covid and was such a hit.

We hope you have enjoyed the *Music in Masconomo Summer Concert Series* which takes place on Tuesday nights at Masconomo Park from 6 p.m. – 8 p.m. during the summer. This annual concert series will enter into its 22nd year in 2024 so join us this coming summer with your dinner, blankets or chairs, and your family and friends! These concerts are free and are made possible through generous donations by individuals and local organizations, businesses and generous residents. Many thanks go out to each of the sponsors for their support! Even though times are tough on the local businesses, they still managed to make enough donations for the Concert Series. They all realize as we do how important these community events are!

Parks and Recreation, under the guidance of the Parks and Recreation Committee, worked hard throughout 2023 to improve the services we provide. Some key accomplishments of Parks and Recreation was expanding the programs, Singing Beach and Chowder House at Tuck's Point reservations putting in new pickleball courts and getting the new Athletic Field at Pine St opened.

The 4th of July was back in full swing

in 2023 with the parade and concert! All events were well attended, and you could feel how excited people were to be back together enjoying the traditional celebrations. Fireworks will be back again in 2024 and we look forward to gathering donations to make this possible.

Moving into 2024 the Committee and Department are excited to see some projects through such as Pine St. and the continued work involved to do over Sweeney Park. These projects as well as new ones that are coming up will improve the opportunities for our residents are what keeps us motivated and moving forward. Manchester-by-the-Sea Parks and Recreation will continue to provide places, activities and events for you and your family to grow, laugh, play, and relax.

The Parks & Recreation Department will continue to create new recreational opportunities for Manchester residents in the coming year. If you have any suggestions for activities, special events, or programs that you would like to see offered, please feel free to contact us at 978-526-2019 or visit us at Town Hall.

PLANNING BOARD

The Planning Board consists of seven elected members. Principle responsibilities include administering the Town Zoning By-Law, Subdivision Rules and Regulations, implementing the Master Plan, and proposing Town Planning policies, initiatives, and amendments to the Town Zoning By-Law.

The Board meets twice monthly and conducts visits to sites subject to applications for Special Permits. In 2023 the Board held 29 public meetings.

In 2023 the Planning Board:

- Assisted the Select Board and Zoning Board of Appeals for the proposed SLV Housing Development in the Limited Commercial District and the new Cell Signaling Technology project also in the Limited Commercial District.
- Administered the Zoning By-Law by:
 - o Reviewing 2 Approval Not Required [ANR] Plans for Subdivision of Land
 - o Issuing 4 Driveway/Curb Cut Permits
- Held Public Hearings and Approved Special Permits for:
 - o Pine Street Field

- o Compost Facility
- o Chapter 91 licenses for dock expansion at Crocker's Boat Yard and Manchester Marine
- Held 3 Public Hearings for Zoning By-Law changes presented at Annual Town Meeting in April 2023 and Special Town Meeting in September 2023.
- Presented zoning changes at Town Meeting. Several passed and 1 failed.
- Developed draft regulations for a number of administrative matters including driveway entrances, special permits, site plan review, and Board conduct.

The Planning Board is grateful to for Board members also participate actively with other Town Boards. In particular Board members are chairing and leading the effort to develop a plan to meet the MBTA Communities zoning changes. These changes will be presented at a future town meeting.

The Board would also like to acknowledge the advice, counsel, reports, and wisdom of Interim Town Planner, Betsy Ware, who returned to retirement in October 2023.

The Board acknowledges the work of the Board's Administrator, Gail Hunter, in keeping us on track and the work of Town Administrator Greg Federspiel for his sound wisdom and helpful behind-the-scenes work.

We look forward to working with the recently appointed Town Planner, Marc Resnick, who joined Town Hall staff in January 2024.

As Chair of the Planning Board, I am grateful for current members Sarah Creighton, Christina Delisio, Mary Foley, Christopher Olney, Susan Philbrick, and Laura Tenny who are tireless advocates for a better Manchester-by-the-Sea.

Ron Mastrogiacomio, Chairman

POLICE DEPARTMENT

On behalf of the members of the Manchester-by-the-Sea Police Department, I am pleased to present our 2023 Annual Report. My intention, as always, is to take a moment to share with you some highlights from 2023.

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, respecting the sanctity of human life and 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.

BY THE NUMBERS (Does not include all calls for service)

Manchester-by-the-Sea Police Department 2023 Calls for Service

NATURE	2019	2020	2021	2022	2023
911 Calls (900)	786	888	1209	1149	n/a
Alarms (Residential & Commercial					
Police/Fire)	566	465	462	492	433
Animal Control (All)	483	411	356	430	282
Arrests (Adult)	28	22	40	65	53
Arrests (Juvenile)	1	0	0	1	1
Assault (Including Assault on Police Officer)	6	0	7	2	1
Burglary/Breaking & Entering (Residential, includes attempted)	5	1	3	5	3
Burglary/Breaking & Entering (Commercial, includes attempted)	1	0	0	0	3
Burglary/Breaking & Entering (Motor Vehicle, includes attempted)	1	7	0	2	3
Disorderly Conduct	6	2	0	0	0
Domestic (includes physical, verbal & 209A violations & 209a Served)	25	56	68	29	22
Fraud (all types)	21	35	21	31	35
Harassment (includes phone and other electronic communication)	2	21	44	64	24
Identity Theft	7	85	14	18	21
Juvenile Matters/SRO	27	26	11	17	22
Larceny (all types, including attempted)	27	25	18	29	n/a
Larceny (of Motor Vehicle)	1	1	0	0	1
Missing Persons (Adult)	8	3	11	4	1
Missing Persons (Juvenile)	20	4	10	2	0
Erratic Operation (Motor Vehicle)	98	94	112	102	42
Motor Vehicle Crashes	183	107	119	125	89
OUI (Alcohol or Drugs)	6	5	13	27	10
Protective Custody (Adult)	4	0	8	5	1
Protective Custody (Juvenile)	0	0	0	0	0
Robbery (all types)	1	0	1	0	n/a
Sexual Assault	4	2	4	2	2

Threats (all types)	7	3	3	4	6
Property Damage (town and personal property)	29	31	18	43	26
Town by Law Violation	7	5	0	3	1
Trespassing	10	33	2	10	8

Transition to Regional Dispatch:

In March of 2023, the Town transitioned our in-house dispatch to the North Shore Regional Dispatch Center three months earlier than anticipated as we had reached a critical point with staffing as most of our full-time dispatchers had left to find other opportunities. Police Reform also threw another wrench into the mix as the anticipated loss of our Reserve Officers, who also doubled as part-time dispatchers, came much earlier than we had expected. With that said, the only reasonable route to maintain the level of service our community requires was to make that transition earlier than we had expected. Working with the remaining Dispatchers, Police Officers, and Firefighters, along with other towns and regional staff members, meetings began weekly in January of 2023 to discuss how the transition was going to happen. After several meetings, we developed a plan which allowed us to make the transition without incident. Without the cooperation of our staff and the support from the Regional Dispatch Center, this initial phase would not have happened as smoothly as it did.

On July 1st the final transition to the Regional Dispatch Center was complete. The installation of new equipment, which included new security features, was installed This allows the overnight shifts to transition to a safe lobby component but still maintain communication between Regional Dispatch and those residents/visitors who come into the Police Station lobby overnight. If help is needed, then an Officer on patrol will be dispatched back to the station to assist. Residents can also secure themselves in the building with one touch of a button if needed in an emergency situation until Officers arrive back at the Police Station. Currently, the lobby is staffed by an officer from 8 am to midnight. The police department has been operating at a minimum staffing level for many years with typically 2 patrolmen on the road covering calls. In almost all incidents that arise, it is common practice in police work that a 2-officer response is required to adequately handle a call for service. This means that

all it takes is ONE call (such as a domestic disturbance, neighbor dispute, or vehicle crash) to immediately and completely overwhelm the manpower on the road. Having the third officer assigned to the front lobby has been extremely beneficial. The officer that has been assigned to that lobby position has been able to temporarily shut down the lobby window and respond from the station to assist on the road when needed. This has increased our officers’ safety and efficiency. We have used this procedure several times over the last year. During that time, any residents or visitors who walk into the lobby would still have access via the intercom button to speak to a Regional Dispatcher and to have an officer return as soon as their call for service has concluded.



Ted Costa from Senator Tarr’s Office presents Dispatchers Elwell and Reilly with a Citation of Appreciation on a job well done as the Town transitioned to Reginal Dispatch.


Smart 911:

Since joining Regional Dispatch, the Emergency Alert system used by the Town of Manchester-by-the-Sea has changed from CodeRed to Smart911 (postcards were sent to all residents in September 2023). The primary reason for this change was to complete the transition to Regional Dispatch. The switch to Smart911 does not incur a cost to the Town and is more user-friendly.

The Town uses these reverse 911 phone calls for things such as, but not limited to, boil water notices, public health emergencies, evacuation notices, and extreme weather emergencies.

All residents and those interested in receiving emergency notifications from the Town will need to register their preferred contact information with our new vendor to

ensure they receive these critical reverse 911 calls and texts. Please visit the town’s website www.manchester.ma.us for more information on how to register.



Town of Manchester-by-the-Sea


**Register Today
To Receive These
Emergency Notifications
And More!**

- Evacuation Notices
- Extreme Weather
- Public Health Emergency
- Boil Water Notice



**New
Emergency
Notification
System**

**Click on the
QR Code Below
or Visit**
bit.ly/MBTSsmart911



Community Policing:

Community policing is a proactive approach to law enforcement that builds

strong relationships and partnerships between the police and the community they serve. For a small agency like ours, community policing means actively engaging with the local community, understanding their needs and concerns, and working collaboratively to find effective solutions. It includes implementing community outreach programs, conducting community meetings, and promoting open communication channels between the police and residents. By fostering trust, cooperation, and mutual respect, community policing can enhance public safety and create a sense of shared responsibility for maintaining a safe and thriving community. In 2023 our department took community policing to new levels. Along with officers logging over 200 park and walks (park and walk is a self-initiated event where an officer is interacting with the public), we hosted many events throughout the year. (See pictures on next page). We are thankful for the relationships we have made, and we look forward to fostering new ones in 2024.



2 Community Cleanup Day

Comprehensive Emergency Management Plan/Emergency Management:

Throughout 2024, with the assistance of our Regional Coordinator Matt Kolholnen, we were able to review and update the Town’s Comprehensive Emergency Management Plan (CEMP). A Comprehensive Emergency Management Plan is essential for any community to ensure the safety and well-being of its residents during times of crisis.

Such a plan outlines specific procedures and protocols to be followed in the event of various emergencies, such as natural disasters, terrorist attacks, or public health crises. By having a well-developed plan in place, a community can effectively respond to emergencies, coordinate resources and response efforts, and minimize loss of life and property damage. Additionally, a comprehensive emergency management plan helps to establish clear lines of communication



Manchester by the Sea Police Department (Official)
September 20, 2023
Earlier today the Council on Aging hosted an ice cream social! Along with the COA, Town Hall staff and with a few officers from the Police Department scooping the ice cream, senior citizens were also assisted in enrolling in the new Smart911 system!
All residents and those interested in receiving emergency notifications from the Town will need to register their preferred contact information with our new vendor to ensure you receive these critical reverse 911 calls and texts.... See more

among different agencies and organizations involved in emergency response, fostering effective collaboration and coordination. It also provides guidelines and training for community members, empowering them to take appropriate actions to protect themselves and to assist others in times of crisis. Ultimately, a Comprehensive Emergency Management Plan enhances the overall resilience and preparedness of a community, ensuring that it can effectively mitigate, respond to, and recover from emergencies. After several months the plan was ultimately approved by our Selectboard.

In January I was fortunate to be selected by the Massachusetts Emergency Management Agency along with MEMA's Deputy Director Pat Carnevale and Assistant Director for Planning and Preparedness David Bryant to represent Massachusetts at the National Hurricane Center in Miami Florida for a week-long training on how to plan and make operational protective action decisions for hurricanes. Being a coastal community, which is prone to severe weather, this training was very beneficial for our future planning in emergency management.



L-to R: MEMA's Dep. Director Pat Carnevale, Asst Director of Planning and Preparedness Bryant & Chief Fitzgerald @ the National Hurricane Center Miami Florida January 2023.

New Staff Members/Sgt. Gilson Promotion:

With the additional staff authorized for FY24, we have hired the remaining two positions. I am pleased to report that Officer Chelsie Reilly (former Dispatcher) and Officer Kevin David (former Reserve Officer) have been given conditional offers of employment

pending the completion of the Police Academy which is scheduled to begin this February.

In 2023 Officer Sean Mullins & Officer Ronald Ramos both graduated from the Lynnfield Police Academy. Officers Mullins and Ramos endured approximately 24 weeks of intensive physical and academic training in a variety of topics, such as criminal and Constitutional law, de-escalation and defensive tactics, and emergency vehicle operations. Officer Ramos is the nephew of Retired Chief Ronald Ramos. We are please to have both Officer Mullins and Ramos on board to fill our vacancies.



Sgt: Gilson being sworn into her new role as Sergeant.



Officers Mullins (left) and Ko (right) being sworn as full-time Police Officers.



Officer Mullins, Chief Fitzgerald, Officer Ramos, Lieutenant McCoy, Sergeant Newton.

Filling a full-time vacancy, Officer David Ko, who joins our ranks from Gordon College Police, was sworn in at a Selectboard meeting in May 2023. Officer Ko's family attended this occasion, and we are happy to have him on board.

Earlier in 2023 Officer Jennifer Gilson was promoted to the rank of Sergeant. A brief ceremony was held during a Selectboard meeting with family, friends, and other department members as she was sworn in by the Town Clerk, and was pinned by her father, Retired Sergeant Alan Gilson. We wish her all the best in her new role and heartfelt congratulations as she became the department's first female Sergeant.

Harbor Patrol 2023:

2023 was somewhat uncharted territory for the Manchester Police Department as we were able to get a sworn police officer on the water on a full-time basis. Sgt. Richard Newton was selected to be the full-time member of the Manchester Police Department to take on the harbor patrol and enforcement. Sgt. Newton has extensive local knowledge of the waters in Manchester, formal training as a Crew Member, Search & Rescue through NASBLA (National Association of State Boating Law Administrators) and has been a member of the harbor department since the early 2000s. The Manchester Police Department was also able to utilize the wealth of knowledge Officer Roger Thurlow was able to provide as a retired member of the Massachusetts Environmental Police.

The summer began rather rainy with very few good weekends of which to speak. As

time went on, the weather improved. The enforcement of boating safety laws as well as lobster regulations increased. Our primary goal was to educate, rather than fine and when prudent, a written or verbal warning was issued.

During our time on the water this summer we were able to begin the training of other officers to become crew members on the public safe boat. While this training is still in the beginning stages, we hope to continue this practice next year with on-duty personnel at no additional cost to the town.

Here is a brief synopsis of the activity generated by the Manchester Police Department during marine patrol in the summer of 2023:

- We were able to respond to assist other departments on six (6) occasions. These were for true emergencies received from Channel 16 when the Manchester Police Department was in the vicinity to respond and assist. These communities included Beverly, Salem, Marblehead, and Gloucester.
- We reported 46 "directed patrols". This is primarily a focused patrol on a specific area where many boats and boaters congregate, typically Sand Dollar Cove and Kettle Cove. These patrols can last for just a few minutes but up to an hour depending on the number of boats in the area. During these "directed patrols," the harbor patrol would enforce keeping safe anchoring distances to swimming areas and to detect any other violations and to handle them accordingly. This was also helpful in documenting the number of boats in a particular area.
- We were able to effectively conduct a total of 37 boardings (vessel stops) in Manchester. During these boardings, a full safety inspection was conducted documenting safety equipment deficiencies so that the boater may correct said deficiencies and a boater's safety guide was typically provided. Of these 37 boardings, a total of 24 violations were documented by either a written warning or civil citation. The remaining 13 either had no equipment violations or received a verbal warning.
- We also responded to 14 other calls for service in the harbor. These calls ranged from a medical emergency, a 911 hangup

or open line, to a courtesy boat inspection.

We look forward to providing the citizens and visitors of Manchester Harbor with the best service again next year. Our working relationship with Bion's Harbor Department and its staff continues to be an example to other communities across the Commonwealth.

North Shore Health Project Grant:

In September of 2023, we received a second \$10,000 grant from the North Shore Health Project as part of the POST Overdose Aftercare Program. The Grant money can be used to:

- Purchase Narcan for the community and officers
- Educational in-services about addiction, overdose, and harm reduction
- Purchasing equipment (office supplies, costs for educational literature, and handouts)
- Overtime costs associated with the above training.
- Overtime costs associated with door knocks and community outreach that support our overdose and mental health outreach team supervised by Sergeant Stephan Louf.

As a result of this funding, we are planning to offer training to all town staff in the use of nasal naloxone (Narcan) spray with the assistance of Chief McNeilly and his staff. This training will also involve instruction on the use of a stop-the-bleed kit which includes things like the use of tourniquets and quick clot. In early 2024 we will use additional funding to purchase wall-mounted boxes for municipal buildings including school buildings that will house the Narcan and bleeding control kits, and epinephrine (EPI Pens) for allergic reactions to be used in the event of an emergency.

Accreditation:

As we end 2023, we are at our midpoint review for this cycle of Accreditation. Over the past year, Officer Machain has been diligently working towards the transition to the new 6th edition standards. Accreditation is an involved process that takes significant time. Officer Machain currently dedicates 8 hours a week to the transition to the new standards. As part of his regular duty along with answering calls for services, he maintains our monthly reviews for certain requirements. These requirements range from Officer's certifications, to maintaining equipment, and to making sure that everything

is documented. He also assists Sergeant Louf in ensuring that our holding facility is secure and up to date with state inspections. Accreditation is a three-year cycle that ensures that all standards are met monthly.



Chiefs Corner:

As part of our efforts to connect with the community, I have begun a monthly "Chief's Corner" to keep Manchester-by-the-Sea residents informed about the Department and issues of interest. This short article will be posted on all our social media sites and the Manchester Cricket. Please look out for it and share it with your friends.

Northeastern Massachusetts Law Enforcement Council:

In October, all Cape Ann community police departments met and decided to become members of the Northeastern Massachusetts Law Enforcement Council (NEMLEC). NEMLEC can bring about numerous benefits to the community and our agency itself. By becoming a part of NEMLEC, a small police department can enhance its capabilities, strengthen relationships with neighboring departments, and improve overall public safety.

Firstly, joining NEMLEC provides access to a wide range of resources and specialized units that may not be economically feasible for our small Cape Ann police department to maintain on its own. By pooling resources, departments within NEMLEC can share equipment, personnel, and training programs. This allows smaller departments to tap into expertise

and acquire advanced tools and technologies that promote efficient law enforcement practices. Benefits such as tactical response units, specialized investigative resources, and intelligence-sharing platforms can greatly enhance the effectiveness of a small police department.

Additionally, NEMLEC fosters collaboration and cooperation among law enforcement agencies in the region. Through regular meetings, joint training exercises, and information sharing, participating departments can establish strong relationships and enhance communication channels. This collaboration ensures a coordinated response to emergencies, effectively tackling crime and providing seamless support during major incidents. By working together, small police departments can leverage the collective knowledge and experience of their counterparts, leading to improved strategies and outcomes.

Moreover, joining NEMLEC enhances public safety by promoting a unified approach to addressing issues within the community. Participating departments can collectively identify emerging challenges and develop proactive solutions. By sharing intelligence and coordinating efforts, they can effectively combat criminal activities such as drug trafficking, gang violence, or organized crime. The small police departments benefit from a broader network of support, making them better equipped to respond to public safety concerns promptly and efficiently.

Furthermore, being a part of NEMLEC offers opportunities for professional growth and development for individual officers. The council organizes various training programs, workshops, and seminars on topics such as leadership, crisis management, and new policing techniques. These initiatives enrich the skill set of officers, fostering a culture of continuous learning and improvement within the department. Small police departments can leverage these resources to enhance the capabilities of their personnel and provide better services to their communities.

In conclusion, joining the Northeastern Massachusetts Law Enforcement Council at a minimal cost per year of \$5,500 can bring numerous benefits to a small police department, almost like an insurance policy. It provides access to specialized units, equipment,

and training programs that may not be economically viable individually. Additionally, it fosters collaboration, communication, and cooperation among law enforcement agencies, which leads to enhanced public safety. The resources, expertise, and collective efforts of NEMLEC contribute to stronger and more efficient law enforcement practices. Ultimately, by becoming a part of NEMLEC, a small police department can better serve its community and face the evolving challenges of modern policing at minimal costs to the town. I would like to thank Selectboard for approving my recommendation to join this prestigious group of law enforcement officials. I fully anticipate the town becoming a full member in the early part of 2024.

POST Certifications:

As you are aware, the Peace Officer Standards and Training (POST) Commission for Massachusetts is responsible for the oversight and regulation of law enforcement officers within the state. It sets the standards and qualifications for individuals seeking to become police officers or other law enforcement personnel. The commission also handles the certification and training of officers, ensuring we meet the necessary requirements to serve and protect the community. Additionally, the post-commission has the authority to investigate complaints against officers and take disciplinary action if necessary. Overall, the post-commission tries to play a vital role in maintaining professionalism and accountability within law enforcement agencies in Massachusetts. The implementation of this program has been difficult, especially for smaller agencies with limited staff and time to process all the initial requirements so that Officers can obtain their certifications. This year we needed to complete the certification process of 7 Officers. We were notified on October 7 that all officers had been processed and their certifications were approved.

With that said it has now come to our attention that because of Police Reform legislation (see M.G.L. c. 6, § 116H below), the MPTC is responsible for setting the training standards for School Resource Officer (SRO) in-service training. Anyone who is designated as a School Resource Officer must fulfill certain requirements outlined by the POST Commission to obtain and maintain SRO certification. The POST Commission

requires that Officers seeking to become an SRO complete the two-day training approved by the Municipal Police Training Committee, then they will be certified by POST to hold the position of an SRO. This training is supposed to be offered twice during the training year. This MPTC 2-Day SRO In-Service Training Program is in addition to the 40 hours of in-service training required for all veteran law enforcement officers in the Commonwealth.

Currently, we have two certified SROs. Officer Locke is our full-time SRO and mainly handles the Manchester Essex School District. Officer Andiana Sidell became certified as an SRO a short time ago. Officer Sidell assists Officer Locke as needed but mainly she is the liaison between the Police Department, Brookwood School, and Landmark School. Officer Sidell, as part of her regular Patrol, checks in with both schools.

Conclusion:

In conclusion, the police department's 2023 annual report showcases our unwavering commitment to public safety and community well-being. Throughout the year, the department diligently worked towards enhancing safety measures and fostering positive relationships with the community. Our Officer's dedication and hard work play a vital role in maintaining law and order, stopping crime, and ensuring the overall security of our town. The annual report highlights some of the department's achievements through community policing and provides valuable insight into continuous improvement and professional development. With their professionalism, expertise, and commitment to serving and protecting, the police department remains a cornerstone of our community, instilling trust, and confidence in the public.

As I begin my 32nd year as a Police Officer in Manchester-by-the-Sea, I have never worked with a more qualified and dedicated group of Officers and staff as I do now. The Town is very fortunate to have these dedicated employees who are willing to protect and to serve our community. As your Chief and lifelong resident, I remain committed to delivering the highest quality of services.

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- <http://manchester.ma.us/768/Project-Dashboard> and here- <https://manchester.ma.us/695/DPW-Reports-and-Information>.

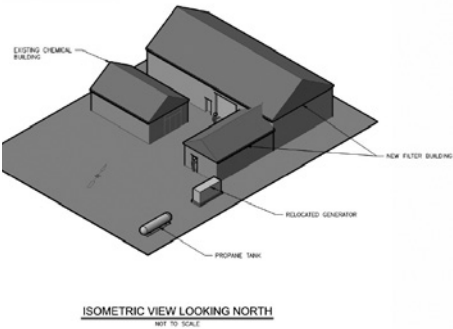
Again, this year DPW teamed up with the Parks & Rec and Harbor Departments on a couple of large construction and planning projects. One project was converting the vacant site on Pine Street to a new youth playing field; the other project was planning and design for the raised Rotunda facility at Tucks Point. We will continue to support these departments in the upcoming Sweeny Park Field redevelopment and adding the additional floats at Morris Pier, and Transient Floats at Reid Park as well construction of the raised Rotunda at Tucks Point (potentially 2025).



Completed Pine Street Field

On the wastewater system, we continued concentrated efforts at the treatment plant rebuilding the muffin monster; critical SCADA upgrades; as well as cleaning of other tankage, with equipment and appurtenances maintenance. Previous investments in the town's sewer collection system allowed DEP to lift the sewer connection moratorium with the expectation the full consent order being lifted in 2024.

On the water system we continued water main replacement efforts on Walker Road completing a replacement of the late 1800's vintage pipe and connection at Pine Street. This project will improve capacity to the entire west side of Town as well as move the main itself from a cross country location to within the existing ROW of Walker Road. On the water treatment plant, we continued monitoring the new requirements for the emerging contaminant of PFAS and its impact at our water sources. We evaluated different options for treatment of PFAS at our sources individually or all at one location. In 2024 we will pilot the different treatment media in anticipation of the EPA regulations and begin design of the preferred full scale treatment option. Please take a look at the Town website <https://manchester.ma.us/777/PFAS> . 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.



Potential treatment building at Lincoln Street

The Department completed a major paving project on School Street after the previous year's water main work. In addition to the fresh pavement, sidewalks were completed, pedestrian activated crossings, ADA crossing ramps as well as dedicated bike lanes (where width was available) and sharrows. Annual work was completed sweeping roads, cleaning basins as well as other mapping and sampling efforts for the Town to be in compliance with state and federal requirements for the municipal separate storm sewer system permit (MS4 permit). This work included town storm water management plan, asset inventory and mapping, and sampling at Town outfalls.



School at Pleasant intersection

The Department appreciates your patience and forbearance during construction activities of these projects. Your continued support is critical to our success.

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

BOARD OF REGISTRARS

Voter registration totals as of December 31, 2023:

Democrat	984
Republican	554
Unenrolled	2,829
Other	32
Grand Total:	4,399

The total population figure gathered from the Town Census is 5,329.

Respectfully Submitted,
Eileen Buckley, Chair
Dianne K. Bucco, MMC/CMMC, Town Clerk

MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT

The mission of the Manchester Essex Regional School District (MERSD) is to provide a high- quality, comprehensive, student-centered educational experience that prepares them for a post-secondary educational or service experience, a career, and life as an engaged member of society.

MERSD has a reputation of strong academic achievement, high-quality faculty, a commitment to small class size, and a robust co-curricular program.

Throughout 2023 MERSD continued to make progress in fulfilling its goals as outlined in the Strategic and District Improvement

Plans. Highlights include continued academic excellence, ranking number two on Boston Magazine's best high schools list, receiving the Safe and Supportive Schools grant, completing the Hyland and Brook Street turf field replacement project on time and under budget, achieving entry into the Massachusetts School Building Authority eligibility process for Essex Elementary School, welcoming two new district leaders, and continuing development of our academic program to support student achievement.

Manchester Essex Regional High School ranked second in *Boston Magazine's Fall 2023 Best High Schools Edition*. *Boston Magazine* ranks public high schools in towns or districts within, or partially within, I-495. The list is compiled from the most recent data for each school available at press time from the Massachusetts Department of Elementary & Secondary Education. Student achievement, quality of the faculty, class size, and funding are among the components used to establish rank. Additionally, MERHS ranked among the top 5% of High Schools Nationwide in the Spring 2023 *US News & World Report Best High Schools* edition.

In July of 2023, Heather Leonard (Director of Curriculum & Instructional Technology) and Julie Sgroi (High School Principal) joined MERSD as new members of the leadership team. Throughout the search process, both Ms. Leonard and Ms. Sgroi impressed the committee with their energy, intellect, professionalism, knowledge of curriculum and instruction, and experience. With their proven track records in instructional leadership, vision of excellence, and commitment to continual improvement, they are well positioned to build on the successes of their predecessors.

In alignment with its Strategic and District Improvement Plans, MERSD continues to develop its academic program to support and improve student achievement. The Strategic Plan consists of our District Mission, Vision and Core Values, and Vision of the Graduate. It forms the construct for the district and school-based Improvement Plans and ultimately the framework for developing teacher goals and objectives. The District Improvement Plan is based on the model of continual improvement, and it is intended to be a living document that

provides a district road map for growth. The overarching goal of our plan is to increase our professional capacity to support and nurture all learners. MERSD is making solid progress toward reaching our goals and expanding our capacity to better serve our students. Last year, the district met 87% of its curriculum and instruction district improvement deliverables. To learn more about our accomplishments and plans for the year ahead, please visit our **Strategic Plan** to review our **2022-2023 District Improvement Plan Progress Report** and **2023-2024 District Improvement Focus Areas**.

Highlights include:

- The College Board awarded MERHS bronze recognition in its 2023 AP School Honor Roll. The AP Access Award reflects the District's commitment inclusion and high expectations for all students. Schools are honored for increasing college-going culture, providing opportunities for students to earn college credit, expanding access to traditionally underrepresented students, maximizing college readiness, and ensuring consistent student outcomes.
- MERSD expanded its work with the Anti-Defamation League (ADL) to include a Middle School partnership with ADL's A World of Difference Institute to Provide Anti-Bias and Anti-Bullying Training to Students. Through the ADL's A World of Difference Institute Peer Training Program, Peer Trainers learn to understand and challenge bias and bullying; practice anti-bias facilitation skills; and take on a leadership role in their schools, positively influencing school culture by challenging bias and modeling respect, allyship, and civility.
- In support of our strategic priorities of fostering authentic learning and integrating social emotional learning into all aspects of the school day, MERSD has been awarded several Department of Elementary and Secondary Education competitive grants.
 - o Investigating History grant supports the training and field-testing of the inquiry based *Investigating History* curriculum developed by DESE in

support of the new History/Social Science curriculum frameworks.

- o Safe and Supportive Schools grant supports districts in the development and implementation of action plans that address the social, emotional, and health needs of all students. The plan prioritizes six areas of safe and supportive schools: leadership and culture, family engagement, professional learning opportunities, access to resources and services, teaching and learning that fosters safe and supportive environments, and updating policies and procedures. Each Manchester Essex school created a team to take part in development, in coordination with the district leadership team of principals, deans, and central office administration.
 - o The Arts and Cultural Vitality Team grant provides funding for schools to conduct an arts program review using the Arts & Cultural Vitality Index. This grant funds stipends for a team of staff and community members to evaluate our arts and culture programming to ensure a high-quality, culturally responsive, and equitable arts education program.
 - o Essex and Memorial elementary schools have begun the New England Association of Schools and Colleges (NEASC) accreditation process. NEASC is an independent organization which partners with over 1500 public, independent, and international schools to assess, support, and promote high quality education for all students through accreditation, professional assistance, and pursuit of best practices. NEASC provides a process for meaningful, ongoing whole school improvement while honoring the unique culture and context of each institution.
- MERSD has continued its efforts to assess and map its long-term facility's needs. In

the fall of 2022 MERSD commissioned Habeeb & Associates to conduct a needs assessment of both facilities to provide a data-based resource to guide in the development of a timeline to address the replacement of Essex Elementary School as well as to proactively plan for maintaining the middle high school, which will reach its half-life in 2034. The results were reported to the community in November 2023 and clearly showed that Essex Elementary has passed its useful life. The study identified approximately \$9 million in capital investments needed to maintain the aging facility. In response to the report, MERSD filed a Statement of Interest (SOI) with the Massachusetts School Building Authority (MSBA) in April 2023. A Statement of Interest is the first step in applying for building project funding assistance from the MSBA. In December 2023, the MSBA (Massachusetts School Building Authority) recommended and approved the Manchester Memorial School for admission into the Eligibility Phase of the MSBA grant process. Being accepted means the Essex Elementary School has been identified as being one of the neediest facilities in the state (close to being out of options to address the structural issues of the building) and a good candidate for the grant program.

The MSBA grant program provides technical assistance and financial support (a minimum of 30% reimbursement) for the planning and construction of a new/renovated school. The District now has 270 days (about 9 months) to complete a series of actions, including creating a School Building Committee, documenting financial and community readiness, and developing an agreement for a full feasibility study. Upon successful completion of the Eligibility Requirements, MERSD will go before the MSBA board for admittance into the Feasibility phase which will allow MERSD to work with the MSBA team of experts to conduct a feasibility study to determine the most cost-effective solution for providing a renovated/rebuilt facility.

- MERSD, in cooperation with its town partners, successfully completed the Hyland and Brook Street Turf Field replacement projects. The project encountered some initial delays related to specific requirements that both MERSD and the Manchester Conservation Commission required related to testing for PFAs. All test results for MERSD's turf field components came back negative, and these test results have been posted on MERSD's web site. Despite a slow start, the project was delivered on time and under budget with minimal disruption to the fall athletic schedule. MERSD is very thankful to its member communities for their support of this project.

MERSD continues to wrestle with the challenge and strategic priority of maintaining a sustainable, multi-year operational budget and capital improvement plan. MERSD's operational budget is managed each year to deliver stable and predictable growth in spending and town assessments balancing program needs and town funding constraints. The past five years, spending and assessment increases have been consistent, averaging 3.0% for spending and 2.88% for assessments. The annual goal is to maintain a carry forward/level services budget. A carry services budget provides the same program scope, class size, course offerings, and services from one year to the next and allows for the resources needed to support the priorities of the MERSD Strategic Plan. When program enhancements are necessary, MERSD has historically funded them by finding ways to reduce costs in other areas of the budget to reinvest them in current areas of need. Over time, however, this has become more challenging.

From 2007-2014, MERSD experienced a significant increase in resident enrollment; however, the enrollment trend has reversed in keeping demographic decline across the Commonwealth. MERSD's resident enrollment has declined 23% from a high of 1,466 in 2012-2013 to 1,158 in the 2022-23 school year. This decline has led to some enrollment-related staffing reductions, cost savings, and resources to offset growth in other areas of the budget. MERSD initially shifted teaching resources from elementary grades to middle school and

then high school, following the path of the enrollment growth "bubble" rising through the grade levels. The last remnants of this 10-year bubble are now at the upper grades of the high school exited in 2023.

Throughout the period of declining enrollment, MERSD has also needed to add special education teachers and teaching assistants to address increasing student need, which is also a trend seen across the Commonwealth. Prior to the FY24 budget, these special education staffing additions were mostly offset enrollment-related reductions in general education staffing, keeping total District staffing relatively stable, despite declining enrollment. In the approved FY24 budget, MERSD continued to make enrollment-related staffing reductions in both general and special education.

In the past several years, the District has fallen short of a level services budget making staffing reductions beyond right sizing for enrollment to ensure that budgetary growth fits within the levy limit. Although student enrollment is a key driver in determining staffing levels, there are many aspects to the program that are determined by student needs, state requirements, and community expectations. It is important to remember that our budget's purpose is to support our goals of maintaining services, improving student achievement, and pursuing our strategic priorities. The challenge of balancing the growth rate of school districts and available town resources is a challenge for communities across the state. MERSD is committed to a transparent, open, and informed budget development process, and we will continue to work cooperatively with the Boards of Selectman and Finance in both Essex and Manchester to find a long-term solution to our challenge.

MERSD proudly works to educate each child from his/her own readiness level to facilitate intellectual, social, and emotional growth. We look at the whole child when determining student academic, social, and emotional needs. There are many measures of success, and we are committed to helping each individual child achieve his/her potential. The success of the Manchester Essex Regional School District is a community effort! On behalf of the faculty and staff of MERSD, I

extend my sincere appreciation to the residents of the communities of Manchester and Essex for their unwavering support of our students and of our schools.

Pamela Beaudoin, Superintendent of Schools

CURRICULUM, INSTRUCTION, AND TECHNOLOGY

Curriculum

The Manchester Essex Regional School District holds a continued commitment to ensure our curricula is aligned with the Department of Elementary and Secondary Curriculum Frameworks, the MERSD Vision of the Graduate, and focuses on our strategic goal of authentic learning. Secondary levels have engaged in curriculum mapping processes to articulate our learning experience and build a coherent experience for learners. At the elementary level, educators completed Parent Curriculum Guides which provide MERSD families with an overview of learning objectives and outcomes for each content area grades K-5.

The Manchester Essex Regional Schools utilize a process for curriculum review that engages professionals in a collaborative effort to evaluate, revise, and articulate curriculum and instruction. Decision making around curriculum design and resources will be informed by the district strategic plan, initiatives outlined in the district improvement plan, current educational research, and guidance from MA Department of Education. During the fall of 2023, we began curriculum review processes in History/Social Science and the Arts. These curriculum reviews were both supported by competitive MA DESE Grants (Investigating History Grant and Arts & Cultural Vitality Index Grant) to fund aspects of these curriculum review processes.

Data-Informed Decision Making and Tiered Systems of Support

The Manchester-Essex Regional School District mission is to provide a high-quality, comprehensive, student-centered educational experience that supports students' academic, social, and emotional development and prepares them for a post-secondary educational or service experience, a career, and life as an engaged member of society. Using Multi-Tiered Systems of Support (MTSS), the district will ensure high-quality instruction across academic and social emotional domains to provide an

inclusive learning environment for all students.

During 2023, MERSD continued to build and refine their MTSS systems to ensure consistent assessment integrated across K-8, utilizing i-Ready assessment platform to measure student learning in English and Mathematics. Staff utilized the data to identify what student support is needed within the classroom and through various interventions resources and structures. This consistent structure also informed the development of a common elementary schedule with shared practices across both elementary schools and all grades. Continued data analysis and action planning support instructional programming to support learning for all students.

District data analysis has also provided focused work in areas of need including specific academic programming, and student support. MERSD was awarded grants to support chronic absenteeism and high intensity tutoring that will be implemented in 2024 to target key areas of need.

Technology

The MERSD District Technology Team consists of the District Network Administrator/ Technology Manager, District Data Analyst/ Database Administrator, IT Support Specialist, Digital Learning Specialists, Technology Teacher, Director of Finance and Operations, and the Director of Curriculum and Instructional Technology. This team has worked during the 2023 school year to increase efficiencies and ensure technology systems support teaching and learning cross-district. Specific work has focused around:

- Student Data Privacy-after research on current policies and practices in the field, the team joined the Student Data Privacy Consortium to ensure we continue to evaluate our compliance with student data privacy practices.
- Instructional Resource Systems- refined instructional technology software and subscription to identify the most appropriate tools to support teaching and learning.
- Technology Integration Support-staff provided instruction and support for the integration of technology across all

aspects of our learning environment including assessment platforms, data access, assessment processes, professional learning, and more.

- Continued Administrative Updates and Maintenance-the team continually builds systems for effectiveness and efficiency and has utilized tools to streamline our external website communication and internal data tracking systems.

Cultural Competency & Social Emotional Learning

MERSD was awarded year two of the MA DESE Safe and Supportive Schools Grant. Massachusetts Safe and Supportive Schools Framework Law (G.L., c 69, s. 1P) defines a safe and supportive school as follows: Schools that foster a safe, positive, healthy, and inclusive whole-school learning environment:

- Enable students to develop positive relationships with adults and peers, regulate their emotions and behavior, achieve academic and non-academic success in school and maintain physical and psychological health and well-being; and
- Integrate services and aligns initiatives that promote students' racial, ethnic, and cultural identities, and supports their behavioral health, including social and emotional learning, culturally responsive pedagogy and teaching, suicide prevention, bullying prevention, trauma sensitivity, dropout prevention, truancy reduction, children's mental health, foster care and homeless youth education, inclusion of students with IEPs, positive behavioral approaches that reduce suspensions and expulsions and other similar initiatives. (DESE Safe & Supportive Schools Framework)

In alignment with MERSD Strategic Plan core value of creating a just and equitable environment that respects individual differences and the diversity of our communities, country, and world, the district continues to work collaboratively with consultant Michael Eatman to develop our professional capacity in the five components of Cultural Competence: Awareness, Attitude, Knowledge, Skills, and Practices.

MERSD utilized ESSER grant to fund the development of Social Emotional Coordinator and Specialist roles to support the ongoing implementation of RULER strategies from Yale's Center for Emotional Intelligence. These roles are leading the work to analyze the status of our Social Emotional Learning across our schools and grades, while planning system needs and professional learning opportunities for our school communities.

Heather Leonard, Director of
Curriculum & Instructional Technology

STUDENT SERVICES

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 2021-2022, and yielded no findings of special education non-compliance.

The district routinely conducts screenings of children to identify potential disability-related needs; approximately two hundred thirty (230) students, 18.5% of the student population, receive special education services. Sixty-nine (69) children PK-12 were referred for an initial special education evaluation in 2022-2023. Special education services range from classroom support and related services (OT, PT, and Speech) to sub-separate in and out-of-district programming. The District maintains several specialized in-district programs that include Students with Integrated Goals (SWING) for children with developmental

and communication disabilities; Academic and Communication Enhancement (ACE) for children with neurological and complex language based learning disabilities, Intensive Reading and Written Language (IRWL) for students with dyslexia; and the Social and Academic Integrated Learning (SAIL) and Transitions programs for students with social-emotional disabilities and/or level one autism.

In addition to special education, the district provides accommodations for seventy-seven (77) students eligible for Section 504, a federal regulation that protects individuals with disabilities from discrimination in education and employment. Six (6) 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.

In-District Special Education Programs

MERSD offers several specialized in-district programs that benefit students by enabling them to remain in our community schools with their peers and help to manage potential spikes in costs. MERSD's in-district programs save taxpayers more than \$1.8 million annually after factoring in added staffing costs. Without these in-district programs, MERSD would be obligated to send students to programs outside of the district, which are consistently much more expensive, with an average FY23 tuition cost per student of \$96,650 annually. For the 2023 fiscal year, the Massachusetts Operational Services Division (OSD) authorized a fourteen (14) percent increase in private out-of-district special education school tuitions.

Estimates for the FY24 budget show that 14 students, whose needs cannot be met with in-district programs, have placement tuition costs in excess of \$95,000. Out-of-district (OOD) placements can be difficult to predict when associated with move-ins (i.e., new residents). Transportation is also mandated for OOD placements. The cost of these services has risen significantly for all school districts in recent years, due to a nationwide shortage in hourly workers, including bus drivers. Recognizing this statewide fiscal challenge,

a portion of these transportation expenses is now reimbursed by the Commonwealth of Massachusetts through the "Circuit Breaker" program, but the majority of the cost increase falls to MERSD through its budget.

Allison Collins,
Director of Student Services

Essex Elementary School

"Without continual growth and progress, such words as improvement, achievement, have no meaning." Benjamin Franklin

Schools, with their ever-changing inhabitants, are uniquely charged with continuous improvement to meet the unique learning needs of their population. Goals, established in long-term district and school strategic plans, govern course adjustments while classroom and student-oriented goals control the day-to-day alterations. At EES, we've been uniquely aware of changes, in staffing, population needs and experiences of our students. We've noted areas of growth, in our own capabilities as educators, and sensitivities to the social-emotional student burdens. And, we continue to seek progress as we make decisions dominated by identified areas of need.

As anticipated by our school & district initiatives, the MERSD elementary schools applied and were accepted into the New England Association of Schools and Colleges (NEASC) accreditation process. This comprehensive process affords external scrutiny and guidance in developing and strengthening our academic program. Our efforts to consolidate, align and strengthen our instructional practices is in keeping with our ongoing School Improvement Plans to define and update intervention services, evaluate existing curriculum, and foster authentic learning opportunities.

Our in-depth look at programming is well-matched to our most recent 2023 state assessment and survey results which indicate both strengths and areas for improvement. Disappointing results on recent state testing indicate underperformance in writing, both quantity and content, across English Language Art, Mathematics and Science, Technology, and Engineering assessments. While district data indicates continuous improvement in reading, vocabulary development persists as a weakness

across grade levels. Mathematically, challenges with accurate computation impact overall performance. Copious research indicates that students are not available to learn unless they feel a strong sense of safety and belonging. One extremely positive indicator of student learning readiness comes from a state-sponsored survey in which all EES students in fourth and fifth grade report they feel accepted, supported and a strong sense of belonging at our school. These results validate our school and district initiative to support the social-emotional learning of all students.

Continual growth and progress demands, not only thoughtful reflection and adjustment, but additions and expansions of prior practices. Highlighting and applying skills and knowledge in a variety of ways and building more authentic learning experiences for students have been a priority both within and without the confines of the school day. In response to one area of weakness, a further emphasis on bringing vocabulary “alive” has resulted in a recent Vocabulary Parade. Training in new, updated history/social science instructional methods for

our fifth-grade teachers has resulted in more complex, critical thinking about our country’s past. Collaborations with local resources such as the Gloucester Maritime Museum, Cape Ann Museum, and Mass Audubon have resulted in robust learning, application and exploration of our local history and community. Afterschool programming, redesigned and expanded over the course of the past two years, enhances critical thinking, writing, mathematical explorations and perseverance through clubs such as STEM, Writer’s, Legos, Growth Mindset, and Sewing as well as Student Leadership Council, Green Team, and Greenhouse Growers.

Rich experiences await our students, often the result of collaborative efforts of many. This past March witnessed our first, and very successful, joint Memorial/Essex Fifth Grade play, enhancing the existing opportunities for the two classes to get to know one another before entering Middle School. Flashlight Tag is a new addition to our “just for fun together” line-up, destined to become an annual favorite ranking right up there with Field Day! Whether we are all dancing to





the Monster Mash, walking/biking to school together or reading our Community Read book as a learning community, EES strives to envelope our students and families in the delights of belonging to a supportive, warm and welcoming learning environment.

Our community resources have also afforded enrichment and enhancement, reinforcing the value of our local surroundings. Our Friends of EES Parent-Teacher Organization hosts a wide variety of family-friendly, community events such as our annual Happy As A Clam race, Messy Art Night, and the Fall Hoe Down, just to name a few.

From musical opportunities with Daisy Nell and performance opportunities at a variety of community events, to Memorial Day support from our local Veteran's association and a Community Breakfast made possible through the efforts of many community members, our students benefit from the many opportunities and collaborations with a wide network of caring adults.

Growth, a constant in any learning journey, and the reflection required to make adjustments toward continuous improvement, is thriving at Essex Elementary School. Through each child's heart and sense of belonging, we strive for academic excellence.

Sheila McAdams, Principal

Memorial Elementary School

Manchester Memorial Elementary School

(MMES) has 302 students enrolled in Pre-K through Grade 5 this school year. In addition to Grade K-5 classrooms, the school also has three programs that are available to students from Essex and Manchester. Students needing specialized services from either town may qualify for these programs. Over the years, we have seen tremendous success for the children in these programs, including the MERSD Integrated Pre-K, the MERSD Social and Academic Integrated Learning (SAIL) Program, and the MERSD Intensive Reading and Written Language (IRWL) program. In Grades K-2, classrooms average roughly 18 students per class. In grades 3-5, classrooms average roughly 24 students per class. The school reduced two classroom teachers last year due to budget reductions resulting in slightly higher class sizes than what is typical.

MMES offers all of its students a wide range of activities and academics in our effort to educate the "whole" child. Social-Emotional Learning and an inclusive, welcoming community are the hallmarks of the school. Additionally, 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. Students in the upper grades may take instrumental music lessons during the school day and participate in the MERSD elementary band. Students also can join our before-school chorus program and perform with the band at various concerts throughout the year. MMES students also enjoy a number of enrichment programs that are sponsored by our PTO, including musical/dance performances and academic enrichment presentations.

We have been focusing our improvement work on aligning with our colleagues at Essex Elementary to provide a consistent experience for all elementary students in the district. Educators from both schools have been collaborating on the creation of common curriculum maps while engaging in the shared New England Association of Schools and Colleges (NEASC) elementary accreditation experience.

The staff has made a renewed commitment (post pandemic) to proactive school-home



communication and connections.

A natural byproduct of this has been more engaged families leading to the rejuvenation of our Parent Teacher Organization (MMPTO). The MMPTO has worked closely with the staff and administration to bring back some traditional community-building events such as the Poetry Café Night and 5k Road Race along with some new events to bring our community together. The partnerships that MMES have with its families and the community are valued at a very high level by all.

John Willis, MMES Principal

Manchester Essex Regional Middle School

As in past years, during the 2023 school year, students were supported by the middle school model. This model allows grade-level teams to meet weekly to discuss student progress, including all academic, social, emotional, and behavioral celebrations and/or concerns. Teams at each grade level consist of core academic, special education, and exploratory teachers. Our School Adjustment Counselor (SAJ) and Dean of Students also join team meetings as integral participants in this collaborative approach to supporting our students' complex educational



and developmental needs. As students move on from MERMS, they demonstrate an emergence of skills and dispositions identified by our District Vision of the Graduate.

There are many measures of student success, and we are committed to helping each individual child achieve their potential. In addition to a robust core curriculum that balances high expectations for student achievement with the needs of the whole child, we offer specialty programming and a variety of 21st century learning opportunities for our students. These offerings include Middle School Academy in Grade 6 and specialized learning programs for students with dyslexia, autism spectrum disorders, and developmental delays; STEM coursework in coding, project-based learning and exploration, robotics, and Project Adventure. Middle School exploratory offerings include art, engineering, health, physical education, and three music choices that include chorus, general music, and band. Our current exploratory structure and staffing enables us to provide year-long courses in which students are fully immersed in learning experiences that foster creativity, critical thinking, and artistic expression.

Middle School highlights from the 2023 school year:

Guest Visitors

High school peer mentors visited eighth grade students to share their freshman year experiences and provide tips for success as high school students.

A parent of a sixth grade student shared his experience working as an archeologist for Boston's Big Dig project.

He showed artifacts from the dig, which



helped students make connections to artifacts they were learning about from the Neolithic and Paleolithic Eras.

Members of Yale University's a cappella group, *Mixed Company*, visited eighth grade students to perform and lead workshops.

Local author, Kevin Carey, visited sixth grade students to read sections of his latest novel, *Jr. Miles and the Junkman*. After listening to excerpts that described unique and curious settings, students wrote their own pieces then volunteered to read their writing

aloud to the entire grade.

Planet Friendly Initiatives

Middle School Academy's team, "Who Let the Plants Out?" was awarded *Best in Show for Most Innovative Experiment* in the Plant the Moon Challenge. They were one of 310 finalists! The Middle School Green Team collected over 20 pounds of soft plastic, which was repurposed into building materials as part of the NexTrex recycling program.



Curriculum

Middle School History and Social Sciences classes piloted a new curriculum resource, *Investigating History*. Pictured here is a sixth grade student using the football field as a timeline to measure the existence of planet earth and learning that the length of time earth has had civilizations is the width of two human hairs!

The Middle School hosted its second annual Civics Fair where all students in eighth grade presented their action research projects to members of the community. Middle school teachers engaged in two training sessions for our new K-8 math and reading diagnostic tool, iReady. Teachers are finding iReady to be a useful resource for measuring student progress and helping to support additional skill development and growth.

Community Connections

Middle school students participated in the district's first annual STEAM Showcase. In addition to featuring a whole host of student projects, the Showcase welcomed close to two dozen community members from local

companies, museums, and non-profit organizations. Student projects spanned a large breadth of work created in math, science, art, and music classes across all three grades.

The middle school partnered with the *Anti-Defamation League* to train 33 students in Grades 7 and 8. These student ADL Peer Leaders will begin student-led workshops during half days in 2024.

Project Adventure continues as a yearly staple of the middle school experience. Each year we partner with the North Shore YMCA to utilize their Camp Spindrift in Gloucester, Massachusetts, so students can enjoy all of the outdoor challenges and adventure!

Joanne Maino, Principal

Manchester Essex Regional High School

Manchester Essex Regional High School strives to provide a well-rounded high school experience for all. Anchored by our Vision of the Graduate, we consider the whole child approach to learning and deliver instruction that is student centered, current, and inclusive of all learners. Our students continue to achieve





at high levels. Eighty-four percent of the class of 2023 moved on to higher education. We had 141 students take AP exams in the spring with 82% receiving a score of 3 or higher.

Beyond the classroom, students participate in and engage in authentic, real world learning activities. Our annual STEAM Showcase, a vibrant celebration of student ingenuity and creativity across the fields of Science, Technology, Engineering, Arts, and Mathematics (STEAM) serves as a dynamic platform for students to proudly exhibit their innovative

projects and share their discoveries with a wide range of audiences. This event is not only about highlighting student accomplishments but also about fostering connections with the broader STEAM community.

The 9/11 and the War or Terror class and the Social Studies Department took 50 students to New York City to visit the 9/11 Museum and Memorial. The ADL student group “A World of Difference” at Manchester Essex led 4 sessions with 9th graders last year, leading activities and facilitating conversations about



identity and bias. This fall the group brought back 20 returning members and has trained 15 new members to go into 9th grade classes again in the spring.

Students organized and participated in several community service opportunities, including collecting donations for Beverly Bootstraps, Planet Aid, and other toy, clothing, and food drives. The Debate Team continues to grow, experiencing a resurgence of students this school year.

Our DECA chapter continues to thrive

with many students qualifying for the state competition. Some of our students advanced to the national competition held at Disney World. The Class of '23 enjoyed a memorable Senior Week with prom at Tupper Manor, an afternoon of mini golf and ice cream, a trip to Six Flags, and an evening meal with families at Tuck's Point, all capped off by wonderful Baccalaureate and Graduation ceremonies.

The Performing Arts department offers several opportunities for students to showcase their talents. From concerts to musicals to



Mass Drama Fest, students find their voice in our arts program, which continues to grow. This past fall, students performed in the musical “Freaky Friday.” Not only can our students perform in seasonal concerts in the high school but have also been able to showcase their talents in the community with performances at Manchester’s Harvest Fest and Friendship tree lighting ceremony.

Athletic Accomplishments

Winter 2022-23

- Boys Basketball: MIAA D4 Sweet Sixteen, Undeclared CAL Record (First time in program history), CAL Champions
- Girls Basketball: MIAA D4 Sweet Sixteen, CAL Champions
- Alpine Ski: NSSL Interscholastic Race 6th Place - Kiernan Day ranked #20 overall as individual
- Swimming and Diving: MIAA Sectionals & Individual Qualifiers - Megan Graeter 8th at States (100 back)
- Indoor Track and Field: Finn O’Hara 2nd at MIAA Divisionals in the 1-mile event, 12th at MIAA All States in the 1-mile event

Spring 2023:

- Baseball: MIAA D4 Round of 32
- Boys Lacrosse: MIAA D4 Sweet Sixteen, CAL Champions (First time in program history!)
- Girls Lacrosse: MIAA D4 Final Four
- Sailing: Mass State HS Fleet Race - 10th Place
- Softball: MIAA D4 Round of 32 - first time the program returned to MERHS in 4 years
- Boys Tennis: MIAA D4 Quarterfinals
- Girls Tennis: MIAA D4 State Finalist

Fall 2023:

- Cross Country: Finn O’Hara IQ (SR/ PR) - 1st Place Divisionals, 20th Place All State; Sabine Cooper IQ (PR) - 17th Place Divisionals, 84th Place All State
- Cheer: First time Varsity Sport in several years, 30 cheerleaders in the program; 2nd time competing in the CAL Cheer Competition, 5th Place

- Field Hockey: MIAA D4 Final Four
- Football: MIAA D7 Sweet Sixteen
- Golf: Gray West - 21st at Sectionals
- Girls Soccer: MIAA D4 Sweet Sixteen
- Boys Soccer: MIAA D4 Round of 32

Julie Sgroi, Principal

SEASIDE NO. 1 ANNUAL REPORT

The Seaside # 1 Building is a treasure for the Town of Manchester-by-the-Sea, as well as visitors to the facility. The small museum contains two pieces of fire apparatus – Steamer Seaside # 2 and Hand Tub Torrent # 1. These two pieces of apparatus have major roles in the history of the Town. The walls of the museum are covered with photos and pieces of history depicting the history of the building as a fire station and police station. Many residents of Town viewed the Torrent as it was featured in the July 4th parade in 2023.

The Seaside # 1 Committee has continued to work with the DPW on care and maintenance of the building. The committee handles the holiday decorations outside and inside the building.

The future of the museum and building can be bright through the efforts to get people into the building with three major initiatives. First - with the Manchester Historical Museum re-establish the education programs with the Manchester Memorial School. Second, have the museum open on the day of the Festival by the Sea for visitors to enjoy what is inside and third, an event to display the fire apparatus on the town common for people to learn how they work and be able to have a hands-on experience with the antique apparatus.

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. The Committee also sought to engage the community through presentations, educational materials, social media, articles in the Cricket and Gloucester Daily Times, and other means of raising awareness of the climate crisis and practical steps citizens can take to mitigate environmental damage.

In collaboration with the library, we conducted a Zero Waste Challenge to help

bring awareness of the urgent need to reduce the amount of trash produced in Manchester households, and to divert food waste from the waste stream. This will become more urgent as local landfills close and incinerators are at capacity.

Republic Services did a presentation on their systems to demonstrate correct recycling practices.

We were invited to have a table and information session as part of the Middle School STEAM Showcase, which was well attended.

The committee has continued to work closely with Black Earth, supporting the new composting facility and improving the integration of composting into the waste collection system. We have met with Crosbys and plan to meet with the restaurants in town to encourage them to compost food waste. This is now a critical issue, as the MA DEP legally requires businesses generating more than a half ton of food waste per week to compost. No businesses in town do this, even though Black Earth has offered good terms and convenient pickup of food waste.

We set up a seasonal “broken holiday lights” collection at the Transfer Station. Light strings and cables cannot be recycled through Greenworks but the copper can be salvaged by specialist vendors. An electronics pickup is scheduled for January.

Personnel from the now disbanded Water Resource Task Force are associates of the Sustainability Committee. The committee is addressing Town water usage, experimental smart metering, more effective monitoring of excessive water users in town, water quality and safety issues. The DPW conducted a tour of the Water Treatment Plant for committee members. We hope to offer a tour to the public in the Spring.

Alison Anholt-White attended two meetings of the Metropolitan Area Planning Council and attended by DPW members and other key stakeholders. The goal of the group is to “develop an actionable framework that will set the town on a path towards net zero for municipal operations.”

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.

Think globally, act locally!

Sustainability Committee members: Alison Anholt-White (Chair), Nadia Wetzler, Sue Henderson, Louisa Mackintosh, John Croft, Annie McBride, Sandy Rogers. Student Liaison Anna O’Leary.

TOWN CLERK

The Town Clerk’s office took in \$155,666.16 in 2023 in the following categories:

Vital Certificates:	\$4,815
Dog Licenses:	\$12,440
663 dogs registered	
Dog Fines	\$50
Business Certificates:	\$1,280
32 DBAs registered	
DPW	\$ 5,350
Street Lists	\$ 400
Public Records	\$ 1,151.16
129 requests logged	
Flammable Registrations	\$ 50
5 registrations	
Raffle Permits	\$ 40
4 permits issued	
Land Use Monies	
Zoning Board of Appeals	\$ 5,995
Planning Board	\$ 2,325
Historic District	\$ 800
Conservation Commission	\$100

Vital Records:

- Births -29
- Deaths - 45
- Marriages - 28

Additional Data

- Notarial Services: 316
- Hunting Permissions: 13

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

WELCOME TO MANCHESTER COMMITTEE

The Manchester Welcoming Committee is dedicated to welcoming new residents and their families by sending informational letters to each family and hosting special gatherings for them two to three times a year.

Leslie Beatty, Chair
Christine Metrano-Barber
Hope Watt-Bucci

WINTHROP FIELD COMMITTEE

The Winthrop Field Committee is an advisory committee to the Select Board in the preservation and management of Winthrop Field in accordance with the restrictions applicable to it. Winthrop Field is open for passive recreation all year. This year, town residents used the area for walking, snow shoeing, cross country skiing, and dog walking.

Several activities were completed in 2023. The field was mowed, and the hay was baled by Sea View Farm of Rockport in the summer. The second rotary mowing of the field was done in the fall. Neighbors and committee members cleared the brush along the north and south borders of the field with the brush being hauled to the compost site by the DPW.

Work continued on the drainage system under the Field. Jeffrey's Creek completed the replacement of over 100 feet of failed drain lines with the addition of two manholes to facilitate the maintenance of newly discovered crossing drain lines. One of the failed and abandoned manholes was replaced, the existing drain lines to it were cleared and reconnected. CPC and the Winthrop Field Committee funds were used to complete the work.

Generous donations from the Clara Winthrop Charitable Trust, members of the Winthrop Field Committee, friends of Winthrop Field, and the CPC allowed all work to be done without the use of Town funds.

The Committee spoke by phone with Dr. Gegear, UMass Dartmouth pollinator expert, about the installation of a pollinator patch along the border of Winthrop Field. Dr. Gegear recommended planning a pollinator patch along the southern border of the pond. To that end, Committee members staked out an area so that it would not be mowed, resulting in the blooming of many native Joe-Pye-Weed and goldenrod plants. The Committee plans to take similar action next spring.

Gar Morse, Sue Thorne, Jim Moroney,
Michael Carvalho, Tony Leggett,
Elizabeth Nickless, Mike Chapman, Chair

ZONING BOARD OF APPEALS

Zoning Board of Appeals Members: Sarah Mellish (Chair), John Binieris, Kathryn Howe, Sean Zahn, Robert Scott, Brian Sollosy (1st Alternate), and James Diedrich (2nd Alternate).

Gail Hunter (Administrative Assistant).

When an application is submitted to the Zoning Board of Appeals ("ZBA") by a property owner, the ZBA holds a Public Hearing to determine whether to grant the relief requested under the 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 or a Board pertaining to our Zoning By-Law; and Comprehensive Permits under M.G.L.C. 40B.

During 2023, the ZBA received twenty-five (25) applications, held twelve (12) Public Hearings, and conducted twenty-four (24) site visits. The applications included sixteen (16) applications for a Special Permit, of which seven (7) were for swimming pools/spas and sports courts, and one was for a change from a nonconforming to a conforming use in a nonconforming structure and lot; four (4) applications for a Variance, one of which was denied; one (1) request for a modification of a Variance previously granted; two (2) applications for an Appeal of Administrative Decision, both of which were Denied. One (1) application for a Special Permit was Withdrawn Without Prejudice by the Applicant. All other applications were either Approved or Continued to 2024. Public Hearings held in 2023 were continued 5 times at the request of the Applicant.

The ZBA visited each site in advance of the Public Hearing. For each application, the ZBA notified, by mail, all applicants, and abutters within 300' of the Public Hearing Date, notified the general public of the Public Hearings by newspaper advertisement in the Manchester Cricket, and by posting all Agendas on the Town Hall bulletin board and on the Manchester-by-the-Sea website. A written Decision was completed for each application which was not withdrawn and was filed in the Town Clerk's Office, which certified the Decision at the end of the 20-day Appeal Period; after which, the Final Decisions were sent to the Applicant and sent to the Salem Registry of Deeds to be recorded. Decisions are made available to all abutters and the public upon their request.

On September 27, 2021, the ZBA received

an Application for a Comprehensive Permit under M.G.L.C. 40B for a 136-unit affordable housing apartment complex on upper School Street. We closed the Public Hearing on July 27, 2022. During our deliberations we determined no conditions could be implemented to protect the safety of the residents who would reside in the apartment complex and the environmental issues due to the constraints of the site, which includes many vernal pools and one of only two remaining cold-water fisheries along the coast. Therefore, we DENIED the Comprehensive Permit Application on August 25, 2022. The Applicant filed an Appeal of our Denial with the Housing Appeals Committee (HAC) on September 15, 2022. Both Manchester Essex Conservation Trust and a Group of 10 Citizens (Ten Person Group) affiliated with MECT requested to be recognized as an intervener to help the ZBA defend the Appeal. On July 14, 2023, the HAC denied MECT intervener status, but allowed them to participate as an interested party with access to all documents and approved the Ten Person Group intervener status with respect to potential environmental damage to vernal pools and the cold-water fishery. Pre-trial conferences were held during the Fall of 2023 and all pre-trial testimony has been filed with the HAC. A site visit with HAC was held on November 8, 2023. The Hearing Officer commented she had never seen such a large turnout of concerned citizens. The Public Hearing is scheduled to commence on March 4, 2024, in Manchester and then continue with remote sessions. It is expected to last about two weeks. It is then likely to take six (6) to nine (9) months for the HAC to issue its decision. It is likely that whether we win or lose the Appeal, the aggrieved party will appeal the case to the Superior Court. We thank all the Manchester-by-the-Sea residents for the support given to the ZBA during this process and for providing us with valuable information on various aspects of the case, as well as approving funding for legal expenses to defend our Decision.

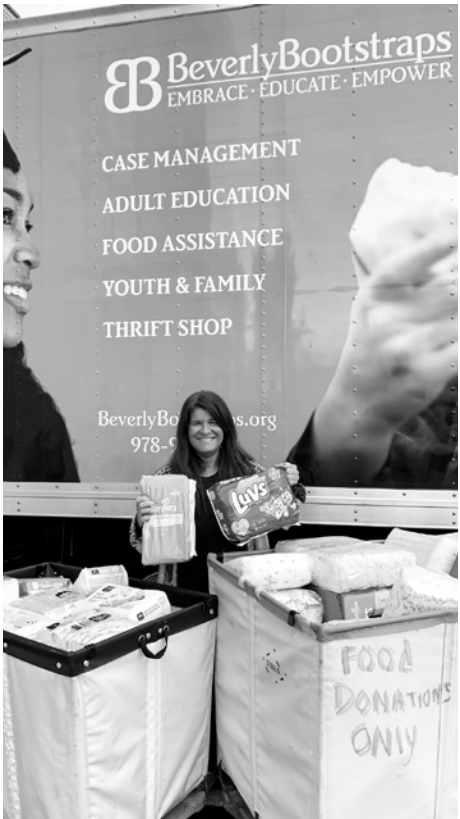
Filing fees have remained the same for more than ten (10) years and do not cover the expenses incurred by the Town. We reviewed our costs, what other towns charge, the services they provide and determined a request for a fee increase was appropriate. In December 2023 the Select Board approved a fee increase.

Commencing on January 1, 2024, the fee for a Special Permit, Variance, Special Permit and Variance filed together, or an Appeal will be \$1,000. The fee for a Comprehensive Housing Permit (M.G.L.C. 40B) will be \$1,500.

We appreciate the increased participation of neighbors in our Public Hearing process and request all Applicants to meet with their neighbors to provide them with details of their proposed project and address their concerns before submitting an Application to the ZBA.

I encourage all residents to consider volunteering to be a member of the Board, as I expect we will have vacancies in June. Thank you.

Sarah Mellish, Chair
Zoning Board of Appeals



April 2023 - Board of Health Diaper Drive



March 2023 - Coffee with a Cop



March 2023 - Hornets After School Program



March 2023 - DPW Builds Skating Rink



March 2023 - Senator Tarr, Chief Fitzgerald and John Round at Skate by the Sea

MANCHESTER-BY-THE-SEA ANNUAL TOWN MEETING MONDAY, APRIL 3, 2023

The Annual Town Meeting of the Town of Manchester-by-the-Sea was called to order at 6:30 with 290 voters, well over the required quorum of 100. The final tally was 310 voters out of the 4,322 registered voters (14% turnout).

Moderator Wilson thanked the acapella group of the Manchester/Essex Regional High School, Soundwaves and Music Teacher Fiona Dooley for a wonderful pre-Town Meeting performance.

Moderator Wilson led the Meeting in the Pledge of Allegiance and read the Memorial Resolution which was moved, seconded and unanimously approved:

RESOLUTION

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

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

The persons memorialized and their achievements are proclaimed in the order of the dates of their deaths:

JOAN BRENNAN

Council on Aging

DAVID B. CROSBY

Select Board, Harbor Advisory Committee
Conservation Commission

JACUQUELINE MURPHY DUFF

School Teacher, School Committee

JOSEPH G. HALLORAN

Tucks Point Committee

JOHN B. "DOC" HERRICK

Fire Captain, Council on Aging Driver

CAROLINE L. "LEE" HERTER

Library Volunteer

LOIS D. KIEFER

Library Volunteer

STARR HANFORD LLOYD, JR.

Library Volunteer

MARILYN L. MANOS

School Cafeteria Worker

ESTHER "SLIM" PROCTOR

Library Volunteer

CAROL A. ZOPPEL

Library Staff

Moderator Wilson returned to the pre-COVID tradition of running the election for the ancient and honorary positions.

Jim Starkey was nominated and voted in as Poundkeeper.

Margaret Driscoll, Tom Kehoe & Holly Fabyan were nominated and voted in as Fence Viewers.

Charlotte Wilson and Wendy Dixon were nominated and voted in as Field Drivers.

Jeff Parker and John Kenney were nominated and voted in as Measurers of Lumber.

Gar Morse was nominated and voted in for Measurer of Wood and Bark.

Moderator Wilson thanked all Town staff and volunteers who helped to prepare and bring this meeting to fruition.

After the Meeting welcomed State Senator Bruce Tarr, reviewed the procedural points, and tested the electronic voting clickers, the Meeting moved to Article 1.

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 Select Board

Recommendation

The Select Board recommended approval and the Finance Committee took no position.

Motion

Rebecca Jaques, Chair of the Select Board moved, and Ann Harrison, Vice-Chair of the Select Board seconded the article as presented in the Warrant.

Discussion - None

Vote

Article 1 was approved with a majority vote; 245 yes, 6 no, 11 abstentions.

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 MGL 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

Recommendation

The Select Board recommended approval and the Finance Committee took no position.

Motion

Ann Harrison, Vice-Chair of the Select Board moved, and John Round of the Select Board seconded the article as presented in the Warrant.

Discussion - None

Vote

Article 2 was approved with a majority vote; 260 yes, 5 no, 8 abstentions.

ARTICLE 3

To see if the Town will vote to raise and appropriate or transfer from available funds \$245,081 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 Select Board

Recommendation

The Select Board and the Finance Committee recommended approval.

Motion

John Round, Select Board member moved, and Brian Sollosy, Select Board member seconded to raise and appropriate \$245,081 as the Town’s share of the FY24 operating budget of the Essex North Shore Agricultural and Technical School District.

Discussion - None

Vote

Article 3 was approved with a majority vote; 270 yes, 4 no, 9 abstentions.

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, 2023, and appropriate the same.
Per petition of the Select Board

Recommendation

The Select Board and the Finance Committee recommended approval.

DEPARTMENTAL REQUESTS AND
FINANCE COMMITTEE RECOMMENDATIONS

Item No.		Appropriations FY - 2023	Requests FY - 2024	Recommendations FY - 2024	Funding Sources
GENERAL GOVERNMENT					
33.50%					
SELECTMEN'S DEPARTMENT					
1	Salaries	319,232	326,434	326,434	TAXATION
2	Expenses	64,500	65,500	65,500	TAXATION
3	Audit	44,500	40,500	40,500	TAXATION
INFORMATION TECHNOLOGY					
4	Expenses	152,000	171,500	171,500	TAXATION
FINANCE COMMITTEE					
5	Salaries	3,800	3,800	3,800	TAXATION
6	Expenses	300	300	300	TAXATION
7	Reserve Fund	210,000	190,000	190,000	TAXATION 65,000 OVERLAY SUR. 125,000
ELECTION & REGISTRATION					
8	Salaries	9,506	5,150	5,150	TAXATION
9	Expenses	18,000	22,550	22,550	TAXATION
ACCOUNTING					
10	Salaries	166,915	173,356	173,356	TAXATION
11	Expenses	4,700	4,700	4,700	TAXATION
ASSESSORS					
12	Salaries	129,279	132,511	132,511	TAXATION
13	Expenses	62,150	62,750	62,750	TAXATION
TREASURER/COLLECTOR					
14	Salaries	163,906	167,953	167,953	TAXATION
15	Expenses	31,925	32,225	32,225	TAXATION
TOWN CLERK					
16	Salaries	104,894	109,841	109,841	TAXATION
17	Expenses	7,555	7,545	7,545	TAXATION
LEGAL/PROF. SERVICES					
18	Expenses	95,000	110,000	110,000	TAXATION
APPEALS BOARD					
19	Salaries	8,320	8,528	8,528	TAXATION
20	Expenses	12,050	12,000	12,000	TAXATION
PLANNING DEPARTMENT					
21	Salaries	101,153	103,682	103,682	TAXATION
22	Expenses	6,600	6,600	6,600	TAXATION
TOWN HALL & COMMON					
23	Expenses	38,200	39,400	39,400	TAXATION
PENSIONS					
24	Contributory	1,564,930	1,628,887	1,628,887	TAXATION 1,479,624 SEWER RATES 85,011 WATER RATES 64,252

Item No.		Appropriations FY - 2023	Requests FY - 2024	Recommendations FY - 2024	Funding Sources
INSURANCE					
25	Group Health Insurance	1,329,000	1,471,720	1,471,720	TAXATION 1,322,623 SEWER RATES 88,132 WATER RATES 60,965
26	Workers' Compensation	95,000	100,000	100,000	TAXATION 79,000 SEWER RATES 10,000 WATER RATES 11,000
27	Fire/Auto/Liability	130,000	135,000	135,000	TAXATION 111,000 SEWER RATES 12,000 WATER RATES 12,000
28	Unemployment Compensation	7,000	7,000	7,000	TAXATION
29	FICA-Medicare	103,515	118,796	118,796	TAXATION 110,490 SEWER RATES 4,608 WATER RATES 3,698
Total General Government		4,983,930	5,258,228	5,258,228	TAXATION 4,781,562 OVERLAY SUR. 125,000 SEWER RATES 199,751 WATER RATES 151,915 <u>5,258,228</u>
PUBLIC SAFETY 26.05%					
POLICE					
30	Salaries	1,874,324	1,932,565	1,932,565	TAXATION
31	Expenses	99,675	101,350	101,350	TAXATION
PARKING CLERK/RESIDENT PARKING					
32	Salaries	6,389	6,549	6,549	TAXATION
33	Expenses	20,200	27,000	27,000	TAXATION
FIRE					
34	Salaries	1,431,714	1,502,525	1,502,525	TAXATION
35	Expenses	145,100	173,550	173,550	TAXATION
HARBOR MASTER					
36	Salaries	186,359	191,017	191,017	MOORING FEES
37	Expenses	26,610	26,610	26,610	MOORING FEES 217,627
BUILDING DEPARTMENT					
38	Building Inspector	47,921	49,119	49,119	TAXATION
39	Gas/Plumbing Inspector	14,150	14,504	14,504	TAXATION
40	Sealer of Weights & Measures	3,000	3,000	3,000	TAXATION
41	Electrical Inspector	14,150	14,504	14,504	TAXATION
42	Inspector's Expenses	4,500	5,600	5,600	TAXATION
43	Permit Software	29,316	18,160	18,160	TAXATION
EMERGENCY MANAGEMENT					
44	Expenses	1,000	750	750	TAXATION
45	Emergency Notification	4,725	5,500	5,500	TAXATION
ANIMAL CONTROL					
46	Expenses	16,315	16,315	16,315	TAXATION
Total Public Safety		3,925,448	4,088,618	4,088,618	TAXATION 3,870,991 MOORING FEES 217,627 <u>4,088,618</u>

Item No.		Appropriations FY - 2023	Requests FY - 2024	Recommendations FY - 2024	Funding Sourcess	
PUBLIC WORKS						
14.61%						
DEPARTMENT OF PUBLIC WORKS						
47	Salaries	917,355	919,659	919,659	TAXATION	875,955
					SEWER RATES	21,852
					WATER RATES	21,852
48	Expenses	340,900	349,400	349,400	TAXATION	
FACILITIES						
49	Salaries	35,337	42,968	42,968	TAXATION	
50	Expenses	105,500	108,100	108,100	TAXATION	
SNOW REMOVAL						
51	Salaries	32,000	32,000	32,000	TAXATION	
52	Expenses	170,000	128,000	128,000	TAXATION	
53	Street Lighting	60,000	60,000	60,000	TAXATION	
SANITATION/COMPOSTING/RECYCLING						
54	Salaries	15,000	5,000	5,000	TAXATION	
55	Expenses	43,500	43,500	43,500	TAXATION	
56	Rubbish Collection/Recycling	370,000	370,000	370,000	TAXATION	
57	Disposal	230,000	235,000	235,000	TAXATION	
Total Dept. of Public Works		2,319,592	2,293,627	2,293,627	TAXATION	2,249,923
					SEWER RATES	21,852
					WATER RATES	21,852
						2,293,627
OTHER ENVIRONMENTAL						
0.51%						
HISTORIC DISTRICT COMMISSION						
58	Salaries	5,000	5,125	5,125	TAXATION	
59	Expenses	950	950	950	TAXATION	
CONSERVATION COMMISSION						
60	Salaries	67,845	69,531	69,531	TAXATION	64,531
					WETLANDS FD.	5,000
61	Expenses	2,800	2,900	2,900	TAXATION	
62	Chebacco Woods	1,250	1,250	1,250	TAXATION	
Total Other Environmental		77,845	79,756	79,756	TAXATION	74,756
					WETLANDS FD.	5,000
						79,756
HUMAN SERVICES						
2.71%						
HEALTH						
63	Salaries	76,264	166,303	166,303	TAXATION	
64	Expenses	50,250	30,250	30,250	TAXATION	
VETERANS' SERVICES						
65	Expenses	15,000	17,250	17,250	TAXATION	
66	Veterans' Benefits	5,000	5,000	5,000	TAXATION	

Item No.		Appropriations FY - 2023	Requests FY - 2024	Recommendations FY - 2024	Funding Sources	
COUNCIL ON AGING						
67	Salaries	180,669	186,148	186,148	TAXATION	
68	Expenses	18,810	20,480	20,480	TAXATION	
Total Human Services		345,993	425,431	425,431	TAXATION	425,431
LIBRARY						
LIBRARY						
3.42%						
69	Salaries	367,823	377,518	377,518	TAXATION	
70	Expenses	156,606	160,012	160,012	TAXATION	
Total Culture and Informational Services		524,429	537,530	537,530	TAXATION	537,530
RECREATION						
2.7%						
PARKS & RECREATION						
71	Salaries	152,722	156,704	156,704	TAXATION	106,704
					PROGRAM FEES	50,000
72	Expenses	8,334	8,200	8,200	TAXATION	
SINGING BEACH OPERATIONS						
73	Salaries	79,424	105,634	105,634	TAXATION	
74	Expenses	18,400	19,300	19,300	TAXATION	
LIFEGUARDS						
75	Salaries	64,893	86,308	86,308	TAXATION	
76	Expenses	3,500	3,500	3,500	TAXATION	
TUCK'S POINT						
77	Salaries	8,000	10,640	10,640	TAXATION	
78	Expenses	17,820	20,100	20,100	TAXATION	
OTHER RECREATION						
79	Memorial Day	3,000	4,000	4,000	TAXATION	
80	Fourth of July	10,000	10,000	10,000	TAXATION	
Total Recreation		366,093	424,386	424,386	TAXATION	374,386
					PROGRAM FEES	50,000
						424,386
DEBT SERVICE						
5.7%						
DEBT SERVICE						
	Principal on Bonds	764,861	651,270	651,270		
	Interest on Bonds	268,998	242,201	242,201		
	WPAT Administration Fees	1,704	1,607	1,607		
81	Total Debt Service	1,035,563	895,078	895,078	TAXATION	742,537
					SEWER RATES	152,541
						895,078

Item No.		Appropriations FY - 2023	Requests FY - 2024	Recommendations FY - 2024	Funding Sources
ENTERPRISE FUNDS					
10.8%					
SEWER FUND					
82	Salaries	306,233	317,763	317,763	SEWER RATES
83	Expenses	329,600	337,800	337,800	SEWER RATES
WATER FUND					
84	Salaries	254,763	255,006	255,006	WATER RATES
85	Distribution Expenses	142,000	135,500	135,500	WATER RATES
86	Treatment Expenses	612,720	646,150	646,150	WATER RATES
Total Enterprise Funds		<u>1,645,316</u>	<u>1,692,219</u>	<u>1,692,219</u>	SEWER RATES 655,563 WATER RATES 1,036,656 <u>1,692,219</u>
TOTAL ARTICLE 4		<u>15,224,209</u>	<u>15,694,873</u>	<u>15,694,873</u>	
EXPENSES BUDGET SUMMARY					
GENERAL GOVERNMENT 34%					
		4,983,930	5,258,228	5,258,228	TAXATION 4,781,562 OVERLAY SUR. 125,000 SEWER RATES 199,751 WATER RATES 151,915 <u>5,258,228</u>
PUBLIC SAFETY 26%					
		3,925,448	4,088,618	4,088,618	TAXATION 3,870,991 MOORING FEES 217,627 <u>4,088,618</u>
DEPARTMENT OF PUBLIC WORKS 15%					
		2,319,592	2,293,627	2,293,627	TAXATION 2,249,923 SEWER RATES 21,852 WATER RATES 21,852 <u>2,293,627</u>
OTHER ENVIRONMENTAL 1%					
		77,845	79,756	79,756	TAXATION 74,756 WETLANDS FD. 5,000 <u>79,756</u>
HUMAN SERVICES 3%					
		345,993	425,431	425,431	TAXATION <u>425,431</u>
LIBRARY 3%					
		524,429	537,530	537,530	TAXATION <u>537,530</u>
PARKS & RECREATION 3%					
		366,093	424,386	424,386	TAXATION 374,386 PROGRAM FEES 50,000 <u>424,386</u>
DEBT SERVICE 6%					
		1,035,563	895,078	895,078	TAXATION 742,537 SEWER RATES 152,541 <u>895,078</u>
ENTERPRISE FUNDS 11%					
		1,645,316	1,692,219	1,692,219	SEWER RATES 655,563 WATER RATES 1,036,656

Item No.		Appropriations FY - 2023	Requests FY - 2024	Recommendations FY - 2024	Funding Sources
					<u>1,692,219</u>
TOTALS	100%	<u>15,224,209</u>	<u>15,694,873</u>	<u>15,694,873</u>	<u>15,694,873</u>
FUNDING SOURCES SUMMARY					
TAXATION			13,057,116		
OVERLAY SURPLUS			125,000		
MOORING FEES			217,627		
PROGRAM FEES			50,000		
WETLANDS FD			5,000		
SEWER RATES			1,029,707		
WATER RATES			1,210,423		
TOTAL			<u>15,694,873</u>		

Motion

Rebecca Jaques, Chair of the Select Board moved and Sarah Mellish, Chair of the Finance Committee seconded that the town raise by taxation or otherwise to pay Town debts and charges for the ensuing 12 months, effective July 1, 2023, and appropriate the same as presented in the “Expenses Budget Summary” section under the “recommended” and “funding sources” columns of the Finance Committee Report, page 28 & 29 under Article 4, provided however that, with prior approval of the Select Board and the Finance Committee, the Town Administrator is authorized to transfer unexpended funds within a summary category (for example, within General Government).

Discussion

Sarah Mellish, Chair of the Finance Committee explained that overall expenses are up 3%. The main drivers of this are increased staffing for the Police Department due to the loss of reserve officers as a result of Police Reform (however, the extra costs here are more than offset by the savings from moving dispatch to the regional center), added staffing to the Fire Department (2 more fire fighters), bringing the total to 16, a 33% increase over the past three years and funds to re-establish a call force, and paying for a full-time health agent which had previously been funded using federal ARPA funds.

There were “holds” placed on the following line items:

#37 Harbormaster expenses; Tim Gates, 2 Desmond Avenue proposed that the Town look into setting up some funding source to allow for a Harbormaster office and public restrooms at Reed Park.

#63 Health Salaries; Isabella Bates, 2 Masconomo Street questioned the doubling of the salaries in the Health Department. Town Administrator Greg Federspiel explained that the Town now has a full-time health agent. This position was paid for with ARPA funds in FY2023 but will need to be funded through our budget going forward.

#73 & 75 Singing Beach Salaries & Lifeguards Salaries; Donna Furse, 8 Blossom Lane questioned the increase in salary lines. Town Administrator Greg Federspiel explained that we did not increase the number of employees but the wages for our summer help to attract qualified candidates.

Vote

Article 4 was approved with a majority vote; 264 yes, 15 no, 5 abstentions.

ARTICLE 5. Town Capital Budget

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:

Per petition of the Select Board

Recommendation

The Select Board and the Finance Committee recommended approval.

	Dept.	Item	Requested	Recommended	Funding Source
1.	DPW	Road resurfacing	\$400,000	\$400,000	Fund Balance
2.	DPW	DPW Facility Design work	\$350,000	\$ 0	
3.	DPW	Drainage/Sidewalk Improvements	\$250,000	\$250,000	Fund Balance
4.	DPW	Storm Damage Repair	\$ 25,000	\$ 25,000	Fund Balance
5.	DPW	General Building Upgrades	\$ 50,000	\$ 50,000	Fund Balance
6.	DPW	Seaside 1 HVAC	\$ 8,000	\$ 8,000	Fund Balance
7.	Town Hall	Upgrades inc. IT	\$ 50,000	\$ 50,000	Fund Balance
8.	Town Hall	Voting Booths and Tabulators	\$ 10,000	\$ 10,000	Fund Balance
9.	Land Mgmt	Downtown/3a Planning Studies	\$ 37,500	\$ 37,500	Fund Balance
10.	Land Mgmt	Water Resources Protection Studies	\$ 30,000	\$ 30,000	Fund Balance
11.	Land Mgmt	Hist. District – National Registry Survey	\$ 15,000	\$ 15,000	Fund Balance
12.	Library	Waterproofing and Generator	\$ 45,000	\$ 45,000	Fund Balance
13.	Park/Rec	Chowder House/ Restroom Roofs	\$ 35,000	\$ 35,000	Fund Balance
14.	Park/Rec	Brook St Turf Replacement	\$400,000	\$400,000	Fund Balance & Revolving Fund
15.	COA	Van Replacements (matching grant)	\$ 25,000	\$ 25,000	Fund Balance
16.	Public Safety	Fire Engine Replacement Fund	\$250,000	\$200,000	Fund Balance
17.	Public Safety	Fire Gear Washer /Dryer/Racks	\$ 35,000	\$ 35,000	Fund Balance
18.	Public Safety	Police Tasers	\$ 12,600	\$ 12,600	Fund Balance
19.	Public Safety	Replacement Police Admin Vehicles (2)	\$ 88,200	\$ 88,200	Fund Balance
20.	Public Safety	Fire Station repairs/upgrades	\$ 30,000	\$ 0	(in operating Budget)
21.	Harbor	Dredging Engineering/Permitting	\$ 50,000	\$ 50,000	Waterway Fund
22.	Harbor	Harbor Management Plan	\$100,000	\$100,000	Fund Balance & Waterway Fund

23. Water	Plant Upgrades/ Equipment Replacement	\$200,000	\$200,000	Water Enterprise
24. Water	Pipe replacement/ improvements	\$1,875,000	\$1,875,000	Water Enterprise Retained Earnings & Taxation
25. Sewer	Plant Upgrades/ Equipment Replacement	\$300,000	\$300,000	Sewer Enterprise
		TOTAL	\$4,241,300	

Motion

Ann Harrison, Vice Chair of the Select Board moved, and Brian Sollosy, Select Board member seconded that the Town raise by taxation or otherwise to pay for the items listed and appropriate the same as presented in the “Recommended” and “Funding Source” columns of Article 5 as presented in the Warrant with the following modifications:

Item 14: \$300,000 from Fund Balance and \$100,000 from Park & Recreation Revolving Fund

Item 16: \$200,000 from Taxation

Item 19: \$ 88,200 from Taxation

Item 22: \$ 50,000 from Fund Balance and \$50,000 from Waterway Fund

Item 24: \$1,600,000 from Taxation, and \$275,000 from Water Enterprise Retained Earnings

Discussion

Ms. Harrison spoke about the disagreement on the funding sources for items #16 Fire Safety Replacement Fund and #19 Replacement Police Vehicles (2) between the majority of the Select Board and the Finance Committee. The majority of the Select Board would prefer to maintain the monies in the Fund Balance for future capital expenses and emergencies.

Amendment

Sarah Mellish, Chair of the Finance Committee moved to amend the main motion by funding Items 16 and 19 from Fund Balance instead of from Taxation. Andy Oldeman seconded.

Discussion

Ms. Mellish stated that the Finance Committee believed that the Reserve Fund would be robust even after these expenditures.

Residents Marty Flood, 31 Hickory Hill Road and Tom Kehoe, 20 Lincoln Street requested why the Select Board would prefer to tax residents and if there would be enough in reserves to cover these expenses. Ms. Harrison replied that the Town has been gradually increasing the amount of taxation being devoted to capital in order to make progress on a long list of capital needs and because of the amount of projects still in line they felt the Town should continue this practice.

A motion to move the question was heard and seconded. That vote passed by more than two-thirds (252 yes 29 no 8 abstentions)

Prior to the vote on the amendment Christina Delisio, 6 Lincoln Ave requested a clarification that a “yes” vote will result in a 2% tax rate increase and a “no” vote will impose a 3% tax rate increase. The Moderator confirmed that this was correct.

Vote on the Amendment

Passed by a majority vote of 251 yes, 39 no and 0 abstentions.

Discussion on the rest of the Main Motion

#2 DPW Facility Design work; Sandy Rogers, 82 Old Essex Road questioned the chart, and which amount they were voting on, recommended or requested. Town Moderator Alan Wilson clarified that in the motion it states the “recommended” amounts were being voted on.

#3 Drainage/Sidewalk Improvements.

Amendment

John Keefe, 8 Victoria Road moved to remove \$150K from Line Item #3 Drainage/Sidewalk Improvement and add it to line #4 Storm Damage Repair. The motion received a second.

Discussion

The Town Administrator and DPW Director explained that if there was a large storm oftentimes there would be emergency aid to assist and that would also be the time to use the emergency funds and therefore they would not recommend this transfer of funds. Caitlin Eppes, 26 Proctor Street spoke against the amendment and appreciates the sidewalk improvements especially for her family.

Vote on the Amendment

Failed by a vote of 41 yes, 238 no, 6 abstentions.

#13 Chowder House/Restrooms Roofs; Judy Sabella, 15 Rosedale Street questioned whether the line item is the same one that is in the CPC Article 8. Town Administrator Greg Federspiel explained that this project is in two articles because the funding sources are to be shared between capital and CPC grants.

#14 Brook Street Turf Replacement.

Amendment

John Keefe, 8 Victoria Road moved to eliminate the funding for this project by reducing #14 from \$400,000 to 0. Motion was seconded.

Discussion

Mr. Keefe mentioned his concern for PFAS coming from the turfs.

Nathan Fanton, 10 University Lane questioned the safety and use of the fields currently and if it could be used as is.

Greg Federspiel, Town Administrator explained that the old materials would be removed and that the new materials must be certified to be PFAS free.

Avi Urbas, Director of Finance for the School District explained that the fields are safe but beyond their useful life. He also provided details on the proposed replacement of the artificial turf which includes a certificate from the contractor to not use any product with PFAS. Residents in favor of this expenditure were John Harden of 54 School Street, Marty Flood of 31 Hickory Hill Road, Sarah Creighton of 37 Proctor Street and Matthew Harrington of 103 Old Essex Road.

Vote on the Amendment

Failed by a vote of 36 yes, 238 no, 8 abstentions.

#24 Pipe Replacement/Improvement; Mary Foley, 1 Pulaski Drive questioned the breakdown of monies between pipe work and efforts related to PFAS in our water supply. Chuck Dam, DPW Director, Greg Federspiel Town Administrator and Tom Kehoe of 6 Lincoln Ave explained that the plan is a bit up in the air due to the new EPA regulations that have just been proposed. While the original plan was to reline the main on Pleasant Street, there may be a need to do additional work along Pleasant Street depending on the solution

we pursue for PFAS removal. Mr. Federspiel also noted that the Town is reaching out to Congressman Seth Moulton for help in securing possible grant funding to comply with these new regulations.

Vote

Article 5 as amended was approved with a majority vote; 268 yes, 9 no, 6 abstentions.

ARTICLE 6

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the Town's assessment from the District for the Gross Operating and Maintenance Budget of the Manchester-Essex Regional School District including debt service - said sum to be calculated solely in accordance with the "Agreement Between the Towns of Essex and Manchester-by-the-Sea, Massachusetts with Respect to the Formation of a Regional School District", as most recently amended, by invoking and approving the provision found in paragraph four of MGL 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-three; or take any other action relative thereto.

Per petition of the Manchester-Essex Regional School Committee

Recommendation

The Select Board and Finance Committee recommended approval on all three motions.

Motion #1

Chris Reed of the Manchester Essex Regional School Committee moved and Matthew Harrington, 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-three.

Discussion - None

Vote

Article 6, Motion 1 was approved with a majority vote; 258 yes, 8 no, 6 abstentions.

Motion #2

Chris Reed of the Manchester Essex Regional School Committee moved and Matthew Harrington, also of the Manchester Essex Regional School Committee seconded that the Town raise and appropriate \$16,535,944 to fund the Town's assessment from the Manchester Essex Regional School District for the fiscal year beginning July first, two thousand twenty-three for the gross operating and maintenance budget.

Discussion

Mr. Reed thanked the community for their support of the schools and described the academic successes of the schools. Mr. Reed explained that the 3.94% assessment is in part due to the discontinued use of the District's reserve funds for operating expenses.

Vote

Article 6, Motion 2 was approved with a majority vote; 224 yes, 28 no, 15 abstentions.

Motion #3

Chris Reed of the Manchester Essex Regional School Committee moved and Matthew Harrington, also of the Manchester Essex Regional School Committee seconded that the

Town raise and appropriate \$2,787,440 to fund the Town's assessment from the Manchester Essex Regional School District to cover the long-term and short-term debt for the fiscal year beginning July first, two thousand twenty-three.

Discussion - None

Vote

Article 6, Motion 3 was approved with a majority vote; 227 yes, 26 no, 11 abstentions.

ARTICLE 7

To see if the Town will vote to approve the indebtedness authorized by the Regional District School Committee of the Manchester Essex Regional School District to pay costs of renovating and making extraordinary repairs and other improvements to the District's outdoor athletic facilities, and for the payment of all costs incidental and related thereto, or to take any other action relative in connection therewith.

Per petition of the Manchester-Essex Regional School Committee

Recommendation

The Finance Committee and Select Board recommended approval.

Motion

Chris Reed of the Manchester Essex Regional School Committee moves and Matthew Harrington, also of the Manchester Essex Regional School Committee seconds that the Town approves the \$1,600,000 indebtedness authorized by the Manchester Essex Regional School District to pay costs of renovating and making extraordinary repairs and other improvements to the District's outdoor athletic facilities, and for the payment of all costs incidental and related thereto, the Town's estimated share of the principal amount of such indebtedness, after the application of all presently anticipated contributions, is approximately \$796,740, provided however that such approval is contingent upon the Town's passage of a Proposition 2 ½ debt exclusion referendum question in accordance with the provisions of G.L. c.59, §21C(k), for its share of the indebtedness.

Discussion

Mr. Reed explained that the artificial turf at both the Middle/High school campus and Coach Field fields have surpassed their useful life and need to be replaced. The Regional School Committee voted to fund this through borrowing. The cost of this new debt service will be less than the reduction in debt service on the bond issued to build the Middle/High School.

Moderator Wilson explained that under the Manchester-Essex Regional School Agreement, approval of the borrowing at town meeting requires a 2/3 vote. The motion is contingent on approval of a debt exclusion under Proposition 2 ½; that will require a simple majority vote at the town election.

James Brady, 10 Lincoln Avenue, Phil Furse, 8 Blossom Lane and Ana Lin Mitchell 2 Brice Street preferred that the School District use their reserves to pay for the turf replacement project rather than borrow the needed funds. Avi Urbas, Director of Finance & Operations for the School District, replied stating that the District prefers to follow financial responsibility and maintain a certain amount of reserves. Mr. Urbas also mentioned that the District is looking ahead to a possible elementary school building project in Essex in the next few years and reserves will be needed. Pam Beaudoin, District Superintendent added that because Essex may not approve the proposed operating budget, the reserves may be needed to fund operations despite the District's desire not to continue this unsustainable practice.

After some discussion on what will occur in Essex, Eli Boling, 99 Pleasant Street stated

that he supports this financial plan because drawing on reserves is never a good idea. Sarah Creighton, 37 Proctor Street moved the question. It was seconded and passed by more than two-thirds, with 349 yes, 15 no, 2 abstentions.

Vote

Article 7 was approved with more than a two-thirds vote; 211 yes, 49 no, 3 abstentions.

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 2024 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 2024; 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 2024 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)	\$ 25,000*
2. Trail maps, brochures and digital app	(open space & recreation)	\$ 4,000
3. New Roof for Chowder House and Restrooms, Tuck’s Point	(open space & recreation)	\$ 40,000
4. Signs at Coach Filed and Sweeney Park	(open space & recreation)	\$ 12,000
5. Picnic Tables at Tuck’s Point	(open space & recreation)	\$ 12,000
6. Sound Mitigation for Pickleball Courts	(open space & recreation)	\$ 20,000
7. Lifeguard Chair	(open space & recreation)	\$ 2,100
8. Affordable Housing Trust Project Funding	(community housing)	\$ 200,000
9. Restoration of Town Cemeteries	(historic preservation)	\$ 65,000
10. Library Floodproofing and Generator	(historic preservation)	\$ 45,000
11. Seaside 1 HVAC	(historic preservation)	\$ 8,000
12. Historic Origin of “Masconomo” Sign	(historic preservation)	\$ 3,500
TOTAL		436,600

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

Per petition of the Select Board and the Community Preservation Comm.

Recommendation

The Finance Committee and Select Board recommended approval.

Motion

Jack Burke of the Community Preservation Committee moves, and Catherine Bilotta, Select Board member seconds the article as presented in the Warrant with the following clarifications:

- Items 1, 3, 8, 10, and 11 to be funded from FY2024 CP estimated receipts for the purposes stated,
- Item 2 to be funded taking \$45 from FY2024 CP estimated receipts and \$3,955 from the FY2023 CP Open Space & Recreation fund balance for the purpose stated,
- Items 4, 5, 6, 7 and 12 to be funded from the FY2023 CP undesignated Fund Balance for the purposes state, and

Item 9 to be funded taking \$25,000 from the FY2024 CP estimated receipts and \$40,000 from the FY2023 CP undesignated Fund Balance for the purpose state.

Discussion - None

Vote

Article 8 was approved with a majority vote; 201 yes, 17 no, 3 abstentions.

ARTICLE 9

To see if the Town will vote to raise and appropriate or transfer from available funds \$289,300 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

Recommendation

The Finance Committee and Select Board recommended approval.

Motion

Brian Sollosy, Select Board member moved, and Rebecca Jaques, Chair of the Select Board seconded that the Town raise and appropriate \$289,300 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.

Discussion - None

Vote

Article 9 was approved with a majority vote; 203 yes, 10 no, 8 abstentions

ARTICLE 10

To see if the Town will vote to amend the General By-laws of the Town by adding to Article IV, Section 11 a new revolving fund pursuant to MGL Chapter 44, Section 53E ½ for the Board of Health/Health Department for expenses, supplies, and contractual services necessary for the operation of emergency dispensing sites and clinics, including medical and non-medical/ancillary personnel. The table in Article IV, Section 11 is proposed to be amended as follows (new language shown in bold):

Program or Purpose	Representative of Board Authorized to Spend	Department Receipts
Costs Associated with Town of Manchester Recreation Programs	Recreation Director	Registration Fees or other funds intended to support the programs offered by the Recreation Department
Costs Associated with the operation and supplies necessary for the operation of emergency dispensing sites and clinics	Health Director/Agent and Public Health Nurse	Insurance and other reimbursements for vaccination clinics or other emergency dispensing sites

and to set the Fiscal Year 2024 spending limitations on expenditures from the revolving

fund at \$50,000; or take any other action relative thereto.
Per petition of the Select Board and the Board of Health

Recommendation

The Finance Committee and Select Board recommended approval.

Motion

Catherine Bilotta, Select Board member moved, and Peter Colarusso, Co-Chair of the Board of Health seconded the article as presented in the Warrant.

Discussion

Wendy Hansbury, the Health Agent explained that the Board of Health will use the proposed vaccine revolving fund to support annual and emergency immunization financing distinct from the department's budget.

Vote

Article 10 was approved with a majority vote; 191 yes, 22 no, 4 abstentions.

ARTICLE 11

To see if the Town will vote, pursuant to the provisions of MGL c.44, §53E½ to set the following Fiscal Year 2024 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; FY2024 spending limit: \$375,000.

Or take any other action relative thereto.

Per petition of the Select Board

Recommendation

The Finance Committee and Select Board recommended approval.

Motion

Ann Harrison, Vice-Chair of the Select Board moved, and John Round, Select Board member seconded the article as presented in the Warrant.

Discussion - None

Vote

Article 11 was approved with a majority vote; 200 yes, 115 no, 3 abstentions.

ARTICLE 12

To see if the Town will vote to adopt the provisions of MGL Chapter 41, Section 110A allowing for Town offices to be closed on Saturdays, and the provisions of MGL Chapter 4, Section 9 shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday; or take any other action relative thereto.

Per the petition of the Select Board

Recommendation

The Finance Committee took no position. The Select Board recommended approval.

Motion

John Round, Select Board member moved, and Brian Sollosy, Select Board member seconded the article as presented in the Warrant.

Discussion

Mr. Round explained that this is a local option offered by the State that allows a Town Hall

to remain closed on Saturdays despite certain state deadlines such as voter registration that might fall on a Saturday. With on-line registration, there is no need to have the Town Hall open on that day.

Vote

Article 12 was approved with a majority vote; 197 yes, 14 no, 5 abstentions

ARTICLE 13

To see if the Town will vote to rescind MGL Chapter 90, Section 20A establishing parking fines at \$25.00 and adopt MGL Chapter 90, Section 20A ½ establishing parking fines at \$50.00 or as otherwise stated in Section 20A ½; or take any other action relative thereto. Per the petition of the Select Board

Recommendation

The Finance Committee and the Select Board recommended approval.

Motion

Brian Sollosy, Select Board member moved, and Catherine Bilotta, Select Board member seconded the article as presented in the Warrant.

Discussion

Mr. Sollosy explained that the increase in fine may help the Town increase turnover on street parking.

Wendy Dixon, 295 Summer Street was concerned because it may adversely affect tourism. Eli Boling, 99 Pleasant Street questioned whether the police can double ticket and if they already do that.

Police Chief Todd Fitzgerald said that they can double ticket and they do.

Vote

Article 13 was approved with a majority vote; 140 yes, 70 no, 4 abstentions.

ARTICLE 14

To see if the Town will vote to adopt the provisions of MGL Chapter 148, Section 26I establishing the requirement the any building constructed or substantially renovated to constitute the equivalent of new construction, and is occupied in whole or in part for residential purposes and contains four or more dwelling units including lodging houses, boarding houses, fraternity houses, dormitories, apartments, town houses, condominiums, hotels, motels or group residences, shall be equipped with an approved automatic sprinkler system; or take any other action related thereto.

Per the petition of the Select Board

Recommendation

The Finance Committee took no position and the Select Board recommended approval.

Motion

Ann Harrison, Vice-Chair of the Select Board moved, and Catherine Bilotta, Select Board member seconded the article as presented in the Warrant.

Discussion

Ms. Harrison explained that because a sprinkler system is the most effective way to maintain fire safety, Fire Chief Jason Cleary requested that we bring this article to the voters.

Mary Foley, 1 Pulaski Drive voiced concerns about the language of “dwelling unit” and asked that the Meeting postpone this vote until we get more clarity.

Town Counsel explained that this language recites the statutory language.

Vote

Article 14 was approved with a majority vote; 159 yes, 49 no, 6 abstentions.

ARTICLE 15

To see if the Town will vote to grant the Select Board authority to research, develop, and participate in a contract or contracts, to aggregate the electricity load of the residents and businesses in the Town and other related services, independently, or in joint action with other municipalities, retaining the right of individuals and businesses to opt-out of the aggregation; or take any other action relative thereto.

Per the petition of the Select Board

Recommendation

The Finance Committee and Select Board recommended approval.

Motion

Catherine Bilotta, Select Board member moved, and Rebecca Jaques, Chair of the Select Board seconded the article as presented in the Warrant.

Discussion

Ms. Bilotta explained that many towns have adopted aggregation and achieved lower rates as well as renewable supply options by doing so. She emphasized that any resident who chose to do so would be able to opt out of the program.

Isabella Bates, 2 Masconomo Street, Alida Bryant, 57 Old Essex Road and Laura Tenny, 86 Pine Street both spoke in favor of the motion.

Mary Foley, 1 Pulaski Drive asked that the Meeting vote no because it gives too much authority to the Select Board without any data.

Vote

Article 15 was approved with a majority vote; 186 yes, 26 no, 2 abstentions.

ARTICLE 16

To see if the Town will vote to accept the provisions of MGL c. 40, §42G-I and MGL c 40, §42K allowing for the levy of special assessments to meet the whole or part of the cost incurred of laying water pipes for the conveyance or distribution of water and allowing such assessments of water betterments through the so-called “uniform unit method”; or take any other action relative thereto.

Per the petition of the Select Board

Recommendation

The Finance Committee and Select Board recommended approval.

Motion

Ann Harrison, Vice-Chair of the Select Board moved, and Brian Sollosy, Select Board member seconded the article as presented in the Warrant.

Discussion

Ms. Harrison explained that by approving this article it would be possible for residents along a road without town water lines to seek approval for the Town to install a public water line and the residents would reimburse the Town through betterments placed on their property taxes.

Ms. Harrison explained that the Town already allows funding of extending sewer lines through betterments; this proposal would provide consistency for water lines.

Sandy Rogers, 82 Old Essex Road, asked whether 100% of the cost would be paid by residents served by the new water line or whether the Town would pay some of the cost. Town Administrator Federspiel replied that the Select Board’s practice (acting in their capacity as Sewer Commissioners) had always required that residents pay the full cost. The use of

any town funds would first have to be approved by the voters at a town meeting.

Vote

Article 16 was approved with a majority vote; 195 yes, 11 no, 4 abstentions.

ARTICLE 17

To see if the Town will vote to amend the Zoning By-laws, by adding a new Section 8.6 Adult Entertainment to provide regulations of such establishments by special permit of the Planning Board; or take any other action relative thereto.

The full text of the proposed changes is as follows:

8.6 Adult Entertainment Establishments

8.6.1 Purpose and Intent: It is the purpose of this section to establish reasonable and uniform regulations to prevent the concentration of sexually oriented businesses within the Town of Manchester by the Sea in accordance with MGL chapter 272, Section 31 and MGL chapter 40A, Section 9A.; and, it is the intent to promote the health, safety and general welfare of the citizens of Manchester by the Sea; and it is the intent of this section that these provisions be utilized to prevent the problems of blight, deterioration and/or secondary impacts (increased crime, adverse impacts on health, adverse impacts on business climate of the Town, adverse impacts of property values of residential and commercial properties, and adverse impacts on the quality of life in the Town) which typically accompany and are brought about by the concentration of sexually oriented businesses. All of said secondary impacts are adverse to the health, safety and general welfare of the Town and its residents.

Furthermore, the provisions of this By-law have neither the purpose or intent of imposing a limitation on the content of any communicative matter or materials, including sexually oriented matter or materials. Similarly, it is not the purpose and intent of this By-law to restrict or deny access by adults to Adult Entertainment Establishments or to sexually oriented matter or materials that are protected by the Constitution of the United States of America or of the Commonwealth of Massachusetts, nor to restrict or deny rights that distributors or exhibitors of such matter or materials may have to sell, rent, distribute or exhibit such matter or materials. Neither is it the purpose or intent of this By-law to legalize the sale, rental, distribution or exhibition of obscene or other illegal matter or materials.

MGL Chapter 272, Section 31 and MGL Chapter 40A, Section 9A allow a municipality to issue and control special permits for adult bookstores, adult motion pictures theaters, adult paraphernalia stores, adult video stores or establishments which display live nudity.

8.6.2 Definitions: Definitions for this Section shall be as defined in MGL. Chapter 40A, Section 9A and in MGL Chapter 272, Section 31.

8.6.3 Applicability. An Adult Entertainment Establishment may be permitted as set forth in the Table of Use Regulations by special permit of the Planning Board provided a written decision is issued by said Board that the special permit decision criteria of this bylaw have been met.

Adult Entertainment Establishments shall be allowed in the Limited Commercial District as a Special Permit only, provided that the following locational standards, site appearance criteria and other conditions are complied with:

8.6.3.1 No structure containing an Adult Entertainment Establishment shall be permitted within any of Manchester by the Sea's School Zones, 1,000 ft. of the property line of a church or place of worship, parish house or convent, a public, parochial or private school, another structure containing an adult use, a structure proposed to contain an adult use for which a building permit has been applied for, or 400' of a residence or child day care facility. The measure of distance between any Adult Entertainment Establishment and other named point of reference shall be measured in a straight line.

8.6.3.2 No sexually explicit material or advertising shall be visible from outside the building.

8.6.3.3 No private viewing rooms or booths shall be constructed unless one side is always open to a public central area.

8.6.3.4 No one under the age of eighteen (18) shall be permitted inside such a use and a procedure shall be developed to keep those under eighteen (18) from entering the building.

8.6.3.5 Adult Entertainment Establishments which have been established at their existing locations prior to the effective date of this By-Law and which are not in conformity with the requirements of this By-law, may continue to operate until one year after the effective date of this By-law. Thereafter, unless any such Adult Entertainment Establishment conforms to the provisions of this By-Law, it shall no longer be permitted to operate.

8.6.3.6 Said Board shall prohibit the issuance of such special permits to any person convicted of violating the provisions of MGL section sixty-three of chapter one hundred and nineteen or MGL section twenty-eight of chapter two hundred and seventy-two.

8.6.4. Restrictions on Other Retail Uses.

For those retail uses permitted by right in the General and Limited Commercial Districts which sell sexually explicit goods and paraphernalia but do not meet the 25% thresholds outlined in Section 8.6.2, such goods and paraphernalia shall be located either behind a counter, or in a separate room or enclosure where citizens under the age of 18 are not allowed to enter. Such sexually explicit goods and paraphernalia must be located so that the materials in question are not within view of minors or readily visible to children.

8.6.5 The measure of distance between any adult use and other named point of reference shall be measured in a straight line.

8.6.6 Once established in a permitted location under this Ordinance, an adult use operating as a conforming use is not rendered a non-conforming use by the subsequent location of:

A. A church or place of worship, parish house or convent within 1,000 ft.

B. A residence or child day care facility within 400 ft.

C. A public, parochial, or private school within 1,000 ft. or the designation of a School Zone within 1,000 ft.

8.6.7 Violation of the use provisions of this ordinance is declared to be a public nuisance per se, which shall be abated by the Town by way of civil abatement procedures.

8.6.8 Nothing in this Ordinance is intended to authorize, legalize, or permit the establishment, operation, or maintenance of any business, building or use which violates any Town of Manchester by the Sea bylaw or the Commonwealth of Massachusetts regarding public nuisances, sexual conduct, lewdness or obscene or harmful matter or the exhibition or public display thereof.

8.6.9 If any section, subsection, sentence, clause, phrase, or any portion of this Bylaw is for



April 2023 - MERSD Soundwaves Perform at Town Meeting



April 2023 Annual Report Prep.



Winthrop Field by Mike Chapman



May 2023 - Memorial Day Service

any reason held to be invalid or unconstitutional by the decision of any court or competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw. Per Petition of the Select board and Planning Board

Recommendation

The Finance Committee took no position and the Select and Planning Boards recommended approval.

Motion

Susan Philbrick of the Planning Board moved, and Ron Mastrogiacomo, Chair of the Planning Board seconded the article as presented in the Warrant.

Discussion

Moderator Wilson explained that the Planning Board did hold the statutory public hearing on February 27, 2023, and recommended approval. He also noted that amending the Zoning By-law requires a 2/3 majority under the Zoning Enabling Act, M.G.L. Ch. 40A, §5. Ms. Philbrick explained that this is a new bylaw that is proactive to protect our Town from a potential adult entertainment application. Presently, the Town does not have any recourse if an application did come.

Amendment

John Keefe, 8 Victoria Road moved to amend the bylaw by changing the 400-foot distance from a residence or child day care facility in sections 8.6.6B and 8.6.3.1 to 1,000 feet. The amendment was seconded.

Discussion

Town Counsel was unsure of whether the Attorney General would accept that change and if they did, would it affect the complete bylaw or just those sections.

Moderator Wilson explained that while the main motion would require approval by a 2/3 vote, the amendment needed only a simple majority for adoption.

Vote on the Amendment

Moderator Wilson stated that the amendment prevailed by majority vote, 129 to 63, 6 abstentions.

Vote

Moderator Wilson declared that the main motion as amended prevailed by more than a two-thirds vote, 192 yes, 8 no, 1 abstention.

ARTICLE 18

To see if the Town will modify the Zoning Bylaws by amending section 9.1.2: Accessory Dwelling Units in Single Residences Districts A, B, C, and E of the Zoning By-Laws as follows; or take any other action relative thereto:

Deleting Section 9.1.2.2 (a) “Except in Single Residential District E, the lot size shall be two (2) times the minimum lot size as determined by zoning regulations” and replacing it with a new Section 9.1.2.2 (a) as follows: Except in Single Residential District E, the lot size shall meet the minimum lot size requirement within the zoning regulations for the district.”

Amending 9.1.2.2 (b) by deleting “the single family dwelling shall have existed on the lot as of March 1, 1984” and replacing it with “The single family dwelling shall have existed on the lot with an occupancy permit for five (5) or more years.

Adding to Section 9.1.2.2 (d) a second sentence. The new sentence reads as follows: “The second unit shall be subject to a lease of at least twelve (12) months in duration, pursuant to applicable regulations.”

Thus, the amended section 9.1.2 is proposed to be as follows with the new wording in bold:

9.1.2 Accessory Dwelling Units in Single Residence Districts A, B, C, and E:

9.1.2.1 An owner or owners of a single-family dwelling in Single Residence Districts A, B, C, and E may apply to the Board of Appeals for a Special Permit for the construction of one accessory dwelling unit in such single family dwelling.

9.1.2.2 After notice and public hearing the Board of Appeals may grant such a permit provided that:

(a) Except in Single Residential District E, the lots size shall meet the minimum lot size requirement within the zoning regulations for the district.

(b) The single-family dwelling shall have existed on the lot with an occupancy permit for five (5) or more years.

(c) Off-street parking for at least four (4) vehicles shall be provided in a manner consistent with the character of a single-family dwelling.

(d) Either the accessory dwelling unit or the main dwelling shall be occupied by the owner of the property except for temporary absences of up to one year. The second unit shall be subject to a lease of at least twelve (12) months in duration, pursuant to applicable regulations.

(e) The construction and occupancy of the accessory dwelling unit will not be detrimental to the neighborhood or injurious to persons or property.

(f) The accessory dwelling unit is accessory to the principal residence. The floor area of the accessory dwelling unit will not exceed 35% of the floor area of the principal dwelling and the accessory dwelling unit combined.

(g) No exterior changes shall be made which alter the single-family character of the dwelling. Any additions made shall not increase the floor area or volume by more than 10% and shall meet all applicable setback requirements.

(h) Adequate provisions shall be made for the disposal of sewage, waste and drainage caused by the occupancy of such dwelling unit.

(i) There is no other accessory dwelling unit in the dwelling.

(Continued as currently in the bylaw . . .)

Per Petition of the Select board and Planning Board

Recommendation

The Finance Committee took no position.

The Select and Planning Boards recommended to pass over.

Motion

Chris Olney moved to pass over and take no action on Articles 18 & 19 and Ron Mastrogiacomo seconded.

Discussion

Mr. Olney explained that the Planning Board did not have enough time to prepare these bylaws due to the timing of the receipt of the Attorney General approvals for the bylaws passed in November of 2022.

Vote

Moderator Wilson declared a unanimous vote with a voice vote.

ARTICLE 19

To see if the Town will vote to amend the Zoning By-laws, by adding a new Section 9.3. Senior Housing to provide regulations that allow, by special permit, the development and use of alternative housing and nursing care for seniors and to create health care, housing and other supportive services for the senior populations in all Districts and amending the Table 4.2 Table of Use Regulations to add Senior Housing by Special Permit of the Plan-

ning Board in all Districts, or take any other action relative thereto.
The full text of the proposed changes is as follows:

Adding a row to Table 4.2 Manchester-by-the-Sea Table of Allowed Uses in subsection A, 7. to indicate Senior Housing, subject to footnote 16, as an allowed use by special permit by the Planning Board (PB) in Single Residence Districts A, B, C, and E and Residence Districts D1 and D2, General District and Limited Commercial District, consistent with the following example, with the new row in bold

Districts								
Use	A	B	C	D1	D2	E	G	LCD(1)
Residential								
7. Senior Housing (16)	PB	PB	PB	PB	PB	PB	PB	PB

2. Adding a new footnote in the Notes to Table section of Table 4.2 reading as follows in bold:

 Note 16. See Section 9.4 for requirements.”

3. 9.4 SENIOR HOUSING

9.4.1 Purpose. The objectives of this Section are to achieve the following public purposes:
1. To provide for the development and use of alternative housing and nursing care for seniors.

2. To create home health care, housing and other supportive services for the senior population outside of an institutional setting.

3. To provide housing which is less costly.

4. To provide such accommodations in a manner harmonious with the surrounding land uses while protecting community character, natural resources and open space.

 9.4.2 Definitions. See Section 2, “Senior Housing.” (already in the bylaw)

9.4.3 Applicability. The Planning Board may grant a special permit for Senior Housing as defined in Section 2 and as set forth in the Table of Allowed Uses, subject to the requirements of this Section.

1. This Section shall not apply to Senior Housing existing on the date of adoption of this Section.

2. An Independent Living Facility as defined in Section 2 located in the Limited Commercial District must be part of a larger complex of Senior Housing (as defined in Section 2) and senior-oriented facilities which may include assisted living, long-term care, nursing, and adult day care programs.

3. Each dwelling unit shall be deed restricted to be occupied by at least one person over the age of 55. All other residents shall be over the age of 18.

9.4.4 Dimensional Requirements and Design Standards. Dimensional requirements and design standards shall be as follows:

1. Minimum Lot Size. The minimum lot size (square feet) shall be that required in the District.

2. Building Height. Any addition or new construction shall not exceed the height restrictions of the District. This shall not preclude the reuse and renovation of existing structures which may exceed this height limit.

3. Building Coverage. The maximum building coverage, including accessory buildings, shall conform to the requirements for new construction or expansion of existing structures in that District.

4. Building Setbacks. Buildings shall have the setbacks required in the District.

5. Setback from Residential Dwellings. All new buildings associated with the Senior

Housing Facility shall be no closer than 50 feet from existing residential dwellings; however, with respect to accessory structures not greater than 300 square feet, the Planning Board, in its discretion, may reduce said setback by an amount up to but not greater than 30 feet if it determines that said structure will not adversely impact the use and enjoyment of the existing residential dwelling.

6. Minimum Lot Frontage. The minimum lot frontage shall conform to the requirements of the district where such use is located.

7. Design Standards. In addition to the listed requirements the following shall be required:

a. Senior Housing shall be limited to no more than two (2) bedrooms per living unit.

b. At least one bedroom and bathroom shall be located on the same floor as the kitchen and living/family room.

c. Maximum area shall be 1,200 net square feet for a 2-bedroom unit; 900 net square feet for a one-bedroom unit; and 600 net square feet for a studio unit.

d. All units shall be American with Disabilities (ADA) compliant, in accordance with the laws of the Commonwealth of Massachusetts.

8. Town Services. Where available, facilities shall be serviced by public water and sewer of sufficient capacity to serve the project. Any extension and/or replacement of sewer and/or water lines necessary to provide sufficient capacity shall be the responsibility of the applicant.

9. Transportation Services. The operator of the facility shall be encouraged to provide or arrange for transportation to town services and facilities.

10. Common Open Space: In the Residence Districts, there shall be an area of contiguous common open space accessible to all residents equal to at least 20% of the lot area. Land set aside for sewage treatment facilities, roadways, driveways, parking areas or wetlands may not be included in the calculation of open space. The Planning Board, in its discretion, may increase this requirement.

11. Parking. The minimum number of parking spaces required in Section 6 may be altered by Special Permit.

12. Access and On-site Circulation. Adequate on-site circulation shall be provided to and from the site, taking into consideration the adjacent sidewalks and streets and accessibility of the site and building(s) thereon for emergency vehicles. Adequate provision shall be made for off-street loading and unloading requirements of delivery vehicles and passengers using private transportation.

13. Public Safety. The facility shall have an integrated emergency call, telephone and other communication system to provide monitoring for its residents. There shall be sufficient site access for public safety vehicles. A plan shall be approved by the Fire Department for the emergency evacuation of residents with emphasis on ensuring the safety of residents with physical impairments. The Planning Board shall consult with the Fire Chief and Chief of Police in its review.

14. Landscaping. Landscaping and screening are required to obscure visibility from beyond the boundaries of the premises of parking areas, dumpster locations and loading areas. The minimum setback from all property lines of such parking areas, dumpster locations, and loading areas, except for their points of ingress and egress, shall be 15 feet.

15. Conversion of Existing Structures. Applicants are encouraged to convert existing buildings that are no longer needed or suitable for their original use to senior housing facilities. The Planning Board shall consider such conversions if they are compatible with the character of the neighborhood, and which take into consideration the interests of abutters, neighbors and the public, especially where the site abuts a residential area or the building(s) merit preservation. Any non-conformity must be referred to the Board of Appeals for consideration under Section 7 of this Zoning Bylaw.

9.4.5 Accessory Uses. At the sole discretion of the Planning Board during the special

permit application, the operator of the Senior Housing Facility may also be permitted to provide optional services on the site for the convenience of residents, including but not limited to transportation, barber/beauty services, sundries for personal consumption, laundry services and other amenities, provided such uses serve primarily the residents and staff of the Senior Housing Facility and the accessory uses shall be wholly within a residential structure and shall have no exterior advertising display. A Senior Housing Facility may also provide adult social day care to nonresident participants as an accessory use.

9.4.6 Special Permit Procedure. The procedure for the granting of a special permit under this Section shall be governed by the relevant sections of this By-laws.”
Per Petition of the Select board and Planning Board

Recommendation

The Finance Committee took no position.
The Select and Planning Boards recommended to pass over.

Vote

See Article 18, above.

ARTICLE 20

To see what sum of money the Town will vote to appropriate or transfer from available funds for the purpose of reducing the tax rate; or take any other action relative thereto.
Per petition of the Board of Selectmen

Recommendation

The Finance Committee and Select Board both recommended passing over this article.

Motion

Motion

Becky Jaques moved to pass over, and Sarah Mellish seconded.

Discussion - None

Vote

A voice vote was taken, and Moderator Wilson declared a unanimous vote.

Dissolution

Becky Jaques moved, and Ann Harrison seconded to dissolve the Meeting.
Voice vote was unanimous, and Moderator Wilson declared the Meeting dissolved at 9:55pm. He thanked everyone for coming.

Please be advised that the amendment to the General Bylaws of the Town of Manchester-by-the-Sea adopted under Article 10 of the Warrant for the Annual Town Meeting that convened on April 3, 2023, and adjourned on the same day have been approved by the Attorney General on June 15, 2023.

The amendment to the Town of Manchester-By-The-Sea Zoning By-laws adopted under Article 17 of the Warrant for the Annual Town Meeting that convened on April 3, 2023 and adjourned on the same day has been approved by the Attorney General on June 15, 2023.



June 2023 - Pride Ceremony



July 2023 - Swearing in Ceremony of New Fire Chief and Firefighters

TOWN OF MANCHESTER-BY-THE-SEA
SPECIAL TOWN MEETING – JUNE 28, 2023
Memorial Elementary School,
43 Lincoln Street, Manchester, MA 01944
6:30pm

The quorum of 100 voters was reached by 6:30pm and Moderator Wilson called the Special Town Meeting to order. After the Pledge of Allegiance and the preliminary acknowledgements and information, the Meeting set itself to the business of the day. The final tally of attendees was 266 voters plus 11 non-voters. There were 4,366 registered voters in Manchester-by-the-Sea.

ARTICLE 1:

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 - 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-three, or take any other action relating thereto.

Per petition of the Select Board

The Select Board & Finance Committee recommended approval.

Motion A

Chris Reed of the Manchester Essex Regional School Committee moved and Erica Spencer, 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-three.

Discussion

None.

Action

Motion prevailed with a majority vote; 173 yes, 6 no, 1 abstention.

Motion B

Chris Reed of the Manchester Essex Regional School Committee moved and Erica Spencer, also of the Manchester Essex Regional School Committee seconded that the Town raise and appropriate \$16,044,334 to fund the Town's revised assessment from the Manchester Essex Regional School District for the fiscal year beginning July first, two thou-

sand twenty-three for the gross operating and maintenance budget, and further, to rescind the prior appropriation made under Article 6, Motion 2 of the April 3, 2023 Annual Town Meeting in the amount of \$16,535,944.

Mr. Reed of the Manchester Essex School Committee introduced the second motion under Article 1 asking for support of the “Compromise Budget”. He explained that the original budget presented in the Spring was a fiscally sound, level-services proposal, created with the financial constraints of Manchester and Essex in mind. The original budget maintained the same program scope, class size, course offerings, and services, while providing resources needed to support the MERSD Strategic Plan. Although the budget was approved at both Town Meetings it did not pass at the ballot box in Essex. This “compromise budget” is \$781,000 less and includes a reduction in staff and the use of reserve funds. Mr. Reed acknowledged that our current budget challenge is not a one-year issue and that the School Committee hopes to return to our tradition of collaboratively addressing the issues before us.

Discussion

None.

Action

Motion prevailed with a majority vote; 187 yes, 27 no, 4 abstentions.

ARTICLE 2 :

To see if the Town will raise and appropriate \$400,000 for the purpose of paying a portion of the Town’s share of the Manchester Essex Regional School District’s costs related to renovating and making extraordinary repairs and other improvements to the District’s outdoor athletic facilities, and for payment of all costs incidental and related thereto, or take any other action relative thereto.

Per petition of the Select Board
The Select Board and Finance Committee recommended approval.

MOTION

Ann Harrison moved and John Round seconded the Article as presented in the warrant.

Ms. Harrison, Chair of the Select Board explained that this article proposes to use \$400,000, a portion of the amount that Manchester is saving due to the new compromise school budget, to reduce the Town’s assessment for the School District’s borrowing for the athletic fields that were approved at the Annual Town Meeting, April 3, 2023.

Discussion

Questions were raised concerning the maintenance and safety of the fields as well as the commitment of the Town of Essex to pay their share.
Town Administrator Greg Federspiel explained that it is in the Regional Agreement that if Essex opts out of paying their share, Manchester will not be required to pay, and the School District will use its reserve fund for the cost.
Ken Warnock of 5 Running Ridge Row moved the question and it was seconded.
With the vote of 219 yes, 29 no, 1 abstention, the motion prevailed to end debate by the required 2/3rd majority.

Action

Motion prevailed with a majority vote; 208 yes, 40 no, 0 abstentions.

ARTICLE 3:

To see if the Town will vote to amend the Zoning By-Laws by deleting Section 12.0 (“Administration and Procedures”) in its entirety and substituting a new Section 12.0 (“Administration and Procedures”) in its place, or take any other action relative thereto. The full text of the proposed changes is available at the Town Clerk’s Office, the Library, or on-line at the Town’s web site at

<http://www.manchester.ma.us/384/Planning-Board>

or <http://www.manchester.ma.us/503/Town-Meetings-and-Elections>.

Per Petition of the Select Board and Planning Board

The Select Board and the Planning Board recommended approval.

MOTION

Sarah Creighton moved and Ron Mastrogiacommo seconded to amend the Town’s Zoning By-laws by deleting Section 12.0: Administration and Procedures in its entirety and substituting a new section 12.0: Administration and Procedures in its place as printed in the Special Town Meeting Article 3 handout noting the following change: Line 46 – delete the phrase “upon conviction”:

Discussion

Ms. Creighton, Vice-Chair of the Planning Board explained that at this Special Town Meeting, the Planning Board is presenting the last section of the zoning bylaws to be updated and to fix some typos. Article 3 is asking to replace Section 12.0 (Administration and Procedures). This update details the role of the Planning Board, allows for stronger penalties for zoning violations, details projects subject to site plan review and includes two legally required sections, housing protocols that follow the ADA standards and procedures to review certain non-profit uses. This section does not change any requirement for site plan review or take away any land use rights. This update has been vetted by our Town Counsel.

Sarah Mellish, Chair of the Zoning Board of Appeals spoke of the ZBA’s unanimous support of the three proposed zoning articles, acquiescing that they are not perfect but good enough for the Town to move forward.

Voters who spoke against the motion under Article 3 were Mary Foley of the Planning Board, Ron Skates of 4 Boardman Avenue, Kevin Leach of 33 Summer Street and Jon Keefe of 8 Victoria Road.

Voters expressing approval of the motion under Article 3 were Sylvia Vriesendorp of 52 Masconomo Street, Isabella Bates of 2 Masconomo Street, Sandy Bodmer-Turner of 89 School Street and Jody Morse of 11 Jersey Lane.

Jon Keefe moved to amend the main motion under Article 3 by making the following changes:

In Section 12.5.2, #1. Change “1. Standards set forth in Section 6.3.” to read “1. Standards set forth in Section 6.3 excluding the last sentence of Section 6.3.2 with respect to waivers for Special Permits and excluding Section 6.3.13 with respect to waivers for Special Permits.”

In Section 12.5.2, add “9. Adequacy of the site in terms of size for the proposed use.” and “10. Suitability of the site for the proposed use.”

In Section 12.5.2, delete from #5 “and social structures”.

In Section 12.5.2, delete “8. Climate resiliency and adaptation.” and renumber #9 as #8.

The motion was seconded.

Ms. Creighton cautioned the Meeting to not make changes to the document without a comprehensive review.

Adam Zaiger of 21 Union Street moved to amend Mr. Keefe’s amendment by deleting the full amendment and changing the word “shall” to the word “may” in Section 12.5.5. The motion was seconded.

Ken Warnock of 5 Running Ridge Row moved the question and it was seconded.

With the vote of 209 yes, 21 no, 1 abstention, the motion prevailed to end debate by the required 2/3rd majority.

Action

For the Zaiger motion, which strikes the Keefe amendment and changed one word in Section 12.5.5, the motion prevailed with a majority vote; 171 yes, 57 no, 1 abstention.

For the Keefe motion as amended by Mr. Zaiger, the motion prevailed with a majority vote; 174 yes, 54 no, 1 abstention. The result was to amend the main motion by substituting “may” for “shall” in Section 12.5.5.

The main motion as amended prevailed with more than the required 2/3rds vote; 182 yes, 43 no, 2 abstentions.

Full Text of the Approved Amendment:

SECTION 12.0 ADMINISTRATION AND PROCEDURES

12.1 PERMITS.

12.1.1 Inspector of Buildings.

The office of the Inspector of Buildings is responsible for the issuance of building permits. The Inspector of Buildings shall withhold a permit for the construction, alteration or moving of any building or structure if the building or structure as constructed, altered or moved would be in violation of this By-law and no permit shall be granted for a new use of a building, structure or land which use would be in violation of this By-law. When a special permit, site plan approval, or variance has been granted with conditions, such conditions shall be enforced by the Inspector of Buildings.

12.1.2 Certificate of Occupancy. No use or occupation of land for any purpose for which a certificate of occupancy is required shall be made, in whole or in part, until such a certificate has been issued by the Inspector of Buildings stating that the use of land and structure, if any, complies with this By-law and other applicable codes in effect at the time of issuance.

12.2 ENFORCEMENT

12.2.1 Inspector of Buildings. The office of the Inspector of Buildings is responsible for the enforcement of this By-law. The Inspector of Buildings is also responsible for the enforcement of any conditions set forth in site plan approval, a special permit, or a variance. If the Inspector of Buildings is requested in writing to enforce these By-Laws against

any person allegedly in violation of same, and the Inspector of Buildings declines to act, he or she shall notify, in writing, the party requesting such enforcement of any action or refusal to act, and the reasons therefor within fourteen (14) days of receipt of such request.

12.2.2 Criminal Disposition.. Any person violating any provision of this By-law, upon conviction, shall be fined \$300 for each offense, and each day that such violation continues shall constitute a separate offense.

12.2.3 Noncriminal Disposition. In addition to the procedures for enforcement as described in the previous paragraph, the provisions of this By-law may be enforced by the Inspector of Buildings by noncriminal complaint pursuant to the provisions of G.L. c. 40, s. 21D. The penalty for any person violating any provision of this By-law, upon conviction, shall be fined \$300 for each offense, and each day that such violation continues shall constitute a separate offense.

12.3 ZONING BOARD OF APPEALS

12.3.1 Appointment; Organization. The Zoning Board of Appeals shall consist of five (5) regular members and two (2) associate members appointed by the Select Board for three-year terms. The regular members shall be appointed such that the term of at least one member shall expire each year. Vacancies shall be filled in the same manner as appointments. The Zoning Board of Appeals shall elect one (1) of its members as chairman and one of its members as clerk, each to serve for a one (1) year term. The two (2) associate members shall be appointed such that their terms do not expire the same year.

12.3.2 Removal. A member may be removed only for cause by the Select Board and only after a written statement of the facts on which removal for cause is based has been presented to such member and a public hearing has been held at which the member has been afforded the opportunity to be heard.

12.3.3 Powers. The Zoning Board of Appeals shall have and exercise all the powers granted to it by Chapters 40A, 40B, and 41 of the General Laws and by this By-law. The Board's powers are as follows:

1. To hear and decide applications for special permits. Unless otherwise specified herein, the Zoning Board of Appeals shall serve as the special permit granting authority.
2. To hear and decide appeals or petitions for variances from the terms of this By-law, with respect to particular land or structures, as set forth in G.L. c. 40A, s. 10. The Zoning Board of Appeals shall not have the power to grant use variances.
3. To hear and decide appeals taken by any person aggrieved by reason of his inability to obtain a permit or enforcement action from any administrative officer under the provisions of G.L. c. 40A, ss. 8 and 15.
4. To hear and decide comprehensive permits for construction of low or moderate income housing by a public agency or limited dividend or nonprofit corporation, as set forth in G.L. c. 40B, ss. 22-23.

12.3.4 Regulations. The Zoning Board of Appeals may adopt rules and regulations for the administration of its powers.

12.3.5 Fees. The Zoning Board of Appeals may adopt reasonable administrative fees and technical review fees for petitions for variances, administrative appeals, and applications for comprehensive permits.

12.4 PLANNING BOARD

12.4.1 Establishment. The Planning Board has been established in accordance with MGL c. 41, Section 81A. The Planning Board shall consist of seven (7) elected members, elected for three-year terms.

12.4.2 Powers. The Planning Board shall have the following powers:

1. To oversee the contents of the Zoning By-Law of Manchester-by-the-Sea Zoning By-Law.
2. To hear and decide applications for special permits, when designated as the SPGA in this By-law.
3. To hear and decide applications for site plan approval pursuant to Sections 12.5 and 12.6.
4. To endorse Approval Not Required Plans.
5. To hear and decide applications for Subdivisions.
6. To administer the Subdivision Control Law.
7. To adhere to and oversee other planning functions as specified in MGL. c. 40A.

12.4.3 Regulations. The Planning Board may adopt rules and regulations for the administration of its powers.

12.4.4 Fees. The Planning Board may adopt reasonable administrative fees and technical review fees for applications for special permits and site plan review, as specified in G.L. c. 40A. and in G.L. c. 44, s 53G.

12.5 SPECIAL PERMITS

12.5.1 Special Permit Granting Authority. When designated by this By-law and the General By-law, the Zoning Board of Appeals, the Select Board, and the Planning Board shall act as the Special Permit Granting Authority (SPGA).

12.5.2 Criteria. Special permits shall be granted by the Special Permit Granting Authority, unless otherwise specified herein, only upon its written determination that the adverse effects of the proposed use will not outweigh its beneficial impacts to the Town or the neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to that site. The Planning Board or SPGA shall rely on the Performance Standards included in Section 6.3 of this By-law. In addition to any specific factors that may be set forth in this By-law, the determination shall include consideration of each of the following:

1. Standards set forth in Section 6.3.
2. Social, economic, or community needs which are served by the proposal, if appropriate.
3. Traffic flow and safety, including parking and loading.
4. Adequacy of utilities and other public services.
5. Neighborhood character and social structures.
6. Preservation, enhancement, or creation of existing and proposed scenic viewsheds for the enjoyment of the general public
7. Impacts on the natural environment; and
8. Climate resiliency and adaption
9. Potential fiscal impact, including impact on Town services, tax base, and employment.

12.5.3 Procedures. An application for a special permit shall be filed in accordance with the rules and regulations of the Special Permit Granting Authority.

12.5.4 Conditions. Special permits may be granted with such reasonable conditions, safeguards, or limitations on time or use, including performance guarantees, as the Special Permit Granting Authority may deem necessary to serve the purposes of this By-law. Such conditions may include, but are not limited to the following:

1. Setback requirements greater than the minimum required by this By-law.
2. Requirements as to installation of screening, fencing or other means of protecting adjacent property;
3. Modification of the exterior features or appearance of any structure.
4. Limitation as to size, number of occupants, or method and time of operation of any proposed use.

5. Regulation of number, design and location of access drives and other traffic features.
6. Requirement of off-street parking and other special features.
7. Installation of mechanical or other devices to limit noise, light, odor or other objectional aspects of use; and
8. Requirement for surety bonds or other security for the performance of any conditions attached to the special permit, if appropriate.

12.5.5 Referral. When appropriate, the Zoning Board of Appeals, Select Board and Planning Board, when serving as the SPGA, shall may refer a special permit application to the Board of Health, Conservation Commission, and the Department of Public Works for written comments and recommendations before taking final action on said special permit application. Referral to staff members of these departments, boards, or committees for comments shall be required in all instances. The SPGA may refer a special permit application to any other Town agency, board, or department for comments and recommendations if it so desires before taking final action on said special permit application. A public hearing on said referral shall not be required. Any such Board or Agency to which applications are referred for comment shall make its recommendations and send copies thereof to the SPGA and the applicant within thirty-five (35) days of receipt of the referral request by said board or agency or there shall be deemed no opposition or desire to comment. The SPGA shall not act upon said special permit until either comments from referred board or agencies have been received or said thirty five (35) days have elapsed, whichever is sooner. Applications referred to more than one board or agency may be reviewed jointly by said boards or agencies.

12.5.6 Plans. Unless otherwise provided by rule or regulation of the Special Permit Granting Authority, an applicant for a special permit shall submit a plan in substantial conformance with the requirements of Section 12.5 and Section 6.3, herein. The provisions of this Section shall not apply to applications for special permits pursuant to Section 7.0 to alter a nonconformity. The Zoning Board of Appeals shall establish procedures governing such applications by regulation.

12.5.7 Regulations. The Special Permit Granting Authority may adopt rules and regulations for the administration of this section.

12.5.8 Fees. The special permit granting authority may adopt reasonable administrative fees and technical review fees for applications for special permits. The Planning Board or SPGA may require the establishment of an escrow account, pursuant to G.L. c. 44, s. 53G during the special permit process or site plan approval, to cover all or part of the cost of the technical review required by the project, including services provided by, but not limited to, attorneys, traffic engineers, landscape architects, civil engineers, fiscal analysts, and other professionals. An independent process for selection of consultants and use of escrow accounts shall be established and adopted by each SPGA.

12.5.9 Lapse. Special permits shall lapse if a substantial use thereof or construction thereunder has not begun, except for good cause, within thirty-six (36) months following the filing of the special permit approval (plus such time required to pursue or await the determination of an appeal referred to in G.L. c. 40A, s. 17, from the grant thereof) with the Town Clerk.

12.6 SITE PLAN REVIEW.

12.6.1 Purpose. The purpose of site plan review is to ensure the design and layout of certain developments permitted as a matter of right, by special permit, or by variance. Site plan review is intended to promote suitable development that will not result in a detriment to the neighborhood or the environment.

12.6.2 Applicability. Each SPGA may conduct site plan review while in the process of

conducting the Special Permit review. If a project is a “by right” development, then the Planning Board shall be the entity responsible for conducting the site plan review on that specific project.

1. Any new development, expansion, or change of use other than a single-family or two-family residence which would, under the parking schedule “Off-Street Parking Regulations” of Section 6.1, require five (5) or more parking spaces, regardless of the number of parking spaces preexisting on the premises.

12.6.3 Procedure. The SPGA or the Planning Board shall hold a public hearing for consideration of an application for site plan approval. Said hearing shall be conducted in accordance with the procedures set forth in G.L. c. 40A, s. 11 for special permits. The written decision of the SPGA or Planning Board shall be filed with the Town Clerk within 90 days of the close of the public hearing. Failure to file the decision within 90 days of the close of the public hearing shall be constructive approval of the site plan application.

12.6.4 Site Plan Requirements. Plans subject to site plan review shall be prepared and stamped by a Registered Architect, Landscape Architect, or Professional Engineer licensed by the Commonwealth of Massachusetts. The site plan shall be prepared at a scale no greater than 1”=40’, and shall show the following:

1. Locus map at a scale not greater than 1”=2,000’
2. All existing and proposed buildings and structures.
3. All existing and proposed contour elevations.
4. All existing and proposed parking spaces, driveway openings, driveways, and service areas.
5. All existing and proposed facilities for sewage, refuse, and other waste disposal.
6. All wetlands, surface water, and areas subject to the 100-year flood.
7. All existing and proposed facilities for surface water drainage.
8. All existing and proposed landscape features such as fences, walls, trees and planting areas, walks, and lighting.
9. All contiguous land owned by the applicant or by the owner of the property.

12.6.5 Additional Application Requirements. The applicant shall also submit the following in accordance with Section 6.3.

1. Such material as may be required regarding measures proposed to prevent pollution of surface or ground water, soil erosion, increased runoff, changes in groundwater level, and flooding.
2. Such material as may be required regarding design features intended to integrate the proposed new development into the existing landscape, to enhance aesthetic assets, and to screen objectional features from neighbors.
3. Such material as may be required regarding the projected traffic-flow patterns into and upon the site for both vehicles and pedestrians and an estimation of the projected number of motor vehicle trips to and from the site for an average day and for peak hours.
4. Such material as may be required to evidence compliance with the Performance Standards of Section 6.3

12.6.6 Waiver of Technical Compliance. The SPGA or the Planning Board may, upon written request of the applicant, waive any of the technical or procedural requirements of this Section where the project involves relatively simple development plans.

12.6.7 Decision; Criteria. A majority vote of the SPGA or the Planning Board shall be required for site plan approval. The Planning Board may impose reasonable conditions at the expense of the applicant to promote these objectives. Site Plan approval shall be granted upon determination by the Planning Board that the plan meets the following objectives. Any new building construction or other site alteration shall provide adequate access



August 2023 - Festival by the Sea



August 2023 - First Day of School Slush with Fire and Police



October 2023 - Boosters Carnival Returns



October 2023 - Fire Department Chili Cookoff

to each structure for fire and service equipment and adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Rules and Regulations Governing the Subdivision of Land in Manchester-by-the-Sea, Massachusetts. The SPGA or the Planning Board shall use the parking, signage, landscaping and other performance standards prescribed in Section 6.0 of this By-law in considering all site plans, in order to promote the following goals:

1. Protection of adjacent areas against detrimental or offensive uses on the site by provisions of adequate surface water drainage, buffers against lighting, sight, sound, dust, vibration, and the allowance of sun, light, and air.
2. Convenience and safety of vehicular, bicycle, and pedestrian movement within the site and in relation to adjacent areas.
3. Adequacy of facilities of handling and disposal of refuse and other production by products.
4. Protection of environmental features on the site and in adjacent area.
5. Resiliency and adaptation to and mitigation of the adverse effects of climate change such as flooding, sea level rise, and heat island effect.
6. Promotion of appropriate arrangement of structures within the site and in relation to existing structures within the district and neighborhood.
7. Coordination with and improvement of systems of vehicular, bicycle, and pedestrian access, drainage, water supply, sewage disposal, lighting, landscaping, wetlands, water courses, buildings and other features that support the neighborhood; and
8. Compliance with all applicable sections of this By-law.

12.6.8 Performance Guarantee. As a condition of site plan approval, the SPGA or the Planning Board may require that construction and site alteration permitted and specified by said approval be secured by one, or in part by one and in part by the other, of the methods set forth in G.L. c. 41, s. 81U (except for the statutory covenant).

12.6.9 Release of Guarantee. Performance guarantees may be released in whole or from time to time, in part, when the work has been satisfactorily completed in the opinion of the Planning Board. The Planning Board shall then release the interest of the Town in such bond and return any bond or deposit to the person who furnished the same. Request for all releases shall be by certified, return receipt letter to the SPGA or the Planning Board and the Town Clerk and shall outline that portion of the work to be released and shall be accompanied by an engineer's or surveyor's certification that the work has been done in accordance with the requirements of the granted site plan approval. If the SPGA or the Planning Board determines that said construction or site alteration has not been completed, it shall specify in a notice sent by registered mail to the applicant and to the Town Clerk, the details wherein said construction or site alteration fails to comply with the site plan approval and upon failure to do so within forty-five (45) days after the receipt by said Town Clerk of said request by the applicant, all obligations under any bond shall cease and terminate by operation of law, and any deposit shall be returned. In the event that said forty-five (45) day period expires without such specification, or without the release and return of the bond or return of the deposit as aforesaid, the said Town Clerk shall issue a certificate to such effect, duly acknowledged, which may be recorded.

12.6.10 Regulations. The SPGA or the Planning Board may adopt reasonable regulations for the administration of site plan review.

12.6.11 Fees. The SPGA or the Planning Board may adopt reasonable administrative fees and technical review fees for site plan review.

12.6.12 Appeal. Any decision of the SPGA or the Planning Board pursuant to this Section may be appealed in accordance with G.L. c. 40A, s. 17 to a court of competent jurisdiction.

12.7 REQUEST FOR REASONABLE ACCOMMODATION

12.7.1 Purpose. Under the Federal Housing Authority (FHA), it is a discriminatory practice to refuse to make “a reasonable accommodation in rules, policies, practices, or services when such accommodation may be necessary to afford [a handicapped] person equal opportunity to use and enjoy a dwelling” 42 U.S.C. s. 3604(f)(3)(B). The same standard applies under the ADA, which also addresses nonresidential facilities providing services to persons with disabilities. 42 U.S.C. 12112(b)(5). 267 See also G.L. c. 40A, s. 3. The purpose of this Section is to facilitate housing and/or services for persons with disabilities and to comply fully with the spirit and the letter of the FHA and, where applicable, the ADA.

12.7.2 Request. Any person eligible under the FHA or any provider of housing to persons eligible under the FHA, or any person eligible to operate a nonresidential facility providing services to persons eligible under the ADA, may request a Reasonable Accommodation as provided by the Fair Housing Act and/or the ADA. A Request for a Reasonable Accommodation does not affect a person’s or provider’s obligations to act in compliance with other applicable laws and regulations not at issue in the requested accommodation.

12.7.3 Zoning Board of Appeals. All requests for Reasonable Accommodation under the FHA and/or the ADA shall be submitted to the Zoning Board of Appeals (ZBA).

12.7.4 Information. All requests for Reasonable Accommodation shall be in writing and provide, at a minimum, the following information:

1. Name and address of person(s) or entity requesting accommodation.
2. Name and address of property owner.
3. Name and address of dwelling or facility at which accommodation is requested.
4. Description of the requested accommodation and specific regulation or regulations for which accommodation is sought.
5. Reason that the requested accommodation may be necessary for the person or persons with disabilities to use and enjoy the premises; and
6. If the requested accommodation relates to the number of persons allowed to occupy a dwelling, the anticipated number of residents, including facility staff (if any).
7. If necessary to reach a decision on the request for Reasonable Accommodation, the ZBA may request further information from the applicant consistent with the FHA and/or ADA, specifying in detail the information required.

12.7.5 ZBA Procedures. The ZBA shall decide a request for reasonable accommodation by majority vote at an open meeting. The ZBA may hold a public hearing using the procedures, including notice, set forth in G.L. c. 40A, ss. 11 and 15. The deadlines imposed in G.L. c. 40A, 295 s. 11 or s. 15 may be extended upon the request of the applicant and the approval of the ZBA. The ZBA may seek information from other Town agencies in assessing the impact of the requested accommodation on the rules, policies, and procedures of the Town. Upon written notice to the ZBA, an applicant for a reasonable accommodation may withdraw the request without prejudice. The ZBA shall consider the following criteria when deciding whether a request for accommodation is reasonable:

1. Whether the requested accommodation is reasonable.
2. Whether the requested accommodation would require a fundamental alteration of a legitimate Town policy; and
3. Whether the requested accommodation would impose undue financial or administrative burdens on the Town government.

12.7.6 Decision. After conducting an appropriate inquiry into the request for reasonable accommodation, the ZBA may:

1. Grant the request.
2. Grant the request subject to specified conditions; or
3. Deny the request.

The ZBA shall issue a written final decision on the request in accordance with G.L. c. 40A, s. 15. If the ZBA fails to render its decision on a request for reasonable accommodation within the time allotted by G.L. c. 40A, s. 15, the request shall be deemed granted. The ZBA's decision shall be filed with the Town Clerk and sent to the applicant by certified mail.

12.7.7 Appeal. The ZBA's decision pursuant to this Section may be appealed to a court of competent jurisdiction in accordance with G.L. c. 40A, s. 17 or otherwise.

12.7.8 File. The ZBA shall maintain a file of all requests for reasonable accommodation under the FHA and/or the ADA and a file of all decisions made on such requests. The file(s) may be reviewed in the Office of the ZBA upon request during regular business hours.

12.7.9 Other Laws. While a request for a reasonable accommodation is pending, all laws and regulations otherwise applicable to the premises that is the subject of the request shall remain in full force and effect.

12.8 SITE PLAN REVIEW FOR DOVER AMENDMENT USES

12.8.1 Purpose. The purpose of this Section is to provide for site plan review of religious uses, educational uses, and childcare centers otherwise "exempt" pursuant to G.L. c. 40A, s. 3. These are items B.1, B.2 and B.3 in the Table of Use in Section 4.2 and Parking Regulations in Section 6.1.

12.8.2. Site Plan Review Required. Prior to the issuance of any building permit or certificate of occupancy, the establishment, alteration, change, extension, or reconstruction of uses B.1, B.2, or B.3, as set forth in the Table of Allowed Uses in Section 4 shall require site plan approval from the Planning Board pursuant to this Section.

12.8.3 Scope of Site Plan Review. Under this Section, Site Plan Review shall be limited to two inquiries:

1. Whether the use qualifies for protection under G.L. c. 40A, s. 3; and, if so,
2. What reasonable regulations concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements, if any, should be imposed on the use.

12.8.4 Required Information. All applications for Site Plan Review shall be in writing and provide, at a minimum, the following information:

1. Name and address of applicant person or entity.
2. Name and address of property owner.
3. Description of the proposed use and any documents necessary to establish threshold compliance with G.L. c. 40A, s. 3.
4. Reason that relief is requested from otherwise applicable zoning requirements.
5. If necessary to reach a decision on the application, the Planning Board may request further information from the applicant consistent with G.L. c. 40A, s. 3, specifying in detail the information required.

12.8.5 Site Plan; Contents. In addition, the applicant shall submit a site plan with the following information:

1. Legend depicting all pertinent existing and proposed site features.
2. The date and north arrow shall be shown on the plans.
3. All site plans must be prepared and stamped by a Registered Professional Civil Engineer or a Professional Land Surveyor licensed in the Commonwealth of Massachusetts. The land surveyor shall perform an instrument boundary survey and shall certify the accuracy of the locations of the buildings, setbacks, and all other required dimensions to property lines.

4. Zoning Chart depicting “Required” vs. “Provided” for all applicable Zoning Criteria including Lot Size, Frontage, Setbacks, Building Height, Lot Coverage, Parking Spaces, Landscaping Requirements.
5. Locus map, at a scale of 1” = 600’ or suitable scale to accurately locate the site in Town, oriented on the plan in the same way as the large-scale plan.
6. The location, width, status (public or private), and name of all streets within 100’ of the project.
7. On-site and abutting lot lines. On-site lot lines shall be described by bearings and distance. Abutting lot lines shall be shown in a general way.
8. Zoning District lines, including overlay districts if applicable.
9. The location of existing or proposed building(s) on the lot shall be shown with total square footage and dimensions of all buildings.
10. Any streams, brooks, or wetland resource area boundaries within 100’ of the property lines.
11. Information on the location, size and type and number of existing and proposed landscape features. Provide Diameter at Breast Height (DBH) for all existing site trees ≥ 6 ” DBH --within the project site disturbance limits
12. Information on the location, size and capacity of existing and proposed on-site and abutting utilities, (water, sewer, drainage, natural gas, electrical cable, etc.) including utilities in abutting side streets, if applicable.
13. Detailed locations and dimensions of all existing and proposed buildings and uses on site and on abutting properties, including exterior details relating to the building footprint. All existing and proposed setbacks from property lines. Any minimum, or below minimum, setback distances shall be clearly noted as such on the plan.
14. Information and details for all site and directional on-site signage shall be submitted.
15. Elevation and facade treatment plans of all proposed structures. Color renderings are required for new construction.
16. Information on the location, size and type of parking, loading, storage and service areas. A parking calculation schedule noting existing, required and proposed spaces for the entire site shall be provided.
17. Details and specifications (if applicable) for proposed site amenities, including, but not limited to fences, recreation facilities, walls or other barrier materials; and special paving materials.
- 12.8.6 Decision. The Planning Board may approve, approve with conditions, or deny an application for site plan approval. In making its decision, the Board shall be guided exclusively by G.L. c. 40A, s. 3. The Board shall file a written decision with the Town Clerk within ninety (90) days after the close of the Public Hearing. Failure to file a decision within ninety (90) days after the close of the Public Hearing shall constitute approval of the site plan.
- 12.8.7 Appeal. Any appeal of the Planning Board’s decision in this Section shall be made pursuant to G.L. c. 40A, s. 17.

ARTICLE 4:

If Article 3 fails to be approved, to see if the Town will vote to amend the Zoning By-Laws by re-inserting Section 6.5 (“Site Plan Review”), which was deleted from the Zoning By-Laws as part of the amendments made at the Fall 2022 Special Town Meeting with the assumption that a new site plan review section would be added to an amended Section 12, or take any other action relative thereto. The full text of the proposed changes is available at the Town Clerk’s Office, the Library, or on-line at the Town’s web site at <http://www.manchester.ma.us/384/Planning> -Board or <http://www.manchester.ma.us/503/Town->

Meetings-and-Elections.

Per Petition of the Select Board and Planning Board
The Select Board recommended approval.

MOTION

Sarah Creighton moved to pass over and take no action and Ron Mastrogiacommo seconded.

Discussion

None.

Action

Motion prevailed with a majority vote; 191 yes, 11 no, 5 abstentions.

ARTICLE 5:

To see if the Town will vote to amend Sections 4, 5, 7, 8, 9, 10, and 11 of the Zoning By-Laws to correct certain scrivener's errors and omissions, as indicated below, by deleting the strikethrough language, and inserting the underlined language, and to vote further to authorize the Town Clerk to make all clerical changes to the Table of Contents, Appendix, and Index to reflect the amendments and corrections, or take any other action relative thereto.

Per Petition of the Planning Board
The Select Board recommended approval.

MOTION

Christopher Olney moved and Sarah Creighton seconded to amend the Town's Zoning By-laws by correcting scrivener's errors and omissions, as detailed in the Special Town Meeting Article 5 handout with new language to be inserted underlined and language to be deleted shown with a strikethrough noting the following additional changes: in Section 9.2.4.2, the reference to 9.2.4.3 should be 9.3.3 and in Section 11.2.3.1, the reference to 5.10 should be 4.2 and further to authorize the Town Clerk to make all clerical changes to the Table of Contents, Appendix, and Index to reflect the amendments and corrections.

Mr. Olney of the Planning Board explained that Article 5 is an admission that the PB is not perfect. This article involves fixing typos and referencing errors that resulted from changes to the zoning bylaw that were adopted in recent town meetings. None of these fixes will have an impact on the intent and meaning of the Zoning bylaw.

Discussion

None.

Action

Motion prevailed with more than the required 2/3rds vote; 200 yes, 9 no, 2 abstentions.

SECTION 4.0 USE REGULATIONS	
Section 4.2 (“Table of Allowed Uses, Note 3.c”)	“c. Off-street parking regulations of Section 6-2 <u>6.1</u> of this By-law are met;”

SECTION 5.0 DIMENSIONAL REGULATIONS	
Section 5.1 (“Adequate Frontage”)	“In issuing building permits for construction on lot(s) with frontage considered by the Building Inspector to provide impractical vehicular access, or otherwise satisfying only technical and not practical frontage compliance, the Building Inspector shall be empowered to ensure that said lot(s) have access to that portion of the lot(s) to be constructed upon by means of easement or so-called “common driveways” which are, in his opinion and in the opinion of the Planning Board, of adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land, and for the installation of municipal services to serve such land and buildings erected or to be erected thereon and which meet the design standards contained in Section 6-2-8 <u>8.4</u> of these By-laws.”
Section 5.7 (“Limited Commercial District”)	“Notwithstanding the foregoing provisions of this Section 5.0, the following requirements shall be met in the Limited Commercial District (See also Section 4-4 <u>5.10 Performance Requirements within</u> Limited Commercial District):”

SECTION 7.0 NONCONFORMING USES

Section 7.3 (“Restoration”)	<p>“Restoration of a nonconforming structure which has been damaged by fire, flood or other casualty or by vandalism may be made without conformance to the provisions of this By-Law or amendment hereto, provided that such restoration shall have commenced within six months of the date the damage was sustained and that such restoration continue through to completion as continuously and expeditiously as is reasonable, and provided that the structure as restored shall not exceed 100% of the floor area of the structure immediately prior to the damage unless the Board of Appeals grants a special permit therefor in accordance with Section 7.5 <u>12.5</u> (Special Permits) after finding that such restoration is not substantially more detrimental or injurious to the neighborhood than the structure immediately prior to such damage.”</p>
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SECTION 8.0 SPECIAL REGULATIONS

Section 8.1.3 (“Special Permit”)	<p>“No special permit shall be granted by the Planning Board, unless, in its judgment, following input from other municipal boards, departments, agencies and their staff, the Board determines that reasonable measures shall be or already have been taken to comply with the requirements of Section 7.5 <u>12.5</u> and to:”</p>
Section 8.3.5.1 (“General Requirements and Conditions”)	<p>“All Marijuana Businesses must obtain a special permit and site plan approval from the Planning Board pursuant to the requirements of Section 6.4 <u>6.2</u> (Signs), 6.9 <u>12.6</u> (Site Plan Review Special Permit), Section 7.5 <u>12.5</u> (Special Permits) and the requirements of Section 8.3. The Planning Board may grant a single special permit incorporating the requirements of Sections 6.4 <u>6.2</u>, 6.9 <u>12.6</u>, 7.5 <u>12.5</u> and 8.3 for a Marijuana Business.”</p>

Section 8.3.5.6 (“General Requirements and Conditions”)	“Signs for all Marijuana Businesses shall, at a minimum, comply with Section 6.4 6.2 of the Zoning By-Law, the provisions of 105 CMR 725.105(L) (“Marketing and Advertising Requirements”), the provisions of 935 CMR 500 et seq., and the terms and conditions of the special permit issued pursuant to Section 8.3, et seq.”
Section 8.3.6 (“Special Permit Requirements”)	“A Marijuana Business shall be allowed only by Special Permit in accordance with G.L. c. 40A, s. 9; with the requirements of Section 7.5 et seq. 12.5 of the Zoning By-Law, with the terms and conditions of the special permit issued pursuant to Section 8.3, et seq. and with the additional requirements contained in this Section (8.3.6), below.”

SECTION 9.0 SPECIAL RESIDENTIAL REGULATIONS	
Section 9.2.3 (“Applicability”)	“In cases where the Planning Board determines that the site is not suitable for an RCC Development, and where the proposed subdivision of land is for six (6) or more lots, the Planning Board’s special permit powers shall be limited to enforcing the provisions of Section 9.4 9.3 of the Zoning Bylaw.”
Section 9.2.4.2 (“Preliminary (Conventional) Plan/RCC Sketch Plan”)	“If the above-noted forty-five (45) day-time period has lapsed without a written decision being issued by the Planning Board, the applicant may submit a definitive subdivision/ RCC Development plan in accordance with Section 9.4.3 9.2.4.3 9.3.3 of this Bylaw.”
Section 9.2.4.6.a.1 (“Criteria for Special Permit Decision – Findings”)	“1. Upland open space as required by this Bylaw has been provided and generally conforms to the Design Requirements in Section 9.2.8 – <u>Section 9.2.9</u> of this Bylaw.”

Section 9.2.4.6.a.5 (“Criteria for Special Permit Decision – Findings”)	“5. The provisions of Section 9.4 9.3 of the Zoning Bylaw will be met. The Planning Board’s findings, including the basis of such findings, shall be stated in the written decision of approval, conditional approval or denial of the application for special permit.”
Section 9.2.11 (“Affordable Component”)	“As a condition of the grant of any special permit for a RCC Development containing six (6) or more lots or dwelling units, the Planning Board shall ensure compliance with the provisions of Section 9.4 9.3 (“Inclusionary Housing”) of the Zoning Bylaw.”
Section 9.2.12 (“Special Permit Requirements”)	“In reviewing an application under this Bylaw, the Planning Board shall rely, to the extent warranted, on the provisions of Section 7.5 12.5 of the Zoning Bylaw.”
Section 9.2.12 (“Special Permit Requirements”)	“In reviewing an application under this Bylaw, the Planning Board shall rely, to the extent warranted, on the provisions of Section 7.5 12.5 of the Zoning Bylaw.”
Section 9.3.4 (“Mandatory Provision of Affordable Units”)	“The Planning Board shall, as a condition of approval of any development referred to in Section 9.2, require that the applicant for special permit approval complies with the obligation to provide affordable housing pursuant to this Bylaw and more fully described in Section 9.4.5. 9.3.5. ”
Section 9.3.5.1(b) (“Provision of Affordable Units”)	“(b) Constructed or rehabilitated on a locus different than the one subject to the special permit (see Section 9.10.2 9.3.7);”

<p>Section 9.3.5.1(d) (“Provision of Affordable Units”)</p>	<p>“(d) For non-rental affordable housing units, a cash payment to the Affordable Housing Trust Fund may be made subject to Section 11.1.2 9.3.11 of this Bylaw. The applicant may offer, and the Planning Board may accept, any combination of the Section 9.4.5.1(a)-(d) 9.3.5.1(a)-(d) requirements provided that in no event shall the total number of units or land area provided be less than the equivalent number or value of affordable units required by this Bylaw.”</p>
<p>Section 9.3.7 (“Provision of Affordable Housing Units Off-Site”)</p>	<p>“As an alternative to the requirements of Section 9.4.5.1(a) 9.3.5.1(a), an applicant subject to the Bylaw may develop, construct or otherwise provide affordable units equivalent to those required by Section 9.4.5 9.3.5 off-site.”</p>
<p>Section 9.3.10.4 (“Preservation of Affordability; Restrictions on Resale”)</p>	<p>“4. The Planning Board shall require, as a condition for special permit approval under this Bylaw, that the applicant comply with the mandatory set asides and accompanying restrictions on affordability, including the execution of the deed rider noted in Section 11.1.1 9.3.10.2. The Building Commissioner shall not issue an occupancy permit for any affordable unit until the deed restriction is recorded at the Essex County Registry of Deeds or the Land Court.”</p>
<p>Section 9.3.11 (“Fees in Lieu of Affordable Housing Units”)</p>	<p>“As an alternative to Section 9.4.5 (a) through (c) Section 9.3.5.1 (a) through (d), an applicant may contribute a cash payment to the Affordable Housing Trust Fund, to be used for the development of affordable housing by the Town or its designees, in lieu of constructing and offering affordable units within the locus of the proposed development or off-site.”</p>

<p>Section 9.3.11.1 (“Calculation of fees-in-lieu of units.”)</p>	<p>“1. Calculation of fees-in-lieu of units. The applicant for development subject to this Bylaw may pay a fee in lieu of the construction of affordable units. For each affordable unit not constructed or provided through one or a combination of the methods specified in 9.4.5 (a) through (c) <u>Section 9.3.5.1 (a) through (d)</u>, the fee shall be an amount equal to the difference between the median sale price for new single-family homes built in Manchester-by-the Sea during the preceding three fiscal years, as determined and reported by the Board of Assessors, and the purchase price of a home that is affordable to a qualified purchaser.”</p>
<p>Section 9.3.11.2 (“Schedule of fees in lieu of payments.”)</p>	<p>“2. Schedule of fees in lieu of payments. Fees in lieu of payments shall be paid according to the schedule set forth in Section 6.19.1 (3), above.”</p>

<p>SECTION 10 SPECIAL DISTRICTS</p>	
<p>Section 10.3.1 (“Ground and Surface Water Resource Overlay Protection Districts”)</p>	<p>“10.3.1 By Special Permit from the Planning Board, and limited to the land area west of Pine Street, a/k/a Pipe Line Road, laboratories and establishments devoted to scientific research and development; light manufacturing, assembly and processing of materials related thereto and incidental accessory uses. Such a use will be permitted only if the following conditions, in addition to the requirements specified in Sections 6.9 and 7.5 of the Zoning By-Law are met:”</p> <p>(a) The applicant shall prove to the satisfaction of the Planning Board, based in part on the advice of the Conservation Commission, the Board of Health, and the Department of Public Works, that such use and facilities will not adversely affect the environment or public health. These requirements are in addition to those described in Section 5.10 of the Zoning Bylaw.</p> <p>(b) Expenses incurred by the Planning</p>

	<p>Board in connection with the Special Permit, including the reasonable fees and expenses of any consultants retained by the Planning Board, shall be borne by the applicant for the Special Permit.</p> <p>(c) It shall be a condition of any Special Permit granted under this section that the applicant shall file with the Planning Board on an annual basis evidence that all federal, state and town licenses, permits and standards have been obtained or met for handling, use, storage and disposal of any regulated substances as defined in Section 10.3.4.3 of the Zoning Bylaw.</p> <p>(d) In considering the Special Permit application, the Planning Board shall apply relevant design and operating guidelines noted in Section 10.3.6.5 of the Zoning Bylaw, including subsection (f) regarding alterations and expansion. [1997]</p>
Section 10.3.1 (“Findings”)	10.3.1 <u>10.3.1</u> Findings:
Section 10.3.4.1(d) (“Determination of Location within Ground and Surface Water Overlay Protection Districts”)	<p>“Special permits, in accordance with the provisions of this By-Law, Section 7.5 <u>12.5</u> of the Manchester-by-the-Sea Zoning By-Law and M.G.L. c. 40A, §9, may be granted by the Planning Board to exempt a location from the requirements of this By-Law, provided that the applicant demonstrates that the Ground and Surface Water Resource Overlay Protection District Maps incorrectly identify the location as being within the Ground and Surface Water Resource Overlay Protection District.”</p>
Section 10.3.6.1 (“Special Permits”)	<p>Special Permits: The Special Permit Granting Authority (SPGA) under Section 10.3 of this By-Law shall be the Planning Board. Special permits shall be granted only in conformance with this By-Law, Section 7.5 <u>12.5</u> of the Manchester-by-the-Sea Zoning By-Law, and M.G.L. c. 40A, §9.</p>

SECTION 11.0 ENERGY REGULATIONS

<p>Section 11.1.3.3 (“Site Plan Approval Required”)</p>	<p>“LGSPI shall be constructed, installed, used and modified in conformity with a site plan approved by the SPAA in accordance with Section 6.5 12.6 of the Zoning By-Law and the further requirements set forth herein. The requirements set forth herein shall be applied coincident with and in addition to those requirements set forth in Section 6.5 12.6. The requirements of this section shall take precedence in the event of a direct conflict.”</p>
<p>Section 11.1.3.3.2(a)(ix) (“Required Documents”)</p>	<p>“ix. How land clearing and construction shall be performed in accordance with <u>Article XXIII (“Stormwater Management Special Permit”) of the General Bylaws, and</u> Sections 5.10 and 6.15 of the Zoning By-Law governing storm water discharge, land disturbance, provision for handling toxic or hazardous materials, and post-construction storm water runoff;”</p>
<p>Section 11.1.3.3.3 (“Drainage and Groundwater Protection”)</p>	<p>“An LGSPI shall comply with the requirements set forth in <u>Article XXIII (“Stormwater Management Special Permit”) of the General Bylaws, and</u> Sections 5.10 and 6.15 of the Zoning By-Law, which requirements shall be imposed and conditioned as appropriate through the Site Plan Approval process. No LGSPI shall be required to obtain an independent special permit under either section.”</p>
<p>Section 11.2.3.1 (“Use Regulations”)</p>	<p>“WECFs under these Sections 11.2 and 4.4 5.10 4.2 shall be allowed only in the LCD, and then only upon issuance of a special permit by the Planning Board in accordance with the requirements of the Zoning By-law, including those requirements set forth in Sections 5.7, 5.10, and 7.5 12.5, irrespective of whether the use is a principal or accessory use. Met Towers shall be permitted in the LCD, subject to the issuance of a special</p>

	permit in conformance with the Zoning By-law and a building permit for a temporary structure.”
Section 11.2.4 (“Special Permit Regulations”)	“The Planning Board shall grant a special permit only if it finds that the proposal complies with the provisions of this Section 11.2 and with Section 7.5 <u>12.5</u> of the Zoning By-Law.

ARTICLE 6:

To see if the Town will vote to authorize the purchase of a replacement ladder/pumper truck for the Fire Department for a cost not to exceed \$1,500,000 and to fund this purchase, transfer the sum of \$1,320,000 from the Fire Apparatus Replacement Fund and transfer the sum of \$180,000 from the Town’s Fund Balance (equal to the sale of the Fire Department’s mini-pumper), for a total of \$1,500,000; and further to rescind a previous Town Meeting vote to appropriate \$400,000 from the Fire Apparatus Replacement Fund for the purchase of a new ambulance, or take any other action relative thereto.

Per petition of the Select Board
The Select Board and Finance Committee recommended approval.

MOTION

John Round moved and Rebecca Jaques seconded to authorize the purchase of a replacement ladder truck for the Fire Department at a cost of \$1,500,000 and to fund this purchase, transfer the sum of \$1,320,000 from the Fire Engine Apparatus Fund and transfer the sum of \$180,000 from the Town’s Fund Balance (equal to the sale of the Fire Department’s mini-pumper), for a total of \$1,500,000; and further to rescind a previous appropriation in the amount of \$450,000 from the Fire Engine Apparatus Fund made under Article 2 of the November 14, 2022 Special Town Meeting for the purchase of a new ambulance or ambulance re-build.

Mr. Round of the Select Board explained that the Town’s ladder/pumper truck is unable to pass the required Massachusetts state emissions standards test and that it needs to be replaced.

Each year, as part of our capital budget, the Town has been putting aside funds for the purchase of new fire apparatus. This Fire Apparatus Fund currently stands at \$1.32 million. By selling our mini-pumper, which has been deemed less useful, for \$180,000 we will have the needed \$1.5 million.

In this Article, we are also rescinding the vote to purchase a new, second ambulance, which would have used \$450,000 of Fire Apparatus Fund monies, because we can outfit our current pumper truck with all of the medical equipment needed to make non-transport Advanced Life Support calls. So, our pumper truck can serve a dual role, making more efficient use of our fire apparatus.

Discussion

Mr. Keefe of 8 Victoria Road questioned why we don’t just replace the engine in our truck. Town Administrator Greg Federspiel explained that the cost of that was not worth the

investment, given the limited useful life of the truck due to other factors.

Action

Motion prevailed with a majority vote; 196 yes, 12 no, 1 abstention.

ARTICLE 7:

To see if the Town will vote to raise and appropriate the sum of \$50,000 for a Salary Reserve Account for FY24 to be used to fund salary adjustments primarily due to final contract negotiations with Town labor unions and additional Fire Department overtime expenses, or take any other action relative thereto.

Per petition of the Select Board

The Select Board and the Finance Committee recommend approval.

MOTION

Catherine Bilotta moved and Brian Sollosy seconded the Article as presented in the warrant.

Ms. Bilotta explained that at the time of the Annual Town Meeting, contracts for the DPW and Clerical Unions were still being negotiated. Those contracts have now been settled. Approving Article 7 will allow us to give those town employees their salary increases at the start of the fiscal year. Additionally, we need to cover some forecasted overtime in the Fire Dept for the first two weeks of July. A couple of our new firefighters will not complete required training until mid-July, thus their ability to cover certain shifts is limited.

Discussion

None.

Action

Motion prevailed with a majority vote; 197 yes, 9 no, 0 abstentions.

Ann Harrison moved to dissolve the Special Town Meeting and John Round seconded. By voice vote, the Moderator declared the vote unanimous and declared the meeting dissolved at 8:05 p.m.

Dianne K. Bucco
Town Clerk
Manchester-by-the-Sea

Please be advised that the amendments to the Zoning Bylaws of the Town of Manchester-by-the-Sea adopted under Article 3 & 5 of the Warrant for the Special Town Meeting that convened on June 28, 2023, and adjourned on the same day have been amended and approved by the Attorney General on September 29, 2023

**SPECIAL TOWN MEETING –
NOVEMBER 13, 2023
Memorial Elementary School,
43 Lincoln Street, Manchester, MA 01944
6:30pm**

The quorum of 100 voters was reached by 6:30pm and Moderator Wilson called the Special Town Meeting to order at 6:33pm. After the Pledge of Allegiance and the Moderator's procedural comments and thanks to volunteers, he reminded the Meeting of Manchester's tradition of civil and respectful debate. "It is a tradition I will uphold as long as I am Moderator," he said. The Meeting then set itself to the business of the day.

The final tally of attendees was 448 voters plus 26 non-voters. There were 4,394 registered voters in Manchester-by-the-Sea.

Ann Harrison, Chair of the Select Board, called attention to the small procedural issue relating to four citizen petition articles which are on this warrant as Select Board articles. Because one of the four did not have enough certified signatures, the Select Board decided to bring all four on to the warrant to be heard. Ms. Harrison asked the Town for civil discourse and that, while we may have differences of opinions, we can treat each other kindly while we debate the merits of the articles. She stressed that everyone here only wants what's best for the Town.

ARTICLE 1: To see if the Town will vote to amend the General Bylaws, Article 2: Town Meetings, Section 1 changing the date of the Annual Town Meeting from the first Monday in April to the fourth Monday in April or take any other action relative thereto.

Per petition of the Select Board

The Select Board & Finance Committee recommended approval.

John Round moved, and Brian Sollosy seconded the motion as presented in the article.

John Round, Vice Chair of the Select Board, explained to the Meeting that the Town needs more time to properly prepare the budget for the Annual Town Meeting and moving the ATM date back would allow for that.

Irme Kahle, 17 Lincoln Street, voiced her concern about the fourth Monday in 2024 being Passover and was prepared to make an amendment.

Moderator Wilson explained that the Select Board does have the right to make adjustments to the date of any Town Meeting in situations like that so that amendment is not needed.

With 407 voters checked in, the vote was 344 yes, 13 no and 2 abstained.

The motion under Article 1 prevailed by a majority.

ARTICLE 2: To see if the Town will vote to raise and appropriate or transfer from available funds \$30,000 for the purpose of paying for enhanced security to the Town's computer network or take any other action relative thereto.

Per petition of the Select Board

The Select Board and the Finance Committee recommended approval.

Cathy Bilotta moved, and Brian Sollosy seconded the motion to raise and appropriate \$30,000 in FY24 for the purpose of paying for enhanced security to the Town's computer network.

Cathy Bilotta, Select Board member, explained that Manchester is one of seven communities in the North Shore Information Collaborative headed up by the Town of Danvers and that one town within that collaborative did have a cyber breach. For that reason, the Select Board is asking for this money to enhance our systems.

There was no discussion.

With 407 voters checked in, the vote was 359 yes, 8 no and 5 abstained.

The motion under Article 2 prevailed by a majority.

ARTICLE 3: To see if the Town will raise and appropriate or transfer from available funds \$80,000 for the purpose of paying the Town's share of an operational review of the School District aimed at determining if there are additional opportunities for greater efficiencies and cost savings or take any other action relative thereto.

Per petition of the Select Board

The Select Board & the Finance Committee recommended approval.

John Round moved, and Becky Jaques seconded the motion to raise and appropriate \$80,000 in FY24 for the purpose of paying the Town's share of an operational review of the School District.

John Round, Vice Chair Select Board, explained that an assessment of the district's structure and management according to best/common practices will produce a list of opportunities and considerations which may help the budget gap and was requested by Essex. Sarah Mellish, Chair of the Finance Committee agreed that hiring a consultant to perform an operational review of the School District may help the two Towns at this time where Essex needs help in funding the schools. Ms. Mellish compared the district to corporations who often use consultants to review operations. She acknowledged that it would be the school committee's decision whether to implement any of the suggestions offered. There has not been such a review since the regionalization 23 years ago.

Lindsay Banks, 30 Forest Street was opposed to this article and stated that this type of operational review is under the purview of the school committee who were not aware of this article in enough time to discuss in a meeting. She believes it will find ways to cut without emphasis on quality education.

With 420 voters registered, there were 118 yes, 237 no and 13 abstentions.

The motion under Article 3 failed with a majority voting against the motion.

ARTICLE 4: To see if the Town will vote to amend the Zoning By-Laws by amending the language in the Table of Uses, Section 4.2, Item E.7 and Note 13 removing the limitation that existing outbuildings can only be occupied by an employee of the parcel owner and adding a prohibition on short term rentals for such outbuildings or take any other action relative thereto.

4.2 Manchester-by-the-Sea Table of Allowed Uses

The uses permitted by right in the district shall be designated by the letter (Y). Uses not permitted in the District shall be designated (N). Those uses that may be permitted by special permit in the District, in accordance with Sections 6 and 12, shall be designated by identification of the Special Permit Granting Authority, which is either: Zoning Board of Appeals (ZBA) or Planning Board (PB). Uses subject to Board of Health regulations are designated by BOH. Uses permitted by right or by special permit shall be subject, in

addition to these use regulations, to all other provisions of the By-law. Notes to the table are found following the Table.

E. ACCESSORY USES	A	B	C	D1	D2	E	G	LCD(1)
1. Up to four boarders in a single-family dwelling with common cooking and living facilities (11)	Y	Y	Y	Y	Y	Y	Y	Y
2. Maintaining on any lot not more than one commercial vehicle	Y	Y	Y	Y	Y	Y	Y	Y
3. Garaging or maintaining of more than 4 automobiles when accessory to a dwelling	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	N
4. Tennis court, or similar court when accessory to a dwelling	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	N
5. Swimming pool accessory to a dwelling as defined in section 4.3.2	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	N
6. Accessory Dwelling Unit (12)	ZBA	ZBA	ZBA	N	N	ZBA	ZBA	N
7. As part of an existing garage, stable or other existing structure, family living quarters for an employee of the owner/occupant on an owner-occupied property (13)	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	N
8. Customary home occupation conducted in a dwelling by a person residing on the premises (14)	Y	Y	Y	Y	Y	Y	Y	N
9. Accessory uses or structure on the same lot with and customarily incidental to a permitted main use on the same premises, including off-street parking	Y	Y	Y	Y	Y	Y	Y	Y

10. Family day care home, large	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA
11. Family day care home, small	Y	Y	Y	Y	Y	Y	Y	Y
12. Adult social day care	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA
F. OTHER								
1 Matters (including the construction or alteration of any structure or the use thereof) all or any part of which is within tideland lying below Mean High Water (per U.S. Geodetic Survey) (15)	N/A	PB	PB	N/A	N/A	PB	PB	N/A

NOTES TO TABLE:

Note 13: Living quarters, as part of an existing garage, stable or other existing structure on an owner-occupied property and approved by special permit of the Zoning Board of Appeals. ~~family living quarters, for and to be occupied only by an employee of the owner occupant of the dwelling while such garage, stable or other existing structure, approved by the Zoning Board of Appeals, is an accessory use. Said employee must be employed on the premises..~~ **Short-term rentals as defined by MGL c64G §1 and MBTS General Bylaw Article X §20.C, are prohibited within this accessory use.**

Per Petition of the Select Board and Planning Board

The Select Board recommended approval.

The Planning Board recommended approval via its report:

The Board voted 5-2 to recommend this article. The change removes language that may be discriminatory and maintains the special permit oversight of this accessory use. The Board held a public hearing required by Ch. 40A, section 5 on October 23, 2023. That the hearing was properly noticed and otherwise conducted in accordance with section 5. The hearing was properly noticed in the Manchester Cricket on September 29 and October 6, 2023. The notice was also posted in Town Hall and the Public Library, with copies of the language being provided for public review.

Sarah Creighton moved, and Ron Mastrogiacomo seconded the motion to amend the Town’s zoning Bylaw, Section 4.2, Table of uses as presented in the handout provided at the Special Town Meeting.

Sarah Creighton, Vice Chair of the Planning Board stated that the anonymous postcard that was sent to households held incorrect information and that this article is only making a three-part change.

1. Add a requirement that owners reside on the property -- the goal is

- to prevent landlord investors from using this provision.
2. Add a clause to prohibit short-term rentals, less than 30 days.
3. Delete “employee” – this allows all property owners the same rights as those who happen to have live-in employees. This may allow you to meet your family’s needs – perhaps to house an elderly relative, or to have a rental for additional income.

A recess was held to allow for voters to exchange their clickers.

At 7:20, the Meeting reconvened and held 2 test votes which went smoothly.

The discussion included questions and comments in opposition of the motion by Karen Bennet, 28 Lincoln Street, Sandy Rogers, 82 Old Essex Road, Mary Foley, 2 Pulaski Drive, Christina Delisio, 6 Lincoln Avenue and John Keefe, 8 Victoria Road.

Jeff Bodmer-Turner, 89 School Street moved the question. The motion to cut off debate was seconded. The motion prevailed by a 2/3rds vote.

Voting by hand count showed that there were 235 yes and 162 no.

The main motion under Article 4 failed by a count of 235 yes, 162 no, less than the two-thirds required by M.G.L. Ch. 40A, § 5..

Christina Delisio, 6 Lincoln Avenue moved to reconsider Article 3 due to the electronic voting situation. That motion was seconded.

The motion to reconsider Article 3 failed with a majority voting against the motion.

ARTICLE 5: To see if the Town will vote to raise and appropriate or transfer from available funds \$916 to pay for prior fiscal year expenses or take any other action relative thereto.

Per Petition of the Select Board

The Select Board and Finance Committee recommended approval.

Ann Harrison moved, and Becky Jaques seconded the motion to raise and appropriate \$916 to pay for prior fiscal year expenses.

Ann Harrison, Chair of the Select Board, stated that this article is unusual because it does not name the specific persons being repaid. She explained that the money requested was to pay back several people for past parking tickets that were subsequently rescinded.

There was no discussion.

The motion under Article 5 by a count of 350 yes, 29 opposed, more than the nine-tenths required by M.G.L. Ch. 44, §64.

ARTICLE 6: To see if the town will vote to authorize the purchase of a new sport utility vehicle for the Fire Department for a cost of \$64,000 and to fund this purchase from unused funds in the appropriation for the Fire Department’s new ladder truck as approved at the June 2023 Special Town Meeting or take any other action relative thereto.

Per petition of the Select Board

The Select Board and Finance Committee recommended approval.

Becky Jaques moved, and Ann Harrison seconded the motion as presented in the article.

Select Board member Becky Jaques stated that there is no new money being sought for this article because there was money left over from the ladder truck purchase. The new utility truck will provide more nimble Advanced Lifesaving medical responses during simultaneous medical calls. Finance Committee Chair Sarah Mellish explained that this would limit the wear and tear on the pumper truck.
There was no discussion.

The motion under Article 6 prevailed by unanimous vote.

ARTICLE 7: To see if the Town will vote to reallocate funds in the amount of \$35,000 in the FY24 Conservation Commission salary budget to a new Professional Services account within the Conservation Commission budget and to reallocate funds in the amount of \$10,000 in the FY24 Planning Department salary budget to the Professional Services account within the Planning Department Budget to accommodate changes from in-house employees to contracted services for the Conservation Agent and Town Planner or take any other action relative thereto.

Per petition of the Select Board

The Select Board and Finance Committee recommended approval.

Cathy Bilotta moved, and Becky Jaques seconded the motion as presented in the article.

Cathy Bilotta, Select Board member, explained that this was not requesting additional money but was a transfer of money from one account to another to pay contracted services instead of in-house staff.

There was no discussion.

The motion under Article 7 prevailed by a majority.

ARTICLE 8: To see if the Town will vote to authorize the Select Board to enter into a lease agreement for up to 10 years with Harbor's Point Associates for the use of the Community Center building for various community needs and to raise and appropriate or transfer from available funds \$10,000 for expenses related to the use of the building or take any other action relative thereto.

Per petition of the Select Board

The Select Board and Finance Committee recommended approval.

Brian Sollosy moved, and Ann Harrison seconded the motion to authorize the Select Board to enter into a lease agreement for 10 years with the option to renew with Harbor's Point Associates for the use of the Community Center Building for various community needs and to raise and appropriate \$10,000 for expenses related to the use of the building.

Brian Sollosy, Select Board member, explained the situation that has come up between the Manchester Community Center (MCC) and their landlord, Harbor's Point Condominium Association (HPA). On September 12, 2023, the MCC came to Town to see if they could assist with the situation. The Town then worked to find a creative solution which became this, a lease agreement.

Sarah Creighton, Vice Chair of the Planning Board stated the Planning Board's recom-

mendation to approve the motion. The Planning Board submitted its report: At the October 30, 2023 public meeting, the Planning Board voted 4-2 to recommend Article 8 authorizing the Select Board to enter into a lease agreement with Harbor's Point Associates for the use of the Community Center building. The Board supports the continued operation of the Manchester Community Center and the Select Board's effort to find common and mutually beneficial uses.

Sarah Mellish, Chair of the Finance Committee, explained that the Finance Committee felt this was a cost-effective solution to the issue and recommended approval.

Patrick Meehan, 384 Summer Street and Co-President of the MCC explained the dispute between the HPA who owns the land and the MCC who owns the building. Mr. Meehan expressed his appreciation for all those in Town who stepped up for the MCC. He will be asking to withdraw Article 11 and did promote a yes vote on this article.

The discussion included several administrative questions from Bill Shipman, 15 Overledge Road, Mechelle Brown, 67A Lincoln Street, Susan Halpern, 3 Bell Court, Sheila Hill, 2 Running Ridge Road, Tim Gates, 2 Desmond Avenue, Sandy Rogers, 82 Old Essex Road, Jim Brady, 10 Lincoln Avenue and Janique Oshea, 63 School Street. Town Administrator Greg Federspiel responded to the questions and made note that it is the Select Board's intention to continue the use of the building as is and to expand into additional uses. It was also noted that the type of lease, ground or building lease as well as the assessment of the building will all be considered as the project moves forward.

Gar Morse, 11 Jersey Lane moved the question, and the motion was seconded.

The motion to end debate prevailed by 2/3rds.

The main motion under Article 8 prevailed by a 2/3rds majority.

ARTICLE 9: To see if the Town will vote to amend the Town's General Bylaws Article XIV Resident Parking by deleting the location resident vehicle stickers are to be placed, amending the process for obtaining stickers, clarifying where parking placards may be used, and authorizing the Select Board to designate streets for resident only parking instead of listing these in the bylaw or take any other action relative thereto.

ARTICLE XIV RESIDENT PARKING

SECTION A1 Resident Parking. Permission to Park Passenger Vehicles on Certain Streets

Where parking or standing of a passenger vehicle is not otherwise prohibited by the Traffic Rules and Regulations of the Town of Manchester, adopted by the Board of Selectmen on May 10, 1949, as amended, parking on certain streets designated ~~in Schedule A of this by-law~~ **by the Select Board after a public hearing** shall be limited only to passenger vehicles registered under Chapter 90 of the Massachusetts General Laws, as principally garaged in the Town of Manchester, bearing a sticker as provided for in Section A2 hereof.

However, vehicles without a sticker may park in legal parking spaces on Allen Avenue, Arbella Street, Brook Street, Lincoln Street, Norwood avenue, Pleasant Street Extension, Rosedale Avenue, and ~~vine~~ **Vine** Street from within one hour before to one hour after **all scheduled School athletic games and special** School events at both the schools and the Brook Street playground and athletic field. [Added 2010]

SECTION A2 Resident Parking, Resident Parking Sticker, Application Procedure, Visitors' Permit, Fees

The owner of a passenger vehicle having a capacity of less than one (1) ton and so garaged, who intends to park on a street designated in Schedule A of this by-law, may file with the Clerk of the Board of Selectmen of the Town of Manchester, notice of his or her intention to park in said area. Evidence of this rendering of such notice shall be in the form of a sticker to be displayed on the left rear window of the vehicle. Such sticker shall be valid for one year and shall expire on May 31st of each year. Application for the sticker provided for herein shall be made in writing on forms prescribed by the Board of Selectmen and shall include but not be limited to the following information:

- _____ (a) Name of the owner of the vehicle to be registered for resident parking;
- _____ (b) Residential address;
- _____ (c) Vehicle make, color and year;
- _____ (d) State registration number.

Upon application for a sticker, the vehicle owner shall be required to present his or her vehicle registration certificate in verification of the information requested on the parking sticker application.

Every passenger vehicle having a capacity of less than one (1) ton registered to a resident and is so garaged is entitled to a resident sticker which will be provided by the Town. Each resident parking sticker shall entitle the bearer to park his or her vehicle on any street in the Town of Manchester, provided there is space available and provided parking is permitted in said area.

Said sticker does not permit parking in an area otherwise restricted by the Traffic Rules and Regulations of the Town of Manchester. The resident parking sticker may be obtained at the office of the Town Clerk of the Town of Manchester-by-the-Sea. Said parking sticker **shall have a printed expiration date**, and shall expire on May 31st of each year.

Each residence is eligible to obtain up to two (2) visitor placards from the Parking Clerk. Such placard is to be used in any street resident area that is not otherwise restricted by the Traffic Rules and Regulations of the Town of Manchester. **Visitor placards shall have a printed expiration date. Additionally, visitor placards may be used in any of the following municipal lots: Norwood St, Brook St, Town Hall, and Masconomo Park. Visitor placards are not permitted at Singing Beach, Tuck's Point or White Beach.**

Each residence located on a street designated in Schedule A shall be eligible for the issuance of two (2) portable Visitor Parking permits which shall be used by the visitors of said residence. Said portable Visitor Parking permit shall bear the address of the residence and may be used only in the immediate vicinity of the residence. Said portable Visitor Parking permits shall be issued at the office of the Town Clerk of the Town of Manchester, shall be valid for one year, and shall expire on May 31st of each year.

This by-law shall take effect on June 30th, 1983. [Amended 1994,2010]

SCHEDULE A Resident Parking Streets, Town of Manchester-by-the-Sea Motor Vehicle
and Traffic By-laws

<u>Location</u>	<u>Side</u>	<u>From and To</u>
1. School Street	West	Entire length
2. North Street	North	Entire length *
3. Desmond Avenue	North	Entire length *
4. Brook Street	South	Entire length *
5. Putnam Court	Both	Entire length *
6. Vine Street	South	Norwood to Lincoln* North Norwood to School*
7. Rosedale Avenue	South	Entire length *
8. Arbella Street	East	Entire length *
9. Lincoln Avenue	Both	Entire length *
10. Lincoln Street	North	Entire length *
11. Burnham Lane	South	Entire length *
12. Sumac Lane	Both	Entire length *
13. Friend Street	Both	Entire length *
14. Pleasant Street Ext.	Both	Entire length *
15. Pleasant Street	North	Entire length *
16. Willmonton Avenue	Both	Entire length *
17. Windemere Park Ext.	Both	Entire length *
18. Knight Road	Both	Entire length *
19. Pulaski Drive	West	Entire length *
20. Crafts Court	Both	Entire length *
21. Alpine Road	Both	Entire length *
22. Tanglewood Road	Both	Entire length *
23. Woodholm Road	Both	Entire length *
24. Deer Hill Road	Both	Entire length *
25. Pine Street	Both	except for area 1600 feet on west side- of Parkhurst's Garage north
26. Norwood Avenue	West	Entire length *
27. Allen Avenue	West	Entire length *
28. Washington Street	South	Entire length *
29. Bennett Street	South	Entire length *
30. Church Street	None	Entire length *
31. Morse Court	None	Entire length *
32. Elm Street	east from corner to Paul Lorenze Driveway	
33. Brook Street	Parking Lot - under jurisdiction of the School Department	
34. Bridge Street	Both	From Pine to Ashland * 35.
36. Brook Street	North	Summer to Norwood Avenue
37. Norwood Avenue	East	Brook Street to Lincoln Street
38. School Street	Baptist Church	two-hour visitor parking
39. Brook Street	Wetterlow	two-hour visitor parking
40. Vine Street	Magnuson	two-hour visitor parking
41. Harold Street		
— Mark Street		
— Country Club Drive		
— Skytop Drive		
42. Forest Street	from Summer Street to Ledgewood Road	
43. Ledgewood Road		

— Ledgewood Circle
— Birch Lane
— Ancient County Way
44. Bennett Street ————— northerly side to Bridge Street 45. ————— Walker Road
46. Greenbriar Road
*Restrictions
apply from May 1 to October 1
[Adopted 1983; Amended 1984, 1986, 1993, 2010]

Per Petition of the Select Board
The Select Board recommended approval.

Cathy Bilotta moved, and Brian Sollosy seconded the motion to amend Article XIV of the Town’s General Bylaws as presented in the handout provided at the Special Town Meeting.

Cathy Bilotta, Select Board member, explained that at a high level this article is to improve the efficiency of the distribution and placement of resident stickers. It does not include any changes to residential parking. Ms. Bilotta stated that there are 4 changes in the proposed bylaw and those are 1) Select Board will review street designations via public hearings at least annually but could be any time of year, 2) clarifies the types of school events that allow visitor parking on specific residential streets, 3) brings the sticker disbursement processes into alignment with the current procedures, 4) clarifies the visitor placard uses. Christina Delisio, 6 Lincoln Avenue, Matthew Coombes, 3 Windemere Park Extension had administrative questions that Town Administer Greg Federspiel answered. Eli Boling, 99 Pleasant Street, supported the changes.

The motion under Article 9 prevailed by a majority.

ARTICLE 10: To see if the Town will vote to amend the Town’s General Bylaws, Article X Police and Other Regulations, Section 30A No Parking Zones by allowing two (2) new spaces along Beach Street just east of Tappan Street to compensate for parking spaces removed to create a new crosswalk at Reed Park or take any other action relative thereto.

Per Petition of the Select Board
The Select Board recommended approval.

Brian Sollosy moved, and Becky Jaques seconded the motion to amend Section 30A of Article X of the Town’s General Bylaw by adding the phrase “with the exception of two (2) parking spaces just east of Tappan Street” to the listing of no parking on Beach Street east of Tappan Street.

Becky Jaques, Select Board member, explained that this is a to improve public safety while not losing any parking spots.

Ron Skates, 4 Boardman Avenue likes the crosswalk plan however has concerns about the safety of adding those parking spots.

The motion under Article 10 prevailed by a majority.

ARTICLE 11: To see if the Town will vote to raise or appropriate, or transfer from available funds a sum of money to be utilized and spent for the purpose of acquiring by purchase, or acquisition by eminent domain land, buildings, spaces and or fixtures making up a portion of the property currently occupied by the Manchester Community Center, whatever its corporate form,

adjacent to the railroad tracks and an easement for the right to pass and repass, and to authorize the Selectmen to so acquire by purchase or eminent domain, said property currently and rights occupied by the Manchester Community Center for the purpose of operating a Community Center, by the Manchester Community Center, whatever its corporate form, or its non-profit successor, and to direct the Selectmen to take steps to procure by purchase or eminent domain the fee simple to the land underlying the Community Center, where located as of September 1, 2023, or to see what action it will take thereon.

Per petition of the Select Board

The Select Board and Finance Committee did not recommend approval.

Patrick Meehan, Co-President of the Manchester Community Center moved, and Raquel Prezesiek seconded to pass over, take no action under Article 11.

The Planning Board did not recommend approval and submitted its report:

At the October 30, 2023 public meeting, the Planning Board voted 4-2 against Article 11 authorizing action and funds to acquire by purchase or eminent domain property currently occupied by the Manchester Community Center. The board supports the continued operations of the Manchester Community Center and the Select Board's efforts to find common ground and mutually beneficial uses by negotiating a lease as proposed in Article 8. The Board finds that the purchase or use of eminent domain is not appropriate at this time.

There was no discussion.

The motion to pass over and take no action on Article 11 prevailed by unanimous vote.

ARTICLE 12: To add to the General Bylaw of the Town of Manchester-by-the-Sea, a new section reading as follows:

Any zoning amendment adopted by the Town Meeting shall not go into effect without submission to the ballot in accordance with St. 1991, c. 270, Section

Per petition of the Select Board

The Select Board did not recommend approval.

Morgan Evans, 20 Boardman Avenue, moved that “No amendment to the Zoning Bylaw shall be valid unless the motion calling for the amendment shall be adopted by a vote on a printed ballot at a town election after full opportunity for debate.” The motion was seconded.

Morgan Evans, 20 Boardman Avenue explained that this was to ensure that approved bylaws makes sense to all voters, It would allow voters to think about such changes before they vote on them.

Ann Harrison, Chair of the Select Board, explained that the Select Board opposed this article and preferred to follow the advice of Town Counsel who has indicated the proposal would not likely be approved by the A.G.'s office.

Ron Mastrogiacomo, Chair of the Planning Board explained the reasoning behind the Planning Board not endorsing this article. The Planning Board submitted this report.

The Planning Board met on October 30th and voted 4-2 to recommend not approving the article. Members of the Board felt that the final decision regarding zoning amendments should be made at Town Meeting where voters can hear and participate in the debate and make an informed decision after hearing the pros and cons of a proposed article. Furthermore, the PB had concerns about the legality of making zoning amendments subject to a

second vote as this is inconsistent with state law and court cases on similar attempts by other municipalities.

Town Counsel, Robin Stein of KP Law, explained that she did not believe the Attorney General would approve this bylaw amendment as it is inconsistent with State Law.

Opponents to the article were Gary Gilbert, 11 Magnolia Avenue, Tom Kehoe, 20 Lincoln Street and Alexandra Garcia-Mata, 70 Lincoln Street.

Cathy Bilotta, 21 Pine Street spoke as a private citizen in support of the article.

Wendy Dixon, 295 Summer Street, moved the question. It was seconded.

The motion to end debate prevailed by more than 2/3rd.

The main motion under Article 12 failed.

ARTICLE 13: To see if the Town will vote to authorize, and direct, the Selectmen to convey and reconvey, from the Town of Manchester by the Sea to the Town of Manchester by the Sea, subject to the dictates of Article 97 of Amendment of the Massachusetts State Constitution, certain land held by the Town making up Powder House Hill Reservation, including parcels identified by the Assessors as Parcel 42-0-4, Parcel 42-0-10, Parcel 41-0-96, and Parcel 41-0-59.

Per petition of the Select Board

The Select Board recommended approval.

Donna Furse, 8 Blossom Lane moved that the certain land held by the Town and making up Powder House Hill Reservation, including parcels 42-0-4, 42-0-10, 41-0-96, and 41-05-59, be permanently dedicated to the protections of Article 97 of the Amendments to the Massachusetts State Constitution for the purpose of retaining said land as conservation and passive recreation purposes. The motion was seconded.

Donna Furse, 8 Blossom Lane introduced the article with an historic perspective back to 1810 and an explanation of Article 97 of the Amendments to the Massachusetts's Constitution. Ms. Furse recommended that the Meeting vote along with the Select Board and Planning Board to preserve these wooded areas.

The Planning Board submitted its report:

Following discussion at the October 30, 2023 public meeting, and a vote at its November 13, 2023 public meeting, the Planning Board voted (6-0) in support of Article 13, authorizing the Select Board to convey certain parcels of land (42-0-4, 42-0-10, 41-0-96, & 41-0-59) to the dictates of Article 97. The Board supports the conservation uses of Powder House Hill Reservation, and supports the Select Board's recommendation and conclusion that the land is already subject to said restrictions.

John Round, Vice-Chair of the Select Board, stated that the Select Board approved this Article to re-affirm the status of the land under Article 97.

Steve Gang, Chair of the Conservation Commission explained that the Conservation Commission maintains these areas and that this article is a reaffirmation of the Town's intent to preserve this land.

Questions from Matthew Coombes, 3 Windemere Park Extension and Wendy Dixon, 295 Summer Street regarding housing opportunities were answered by Mr. Gang. He concluded that it is important for the Town to have both preservation and housing.

The motion under Article 13 prevailed by more than two-thirds.

ARTICLE 14: To see if the Town will vote to authorize, and direct, the Selectmen to convey and reconvey, from the Town of Manchester by the Sea to a charitable corporation or trust whose purpose includes the preservation of land or water, under perpetual conservation deed restric-

tions prohibiting building structures, roads or signs and prohibiting the removal or destruction of trees and other vegetation, and prohibiting actions detrimental to water and soil conservation or other activities detrimental to water and soil conservation or other activities detrimental to the land to the retention of land or water conservation areas, under G.L. c. 184, Section 31-33, as are necessary to protect the green open space, certain parcels of land currently held by the Town making up the Powder House Hill Reservation, including parcels identified by the Assessors as Parcel 42-0-4, Parcel 42-0-10, Parcel 41-0-96, and Parcel 41-0-59.

Per petition of the Select Board

The Select Board did not recommend approval.

Morgan Evans, 20 Boardman Avenue, moved to authorize the Select Board to convey from the Town of MBTS to a Charitable Trust, whose purpose includes the preservation of land and water, a perpetual conservation restriction in the parcels making up Powder House Hill Reservation, (including parcels 42-0-4, 42-0-10, 41-0-96, and 41-05-59), for the purpose of retaining open space. The motion was seconded.

Morgan Evans, 20 Boardman Avenue, explained that the article would ensure that our conservation land remains as such and removes any ambiguity of use for future generations. John Round, Vice Chair of the Select Board stated that the Select Board was opposed to this article because the Conservation Commission has been managing this land well since 1977 and no changes are needed.

Chris Olney, a Planning Board member, explained that the Planning Board does not recommend approval for this Article. The Planning Board submitted the following report:

Following discussion at the October 30, 2023 public meeting, and a vote at its November 13, 2023 public meeting, the Planning Board voted (4-2) against Article 14, authorizing the Select Board to place conservation restrictions on certain parcels of land (Parcels 42-0-4, 42-0-10, 41-0-96, & 41-0-59) that make up Powder House Hill Reservation. The Board supports the conservation uses of Powder House Hill Reservation, but recommends the property remain under the care and control of the Town.

Steve Gang, Chair of the Conservation Commission could not report for the Commission as the article came up too late for the commission to meet but personally, he was against it.

Nathan Fanton, 10 University Lane spoke in support of the article.

Jay Bothwick, 7 Boardman Avenue did not feel that there is enough information at this time to approve this article.

Isabella Bates, 2 Masconomo Street moved the question. It was seconded.

The motion to end debate prevailed by more than two-thirds..

The vote on the main motion under Article 14 failed.

At 9:34 pm, Ann Harrison moved to dissolve the Meeting. John Round seconded.

The Moderator declared it a unanimous vote and declared the meeting dissolved. He thanked everyone for coming.



October 2023 - MBTA Zoning Task Force Public Forum



October 2023 - Town Clerk Dianne Bucco Talks to Memorial School Third Graders About Voting

**TAX COLLECTOR'S REPORT
FISCAL YEAR 2023**

**REAL ESTATE OUTSTANDING AS OF
6/30/2023**
FISCAL YEAR 2022 -
FISCAL YEAR 2023 \$217,123.49

**PERSONAL PROPERTY OUTSTANDING
AS OF 6/30/2023**
FISCAL YEAR 2020 \$2,212.25
FISCAL YEAR 2021 \$2,264.85
FISCAL YEAR 2022 \$2,283.06
FISCAL YEAR 2023 \$2,723.55

**MOTOR VEHICLE EXCISE OUSTAND-
ING AS OF 6/30/2023**
FISCAL YEAR 2020 \$10,757.73
FISCAL YEAR 2021 \$11,148.31
FISCAL YEAR 2022 \$20,928.76
FISCAL YEAR 2023 \$39,303.33

**BOAT EXCISE OUTSTANDING AS OF
6/30/2023**
FISCAL YEAR 2019 \$1,305.00
FISCAL YEAR 2020 \$2,289.00
FISCAL YEAR 2021 \$539.00
FISCAL YEAR 2022 \$1,201.00
FISCAL YEAR 2023 \$2,194.33



Christmas Eve on Town Common

**TREASURER'S TRUST FUND REPORT
AS OF 6/30/2023**

CEMETERY PERPETUAL CARE FUND

	General Ledger	Bank Balance	Due to (Due from)
Balance June 30, 2022	\$461,308.23		
Income from Perpetual Care	\$50,575.00		
Interest Earned	\$17,659.77		
Withdrawals	\$ -		
Balance June 30, 2023	<u>\$529,543.00</u>	\$468,018.00	\$(62,350.00)*

CEMETERY SALE OF LOTS FUND

Balance June 30, 2022	\$192,080.40		
Income from Sale of Lots	\$50,575.00		
Interest Earned	\$7,037.91		
Withdrawals	\$ -		
Balance June 30, 2023	<u>\$249,693.31</u>	\$186,518.31	\$(62,350.00)*

MISCELLANEOUS FUNDS

6/30/22 General Ledger	INCOME	DEPOSITS	EXPENDITURES	6/30/23 General Ledger	6/30/23 Bank Balance	Due to (Due from)	
B.L. Allen Fund							
\$1,478.12	\$57.97			\$1,536.09	\$1,536.09	\$ -	
Tuck's Point Invest							
\$10,756.66	\$421.79			\$11,178.45	\$11,178.45	\$ -	
Post War Rehab							
\$5,676.55	\$222.63			\$5,899.18	\$5,899.18	\$ -	
Essex Woods Park							
\$18,229.06	\$714.82			\$18,943.88	\$18,943.88	\$ -	
Clara Winthrop							
\$34,460.86	\$1,976.84	\$11,000.00	\$(13,278.75)	\$34,158.95	\$52,389.86	\$18,230.91	*
Susan Crowell							
\$13,518.08	\$530.11			\$14,048.19	\$14,048.19	\$ -	
Knight Cemetery							
\$8,825.73	\$346.03			\$9,171.76	\$9,171.76	\$ -	
Julia Ware Fund							
\$3,168.93	\$124.29			\$3,293.22	\$3,293.22	\$ -	
Odd Fellows							
\$4,676.40	\$183.40			\$4,859.80	\$4,859.80	\$ -	
Adele Q Ervin Library Fund							
\$102,274.39	\$1,775.35			\$104,049.74	\$104,049.74	\$ -	
Ron Borel Library Trust							
\$ -	\$6,652.16	\$500,000.00	\$(11,494.28)	\$495,157.88	\$506,652.16	\$11,494.28	*
Stabilization Fund							
\$1,879,461.06	\$73,698.65			\$1,953,159.71	\$1,953,159.71	\$ -	
OPEB							
\$3,815,021.38	\$(26,334.94)			\$3,788,686.44	\$3,788,686.44	\$ -	

* Fiscal Year 2023 year-end balance transfers carried out in Quarter 1 of Fiscal Year 2024

**DEBT SERVICE
FISCAL YEAR 2023**

Municipal Purpose Loan

Date of Issue 2/15/03	Principal	Interest
FY 2022 Ending Balances	\$130,000.00	\$2,599.50
FY 2023 Payments	<u>\$(130,000.00)</u>	<u>\$(2,599.50)</u>
Total Balances Outstanding	\$-	\$-

Article 5 TM 4/05/10 & Land Acquisition

Date of Issue 5/26/2011	Principal	Interest
FY 2022 Ending Balances	\$1,260,000.00	\$211,480.92
FY 2023 Payments	<u>\$(180,000.00)</u>	<u>\$(44,268.76)</u>
Total Balances Outstanding	\$1,080,000.00	\$167,212.16

Municipal Purpose Loan of 2014 (G.O.)

Date of Issue 2/13/14	Principal	Interest
FY 2022 Ending Balances	\$1,000,000.00	\$178,499.65
FY 2023 Payments	<u>\$(100,000.00)</u>	<u>\$(31,500.00)</u>
Total Balances Outstanding	\$900,000.00	\$146,999.65

Municipal Purpose Loan of 2018 (G.O.)

Date of Issue 3/29/18	Principal	Interest
FY 2022 Ending Balances	\$4,095,000.00	\$983,675.00
FY 2023 Payments	<u>\$(290,000.00)</u>	<u>\$(167,912.50)</u>
Total Balances Outstanding	\$3,805,000.00	\$815,762.50

MA Clean Water Trust (DW-14-03)

Date of Issue 4/13/17	Principal	Interest
FY 2022 Ending Balances	\$1,135,816.00	\$190,831.86
FY 2023 Payments	<u>\$(64,861.00)</u>	<u>\$(22,716.32)</u>
Total Balances Outstanding	\$1,070,955.00	\$168,115.54

**TOWN OF MANCHESTER-BY-THE-SEA
TOWN ACCOUNTANTS REPORT
FISCAL YEAR ENDING JUNE 30, 2023**

Receipts General Fund

TAXES

REAL ESTATE TAXES	30,118,994.80
PERSONAL PROPERTY TAXES	732,993.70
TAX LIENS REDEEMED	75,255.76
SEWER BETTERMENT	8,696.35
MOTOR VEHICLE EXCISE	1,117,962.18
BOAT TAX	14,887.21

EXCISE - SHORT TERM RENTAL TAX	12,590.54
INTEREST/CHARGES RE & PP TAXES	59,660.68
INT. CHGS. REL. MV TAXES	15,963.91
INTEREST/SEWER BETTERMENTS	1,587.27
INTEREST/CHARGES ON BOAT TAXES	566.05
INTEREST ON TAX LIENS	19,714.96

FEES AND CHARGES

FEES-AFFORDABLE HOUSING TRUST	-
FEES-BOARD OF APPEALS	5,190.00
FEES-CABLE	793.00
FEES-COMM-FLU CLINIC REIMB.	15,210.56
FEES-CONSERVATION COMMISSION	23,576.00
FEES-COPIES-ZONING BY-LAWS	-
FEES-COPYING	-
FEES-FILM/PHOTO	-
FEES-HISTORIC DISTRICT	1,100.00
FEES-INSURANCE REPORTS	60.00
FEES-LIBRARY	-
FEES-MISCELLANEOUS-FIRE DEPT.	2,800.00
FEES-MISCELLANEOUS-TOWN CLERK	30.00
FEES-MOORING WAITING LIST FEES	21,639.31
FEES-MUNICIPAL LIENS	3,700.00
FEES-OIL BURNER INSPECTIONS	200.00
FEES-PARKING-ELECTRIC	4,017.22
FEES-PLANNING BOARD	2,150.00
FEES-PLAN REVIEW	-
FEES-PUBLIC RECORDS	766.16
FEES-SALE OF MAPS	-
FEES-SHORT-TERM PAYING GUEST	100.00
FEES-SPECIAL DUTY-ADMIN.	24,271.21
FEES-STREET LISTS	860.00
FEES-TRANSIENT DOCK FEES	24,234.71
FEES-UNDERGROUND STORAGE	50.00
FEES-VITAL CERTIFICATES	5,395.00

RENTALS

RENTALS-SPRINT-SCHOOL ANTENNA	14,224.60
RENTALS-STATION CELL TOWER	131,500.68
RENTALS-WATER TOWER ANTENNA	46,059.76
RENTALS-TUCK'S POINT	40,785.00
RENTALS-SINGING BEACH CANTEEN	15,000.00
RENTALS-ATHLETIC FIELD	7,830.00
RENTALS-KAYAK RACK	3,825.00

RENTALS-CROWELL CHAPEL RENTAL	4,000.00
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CEMETERIES

CEMETERIES-BURIALS/CREMATIONS	32,075.00
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FINES & FORFEITURES

FINES-PARKING	39,030.00
FINES-COURT	6,006.72
FINES-DOGS	175.00
FINES-LIBRARY	762.39

STATE AID

COMM.-CSI-STATE AID UNRESTRICTED	276,691.00
COMM.-CSI-LOSS OF TAXES ELDERLY	4,142.00
COMM.-CSI-VETERAN'S BENEFITS	6,273.00

TRANSFERS INTO GENERAL FUND

TRANSFERS FROM SEWER	365,287.00
TRANSFERS FROM WATER	166,297.00
TRANSFER FROM SPECIAL REVENUES	155,000.00
TRANSFER FROM HARBOR IMPROV.	-

MEALS TAX COLLECTIONS	74,796.63
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RECREATION-BEACH PASSES	246,606.00
RECREATION-NON-RESIDENT PARKING	47,520.00
RECREATION-PARKING STICKERS	20,165.00

AMBULANCE CHARGES	236,683.19
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INVESTMENT INCOME	234,744.22
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OTHER RECEIPTS

SHARED SCHOOL RESOURCE OFFICER	64,436.09
MISC. RECEIPTS-OPIOID SETTLEMENT FUNDS	8,892.18

LICENSES AND PERMITS

LICENSES-BUSINESS CERTIFICATES	1,480.00
LICENSES-CAMP	155.00
LICENSES-COMMON VICTUALERS	1,000.00
LICENSES-DOG	13,095.00
LICENSES-FIREARMS	987.50
LICENSES-INN HOLDERS	100.00
LICENSES-LIQUOR	18,850.00
LICENSES-MARRIAGE INTENTIONS	-
LICENSES-ONE(1)-DAY LIQUOR	70.00
LICENSES-SEPTIC PUMP	4,245.00
LICENSES-SEPTIC SYSTEMS	2,220.00
LICENSES-SUNDAY ENTERTAINMENT	-
LICENSES-SWIMMING POOL	515.00
LICENSES-TAXI AND LIVERY	125.00
LICENSES-USED CAR DEALER	280.00
PERMITS-BLASTING	425.00
PERMITS-BUILDING	217,187.00
PERMITS-BUSINES/BOATER PLACARD	6,824.00
PERMITS-DEMOLITION	-
PERMITS-DIS. WORK CONSTRUCTION	3,335.00

PERMITS-ELECTRICAL	94,928.00
PERMITS-FOOD SERVICE PERMITS	9,350.00
PERMITS-GAS	14,430.00
PERMITS-KEEPING OF ANIMALS	50.00
PERMITS-LODGING HOUSE	-
PERMITS-LPG	1,000.00
PERMITS-OPEN BURNING	740.00
PERMITS-PERC TESTING	2,570.00
PERMITS-PLUMBING	26,934.92
PERMITS-ROAD OPENING	4,950.00
PERMITS-SMOKE ALARM INSPECTION	3,700.00
PERMITS-TANK REMOVAL	2,700.00
PERMITS-TITLE V INSPECTION REV	1,890.00
PERMITS-WELL	550.00
PAYMENTS IN LIEU OF TAXES	4,734.90
TRASH-RUBBISH STICKERS\	
TRANSFER STATION STICKERS	331,845.00
NON-RECURRING-MISCELLANEOUS	114,859.12
TOTAL RECEIPTS GENERAL FUND	35,449,949.48

Receipts all Other Funds

HARBOR MASTER FUNDS

TRANSFER TO HARBOR IMPROV.	374,510.05
MOORING FEES	300,833.85
BOAT EXCISE TAX	14,887.21

RECREATION REVOLVING

RECREATION RECEIPTS	446,349.02
PLAYGROUND RECEIPTS	61,173.58
CONCERTS RECEIPTS	17,900.00

HIGHWAY IMPROVEMENT FUND

CHAPTER 90	76,378.94
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SEPTIC LOAN PROGRAM

BORROWING/WITHDRAW	20,000.00
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SEWER FUND

UTILITY USAGE RECEIVABLES	1,272,242.26
SEWER HOOKUP	12,250.00
TRANSFER FROM GENERAL FUND	-

WATER FUND

UTILITY USAGE RECEIVABLES	795,106.45
WATER HOOKUP	1,000.00
SALE OF WATER METERS	10,092.50
TRANSFER FROM GENERAL FUND	0.00

WATER TREATMENT

UTILITY USAGE RECEIVABLES	636,865.56
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AFFORDABLE HOUSING TRUST

APPROPRIATION FROM CPA	200,000.00
DONATIONS/GIFTS/OTHER TO MAHT	50,500.00
INVESTMENT INCOME	11,502.56

COMMUNITY PRESERVATION ACT

R.E. TAXES-COMMUNITY PRESERV.	419,517.65
COMM.-COMMUNITY PRESERVATION	156,284.00
EARNINGS ON INVESTMENTS/UNREALIZED GAINS & (LOSSES)	24,357.69
INTEREST/R.E. TAXES	739.38

STABILIZATION FUND

EARNINGS ON INVESTMENTS/UNREALIZED GAINS & (LOSSES)	73,698.65
TRANSFERS IN	-

OTHER POST EMPLOYEE BENEFITS

EARNINGS ON INVESTMENTS/UNREALIZED GAINS & (LOSSES)	(\$26,334.94)
TRANSFERS IN	-

TOTAL RECEIPTS ALL OTHER FUNDS	40,426,138.83
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GRAND TOTAL ALL RECEIPTS	75,876,088.31
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TOWN OF MANCHESTER **COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS** **JUNE 30, 2023**

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPES	PROPRIETARY FUND TYPES	ACCOUNT GROUP GENERAL	June 30, 2023
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	ENTERPRISE FUND	LONG-TERM OBLIGATIONS	TOTALS	
ASSETS								
Cash	9,117,452.74	3,400,805.42	886,619.73	8,250,635.12	828,931.27		22,484,444.28	
Petty Cash	585.00						585.00	
Property Tax Receivable:								
Real Estate	217,123.49	2,853.44					219,976.93	
P/P Tax	9,483.71						9,483.71	
Other Accounts Receivable:								
Motor Vehicle Excise	82,138.13						82,138.13	
Boat Excise	7,528.33						7,528.33	
Tax Liens	278,537.55	-					278,537.55	
Water & Sewer User Charges					220,895.03		220,895.03	
Departmental	298,504.92						298,504.92	
Due from the other governments	64,436.09	-					64,436.09	
Tax Foreclosure	11,792.45						11,792.45	
Special Assessments	50,269.66					6,855,955.00	50,269.66	
Amount Provided Bond Payments							6,855,955.00	
Total Assets	10,137,852.07	3,403,658.86	886,619.73	8,250,635.12	1,049,826.30	6,855,955.00	30,584,547.08	

	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	ENTERPRISE FUND	LONG-TERM OBLIGATIONS	TOTALS
LIABILITIES							
Accounts Payable	501,622.83	531,752.00	-	1,886.04	87,113.33		1,122,374.20
Accrued Payroll	209,066.84						209,066.84
Payroll Withholdings	46,140.22						46,140.22
Other Liabilities	15,873.83						15,873.83
Deferred Revenue	471,822.23	2,853.44					474,675.67
Reserve for Abatements	483,556.01					6,855,955.00	483,556.01
Bonds and Notes Payable							6,855,955.00
Total Liabilities	1,728,081.96	534,605.44	-	1,886.04	87,113.33	6,855,955.00	9,207,641.77
Fund Equity							
Retained Earnings					918,888.50		918,888.50
Reserved for Encumbrances	4,547,377.57	1,713,086.91	1,886,619.73	-	43,824.47		8,190,908.68
Reserved for Expenditures	180,000.00						180,000.00
Reserved for Petty Cash	585.00						585.00
Reserved for Special Duty				(22,542.38)			(22,542.38)
Reserved for Open Space		-					-
Reserved for Community Housing		28.00					28.00
Designated Overlay Surplus							-
Undesignated	3,681,807.54	1,155,938.51	(1,000,000.00)	8,271,291.46			12,109,037.51
Fund Equity (Deficit)	8,409,770.11	2,869,053.42	886,619.73	8,248,749.08	962,712.97	-	21,376,905.31
Total Liabilities & Fund Equity	10,137,852.07	3,403,658.86	886,619.73	8,250,635.12	1,049,826.30	6,855,955.00	30,584,547.08

SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2023

SPECIAL REVENUE FUNDS	BALANCE 06/30/22	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-) / +	RESERVED FOR 07/01/23
SPECIAL REVENUE FUNDS					
Gift's Accounts Fund 200					
Library Gifts	9,888.43	6,282.92	11,136.06	-	14,741.57
Library Children's Room Gifts	6,606.48	10,873.64	9,085.63	-	4,818.47
Winthrop Field	74,791.22	20,137.00	12,000.00	-	66,654.22
375th Anniversary Fund	1,288.63	1,288.63	-	-	-
Tuck's Point Gift Account	5,842.15	-	8,350.00	-	14,192.15
Library Anniversary Gifts	4,981.89	-	100.00	-	5,081.89
Police Gifts Account	1,130.70	-	500.00	-	1,630.70
Council on Aging Vans Gift	68.90	-	-	-	68.90
Council on Aging Gifts	3,610.99	-	4,318.00	-	7,928.99
Adopt A Bench Gifts	8,396.61	16,275.03	10,000.00	-	2,121.58
Selectmen's Gifts	7,693.42	803.00	-	-	6,890.42
Fire Engine Gift Fund	1,062.86	-	-	-	1,062.86
Fire Gifts	5,041.47	3,020.95	2,100.00	-	4,120.52
Fire-Equip Gift	51.91	-	-	-	51.91
Fire CPR Gifts	2,731.00	1,813.02	2,206.00	-	3,123.98
Recreation 4TH OF JULY GIFTS	28,613.03	19,897.61	21,232.24	-	29,947.66
Friends of COA	16,138.28	6,809.59	740.15	-	10,068.84
Pedestrian Sign/Safety Gifts	1,050.00	-	-	-	1,050.00
Selectmen - Street light conversion	14,721.53	-	-	-	14,721.53
Harbor Gifts	-	-	100.00	-	100.00
Total	193,709.50	87,201.39	81,868.08	-	188,376.19

Performance Bonds & Deposit's Fund 260

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
Conservation - 9 Tuck's Point Road Security Deposit	-	-	-	10,000.00
Conservation - Memorial Elementary Peer Review	-	-	-	1,952.50
Conservation - Surf Village Peer Review	-	-	-	480.00
Conservation 10 Boardman	-	-	-	7,500.00
Conservation Commission-10 Boardman Ave.	-	-	-	182.52
Conservation Windower Bond	-	-	-	25,000.00
Planning Marina Antenna-Terrasearch	-	4.96	-	5,461.47
Zoning First Parish Church Antenna-T Mobile	-	2.95	-	3,240.16
Appeals Board-Omni point	-	-	-	964.20
Appeals Board-Eisgrau	-	-	-	750.00
Appeals Board-Kimball	-	-	-	1,500.00
Appeals Board-Crooked Lane	-	-	-	100.00
Zoning Appeals - 12 Smith's Point	-	-	-	2,500.00
Conservation 0 School St Peer Review	-	-	-	1,105.00
Zoning Board of Appeals-0 School St	11,960.12	8,000.00	-	7,467.26
Total	80,416.81	8,007.91	0.00	76,464.60

State and Federal Grants Fund 290

Bulletproof Vests Grant	(16,052.11)	-	-	(16,052.11)
Law Enforcement Grant	40,352.99	47,225.30	-	38,498.62
Law Enforcement Canine Grant	1,985.35	-	-	1,985.35
Mass. Technology Grant	1,800.75	-	-	-
Police Community Policing Grant	1.42	-	-	-
State Aid for Libraries	8,260.21	9,399.96	-	10,412.14
Cultural Council-State Grant	9,377.28	5,502.02	-	10,584.30
H.M. Pump Out Grant Program	1,970.76	6,416.54	-	(214.56)
Council on Aging State Formula Grant	1,455.18	20,580.00	-	3,899.05
DPW - Recycling Dividends	59,637.64	7,800.00	-	65,531.14
FEMA Storm Reimbursement	(471,355.75)	651,193.20	-	-
Dept of Ecol. Restor. Morss Pier Grant	25,585.59	-	-	25,585.59
Fire FEMA Equipment Grant	(2,671.91)	5,100.00	-	2,428.09
DPW Waste Reduction/Compost Education Grant	1,500.00	-	-	1,500.00
COA Community Collaborative Grant	5,058.20	7,130.00	-	12,188.20
Dept. of Health & Human Svcs. - Ambulance Provider Relief Fund	5,906.51	-	-	-
CARES Act - COVID relief fund	955.79	-	-	-
FEMA - COVID-19 Funds	(88,954.23)	93,989.54	-	-
Bike and Ped Committee Bike Racks Grant	40.72	-	-	-
Police Med Project Drug Program	1,763.30	1,300.00	-	2,786.10
Police Municipal Road Safety Program	(675.25)	675.25	-	-

Continued . . .

**SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2023**

SPECIAL REVENUE FUNDS	BALANCE 06/30/22	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-) / +	RESERVED FOR 07/01/23
Fire DFS Safety Equipment Grant	(15,500.00)	12,023.35	27,523.35	-	-
Fire Hazmat	8,023.83	5,318.06	6,408.36	-	9,114.13
ARPA Federal Funding - COVID-19	453,081.21	657,347.58	812,129.86	-	607,863.49
Fire Assistance to Firefighters (AFG) Grant	1,142.86	5,642.86	-	-	(4,500.00)
Fire Assistance to Firefighters (AFG) COVID-19 (5,035.31)	-	-	5,035.31	-	-
Harbor-Seaport Economic Council (SEC) Tuck's Pt (811,504.00)	(66,343.00)	-	811,504.00	-	-
Harbor-SEC Morss Pier Improv Grant	(31,667.58)	27,384.50	66,343.00	-	(27,384.50)
Downtown Improvement Earmark	-	15,215.00	18,830.61	-	(28,051.97)
Climate Change Project Earmark	-	100,000.00	200,000.00	-	100,000.00
Green Communities Energy Conservation Grant	-	21,989.00	21,989.00	-	-
DPW Comm. Of MA Workplace Safety Grant (13,940.00)	-	-	13,940.00	-	-
Police Emergency Management Performance Grant	-	2,700.00	2,700.00	-	-
MassDOT Community Van Grant - COA	-	84,558.40	84,558.40	-	-
Harbor SEC Grant - Tuck's Point Phase 2	-	17,730.65	-	-	(17,730.65)
Community Health Inclusion Grant	-	-	2,208.75	-	2,208.75
Urban Agenda Grant	-	49,854.02	25,500.00	-	(24,354.02)
Police North Shore Health Outreach	-	4,358.25	10,000.00	-	5,641.75
DPW CZM Coastal Vulnerability Action Plan	-	175,132.00	67,296.00	-	(107,836.00)
Total	(895,799.55)	1,462,376.01	3,032,278.45	-	674,102.89

Other Special Revenue Fund 320

Special Detail Police	(40,108.83)	537,633.68	551,158.36	-	(26,584.15)
Special Detail Fire	1,066.27	16,445.00	19,420.50	-	4,041.77
Insurance Reimbursement	8,653.45	36,286.11	29,511.83	-	1,879.17
Commonwealth - Extended Polling Hours	5,188.25	-	3,970.51	-	9,158.76
Town Technology Fund	84,736.01	-	32,536.02	-	117,272.03
Tuck's Point Deposits	6,821.39	-	-	-	6,821.39
Conservation Fund	21,503.06	1,406.25	264.69	-	20,361.50
Wetlands Protection Fund	27,525.55	3,068.78	8,045.00	(5,000.00)	27,501.77
Police Cell Block Fees	9,159.20	2,193.28	-	-	6,965.92
Police Narcotic Fund	8,683.07	7,686.71	262.90	-	1,259.26
Tax Collector Agency Account	-	7,055.50	7,055.50	-	-
					Transfer to General Fund

TNC Surcharge Distribution-Dept. of Public Utilities	2,054.90	-	458.10	-	2,513.00
Plum Hill Road Improvements	45,000.00	-	-	-	45,000.00
Veteran's Benefits CH115 Benefit Program	948.00	-	-	-	948.00
Total	181,230.32	611,775.31	652,683.41	(5,000.00)	217,138.42
*Unrealized gains and losses are recorded					
<u>Community Preservation Fund (CPA) Fund 210</u>	998,146.96	759,932.55	600,898.71	-	839,113.12
<u>Recreation Revolving Account Fund 220</u>					
Recreation Programs/Playground/Concerts	599,343.98	349,034.43	525,422.60	(150,000.00)	625,732.15
Transfer to the General Fund					
<u>Highway Improvements Fund (Ch90) Fund 230</u>	-	449,300.00	76,378.94	-	(372,921.06)
<u>Septic Loan Program Fund 215</u>	(19,999.74)	-	20,000.00	-	0.26

RECAPITULATION **FISCAL YEAR ENDING JUNE 30, 2023**

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2022	APPROPRIATIONS TOWN MEETING APRIL - 2022	APPROPRIATIONS SPECIAL TOWN MEETING NOVEMBER - 2022	APPROPRIATIONS TOWN MEETING APRIL - 2023	TRANSFERS In + Out (-)	REVISED BUDGET FY-2023	EXPENDITURES FY-2023	RESERVED FOR ENCUMBRANCES FY-2023	TRANSFERRED TO UNRESERVED FUND BALANCE
<u>GENERAL GOVERNMENT</u>									
<u>EXECUTIVE/LEGISLATIVE</u>									
Selectmen's Department									
Salaries	-	319,232.00	-	-	-	319,232.00	316,126.32	-	3,105.68
Expenses	-	64,500.00	-	-	5,000.00	69,500.00	68,837.63	550.00	112.37
Audit	-	44,500.00	-	-	-	44,500.00	44,500.00	-	-
Information Technology									
Expenses	-	152,000.00	-	-	4,000.00	156,000.00	155,955.83	-	44.17
Finance Committee									
Salaries	-	3,800.00	-	-	-	3,800.00	3,523.77	-	276.23
Expenses	-	300.00	-	-	-	300.00	184.00	-	116.00
Reserve Fund	-	210,000.00	-	-	(209,980.00)	20.00	-	-	20.00
Election & Registration									
Salaries	-	9,506.00	-	-	-	9,506.00	5,375.00	-	4,131.00
Expenses	-	18,000.00	-	-	9,000.00	27,000.00	24,039.79	1,500.00	1,460.21
<u>FINANCIAL ADMINISTRATION</u>									
Accounting Department									
Salaries	-	166,915.00	-	-	-	166,915.00	166,914.23	-	0.77
Expenses	250.00	4,700.00	-	-	-	4,950.00	4,950.00	-	-
Assessors Department									
Salaries	-	129,279.00	-	-	-	129,279.00	128,907.92	-	371.08
Expenses	3,800.00	62,150.00	-	-	-	65,950.00	61,054.75	4,745.00	150.25
Treasurer/Collector's Department									
Salaries	-	163,906.00	-	-	9,580.00	173,486.00	173,226.17	-	259.83
Expenses	3,794.58	31,925.00	-	-	-	35,719.58	31,653.22	3,995.00	71.36
Town Clerk's Department									
Salaries	-	104,894.00	-	-	-	104,894.00	103,633.90	-	1,260.10
Expenses	686.00	7,555.00	-	-	-	8,241.00	3,858.42	1,000.00	3,382.58

RECAPITULATION **FISCAL YEAR ENDING JUNE 30, 2023**

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2022	APPROPRIATIONS TOWN MEETING APRIL - 2022	APPROPRIATIONS SPECIAL TOWN MEETING NOVEMBER - 2022	APPROPRIATIONS TOWN MEETING APRIL - 2023	TRANSFERS RECEIPTS In + Out (-)	REVISED BUDGET FY-2023	EXPENDITURES FY-2023	RESERVED FOR ENCUMBRANCES FY-2023	TRANSFERRED TO UNRESERVED FUND BALANCE
Electrical Inspector	-	14,150.00	-	-	-	14,150.00	14,149.98	-	0.02
Inspectors' Expenses	-	4,500.00	-	-	-	4,500.00	4,500.00	-	-
Permitting Software	-	29,316.00	-	-	-	29,316.00	18,160.00	4,500.00	6,656.00
Emergency Management	-	1,000.00	-	-	-	1,000.00	770.67	-	229.33
Emergency Notification	-	4,725.00	-	-	-	4,725.00	4,725.00	-	-
Animal Control	-	16,315.00	-	-	-	16,315.00	14,976.76	-	1,338.24
Expenses	-								
TOTAL PUBLIC SAFETY	3,557.92	3,925,448.00	-	-	231,400.00	4,160,405.92	4,105,678.38	18,329.49	36,398.05

PUBLIC WORKS

Department of Public Works									
Salaries	-	917,355.00	-	-	-	917,355.00	869,474.88	-	47,880.12
Expenses	13,954.34	340,900.00	-	-	-	354,854.34	346,317.84	8,536.50	-
Facilities									
Salaries	-	35,337.00	-	-	-	35,337.00	35,071.00	-	266.00
Expenses	-	105,500.00	-	-	6,000.00	111,500.00	107,127.04	4,372.96	-
Snow Removal									
Snow Removal Salaries	-	32,000.00	-	-	-	32,000.00	27,602.18	-	4,397.82
Snow Removal Expenses	-	170,000.00	-	-	(60,000.00)	110,000.00	94,449.08	-	15,550.92
Street Lighting									
Expenses	-	60,000.00	-	-	-	60,000.00	27,913.90	1,648.09	30,438.01
Sanitation/Composting/Recycling									
Sanitation Salaries	-	15,000.00	-	-	-	15,000.00	4,372.15	-	10,627.85
Sanitation Expenses	1,772.34	43,500.00	-	-	-	45,272.34	40,269.45	-	5,002.89
Rubbish and Garbage Collection	16,370.00	370,000.00	-	-	-	386,370.00	331,458.41	-	54,911.59
Rubbish and Garbage Disposal	-	230,000.00	-	-	-	230,000.00	202,675.97	-	27,324.03
TOTAL PUBLIC WORKS	32,096.68	2,319,592.00	-	-	(54,000.00)	2,297,688.68	2,086,731.90	14,557.55	196,399.23

<u>OTHER ENVIRONMENTAL</u>										
Historic District Commission										
Salaries	-	5,000.00	-	-	-	5,000.00	2,821.26	-	2,178.74	
Expenses	500.00	950.00	-	-	-	1,450.00	823.03	500.00	126.97	
Conservation Commission										
Salaries	-	67,845.00	-	-	-	67,845.00	67,455.04	-	389.96	
Expenses	1,133.92	2,800.00	-	-	-	3,933.92	2,394.83	700.00	839.09	
Expenses (Chebacco Woods)	1,200.00	1,250.00	-	-	-	2,450.00	1,200.00	-	1,250.00	
TOTAL OTHER ENVIRONMENTAL	2,833.92	77,845.00	-	-	-	80,678.92	74,694.16	1,200.00	4,784.76	
<u>HUMAN SERVICES</u>										
Health Department										
Salaries	-	76,264.00	-	-	-	5,000.00	81,264.00	-	-	
Expenses	-	50,250.00	-	-	-	(5,000.00)	41,388.56	250.00	3,611.44	
Veterans' Services										
Expenses	-	15,000.00	-	-	-	15,000.00	15,000.00	-	-	
Benefits	-	5,000.00	-	-	-	5,000.00	4,357.54	-	642.46	
Council on Aging										
Salaries	-	180,669.00	-	-	-	180,669.00	179,206.37	-	1,462.63	
Expenses	-	18,810.00	-	-	-	8,000.00	26,574.89	200.00	35.11	
TOTAL HUMAN SERVICES	-	345,993.00	-	-	-	8,000.00	353,993.00	450.00	5,751.64	
<u>CULTURE AND INFORMATIONAL SERVICES</u>										
Public Library										
Salaries	-	367,823.00	-	-	-	367,823.00	351,460.05	-	16,362.95	
Expenses	-	156,606.00	-	-	-	156,606.00	155,550.18	1,052.58	3.24	
TOTAL CULTURE SERVICES	-	524,429.00	-	-	-	524,429.00	507,010.23	1,052.58	16,366.19	

Continued . . .

RECAPITULATION **FISCAL YEAR ENDING JUNE 30, 2023**

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2022	APPROPRIATIONS TOWN MEETING APRIL - 2022	APPROPRIATIONS SPECIAL TOWN MEETING NOVEMBER - 2022	APPROPRIATIONS TOWN MEETING APRIL - 2023	TRANSFERS RECEIPTS In + Out (-)	REVISED BUDGET FY-2023	EXPENDITURES FY-2023	RESERVED FOR ENCUMBRANCES FY-2023	TRANSFERRED TO UNRESERVED FUND BALANCE
RECREATION									
Recreation									
Salaries	-	152,722.00	-	-	-	152,722.00	152,722.00	-	-
Expenses	600.00	8,334.00	-	-	(2,500.00)	6,434.00	5,246.49	300.00	887.51
Singing Beach Operations									
Salaries	-	79,424.00	-	-	5,000.00	84,424.00	84,424.00	-	-
Expenses	-	18,400.00	-	-	2,500.00	20,900.00	20,801.93	-	98.07
Lifeguards									
Salaries	-	64,893.00	-	-	8,000.00	72,893.00	72,893.00	-	-
Expenses	-	3,500.00	-	-	-	3,500.00	3,396.85	-	103.15
Tuck's Point									
Salaries	-	8,000.00	-	-	-	8,000.00	8,000.00	-	-
Expenses	-	17,820.00	-	-	-	17,820.00	14,603.40	700.00	2,516.60
Other									
Memorial Day	-	3,000.00	-	-	-	3,000.00	3,000.00	-	-
Fourth of July	-	10,000.00	-	-	-	10,000.00	10,000.00	-	-
TOTAL RECREATION	600.00	366,093.00	-	-	13,000.00	379,693.00	375,087.67	1,000.00	3,605.33

DEBT SERVICE

INTEREST AND MATURING DEBT									
Principal on Bonds	-	764,861.00	-	-	-	764,861.00	764,861.00	-	-
Interest on Bonds	-	268,998.00	-	-	-	268,998.00	268,997.58	-	0.42
WPAT Administration Fees	-	1,704.00	-	-	-	1,704.00	1,703.72	-	0.28

TOTAL DEBT SERVICE	-	1,035,563.00	-	-	-	1,035,563.00	1,035,562.30	-	0.70
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ENTERPRISE FUNDS

Sewer Fund									
Salaries	-	306,233.00	-	-	-	306,233.00	306,233.00	-	-
Expenses	10,951.49	329,600.00	-	-	-	340,551.49	313,456.19	27,095.30	-

Water Fund									
Salaries	-	254,763.00	-	-	(25,000.00)	229,763.00	229,696.06	-	66.94
Expenses	8,478.85	142,000.00	-	-	-	150,478.85	132,596.58	13,991.27	3,891.00
Treatment Expenses	-	612,720.00	-	-	25,000.00	637,720.00	634,977.66	2,737.90	4.44
TOTAL ENTERPRISE FUNDS	19,430.34	1,645,316.00	-	-	-	1,664,746.34	1,616,959.49	43,824.47	3,962.38
=====									
TOTAL ARTICLE 4 OPERATING	98,119.31	15,224,209.00	130,000.00	-	5,000.00	15,457,328.31	14,915,624.99	131,214.56	410,488.76
=====									
Treasurers Tax Liens (tax title)									
Tax Title Purposes	-	10,000.00	-	-	(5,000.00)	5,000.00	105.00	349.80	4,545.20
=====									
Article 3 & 7 - Education									
North Shore, Regional Vocational School Dist.	-	223,380.00	-	-	-	223,380.00	223,380.00	-	-
Manchester Essex Regional School	-	15,909,698.00	-	-	-	15,909,698.00	15,909,698.04	-	(0.04)
Manchester Essex Regional School Debt	-	3,007,431.00	-	-	-	3,007,431.00	3,007,430.86	-	0.14
Total Education	-	19,140,509.00	-	-	-	19,140,509.00	19,140,508.90	-	0.10
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CAPITAL PROJECTS GENERAL FUNDS

General Government									
Water Resources Protection Studies	74,900.00	-	-	30,000.00	-	104,900.00	39,317.00	65,583.00	-
Street Light Purchase/LED Conversion	12,950.90	-	-	-	-	12,950.90	5,234.11	7,716.79	-
Renovations/Upgrades including elevator	163,781.16	-	-	-	-	163,781.16	128,869.91	34,911.25	-
Computer Network/IT Upgrades	-	-	-	50,000.00	-	50,000.00	1,896.00	48,104.00	-
Voting Tabulators & Booths	-	-	-	10,000.00	-	10,000.00	5,600.77	-	4,399.23
Zoning By-Law Rewrite	11,542.50	-	-	-	-	11,542.50	2,953.00	8,589.50	-
Zoning Improvements	15,000.00	-	-	-	-	15,000.00	99.00	14,901.00	-
Planning Board Studies	20,000.00	-	-	-	-	20,000.00	20,000.00	-	-
Planning Downtown Strategic Plan	-	-	-	37,500.00	-	37,500.00	-	37,500.00	-
Police									
Access Control/Cell Monitoring	19,915.55	-	-	-	-	19,915.55	19,350.16	565.39	-
Public Safety Radio Upgrades	11,742.00	-	-	-	-	11,742.00	11,725.00	-	17.00
Police Car	-	59,400.00	-	88,200.00	-	147,600.00	58,879.39	88,720.61	-
Police Speed Trailer	6,900.00	-	-	-	-	6,900.00	6,900.00	-	-
Police Tasers	-	12,600.00	-	12,600.00	-	25,200.00	12,600.00	12,600.00	-

Continued . . .

RECAPITULATION FISCAL YEAR ENDING JUNE 30, 2023

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2022	APPROPRIATIONS TOWN MEETING APRIL - 2022	APPROPRIATIONS SPECIAL TOWN MEETING NOVEMBER - 2022	APPROPRIATIONS TOWN MEETING APRIL - 2023	TRANSFERS In + Out (-)	REVISED BUDGET FY-2023	EXPENDITURES FY-2023	RESERVED FOR ENCUMBRANCES FY-2023	TRANSFERRED TO UNRESERVED FUND BALANCE
Fire									
Fire Dept. Reporting Software	-	35,000.00	-	-	-	35,000.00	-	35,000.00	-
Fire Gear Replacement	35,261.47	-	-	-	-	35,261.47	35,261.47	-	-
Fire Dept. Gear/Dryer/Washer/Racks	-	-	-	35,000.00	-	35,000.00	-	35,000.00	-
Ambulance or Ambulance Rebuild	-	-	450,000.00	-	-	450,000.00	-	450,000.00	-
Fire Engine Fund	965,000.00	150,000.00	(450,000.00)	200,000.00	-	865,000.00	-	865,000.00	-
Fire Station Renovations	46,585.38	30,000.00	-	-	-	76,585.38	9,680.58	66,904.80	-
Public Works									
Storm Drains/Drainage/Sidewalk Improvements	287,065.31	250,000.00	-	250,000.00	-	787,065.31	566,811.07	220,254.24	-
Compressor	22,000.00	-	-	-	-	22,000.00	-	-	22,000.00
Facility Assessment/Options	137,966.53	-	-	-	-	137,966.53	66,598.19	71,368.34	-
Road Maintenance & Construction	220,735.30	-	-	400,000.00	-	620,735.30	415,380.56	205,354.74	-
Guardrail Replacement	41,170.00	-	-	-	-	41,170.00	35,170.00	6,000.00	-
Town Grant Match - DEP Compost	19,447.44	-	-	-	-	19,447.44	18,768.49	678.95	(0.00)
Town Grant Match - Complete Streets	32,000.00	-	-	-	-	32,000.00	21,044.12	10,955.88	-
Compost Facility	224,180.00	-	-	-	-	224,180.00	29,276.12	194,903.88	-
Vehicle Replacement	109,520.00	245,000.00	-	-	-	354,520.00	353,736.86	-	783.14
Storm Damage Repairs	29,987.00	25,000.00	-	25,000.00	-	79,987.00	132,137.57	79,987.00	-
Central Street Culvert Article 19 - ATM	04/2013 490,677.06	400,000.00	-	-	-	890,677.06	758,539.49	758,539.49	-
Mechanic Equipment	8,509.37	-	-	-	-	8,509.37	2,196.83	6,312.54	-
General Building Upgrades	-	-	-	50,000.00	-	50,000.00	-	50,000.00	-
Barn/DPW Garage Area	-	100,000.00	-	-	-	100,000.00	-	100,000.00	-
Town Hall Generator	-	100,000.00	-	-	-	100,000.00	2,550.00	97,450.00	-
Roof/Restrooms Chowder House	-	-	-	35,000.00	-	35,000.00	-	35,000.00	-
Seaside 1 HVAC	-	-	-	8,000.00	-	8,000.00	-	8,000.00	-
Conservation									
Conservation Lands Management Plan	10,000.00	-	-	-	-	10,000.00	-	10,000.00	-
Historic District									
HDC-National Register Survey	-	-	-	15,000.00	-	15,000.00	-	15,000.00	-
Council on Aging									
COA Van Replacement - Grant Match	-	-	-	25,000.00	-	25,000.00	25,000.00	-	-
Library									
Library Interior Upgrades	7,761.48	-	-	-	-	7,761.48	7,060.04	701.44	-
Interior Painting/Carpets, Etc.	5,232.73	-	-	-	-	5,232.73	-	5,232.73	-

Library Accessible Bathroom Project	28,525.00	200,000.00	-	-	228,525.00	20,722.89	207,802.11	-
Floodproofing & Generator	-	-	-	45,000.00	45,000.00	-	45,000.00	-
Recreation								
Sweeney Park Engineering	70,000.00	-	-	-	70,000.00	-	70,000.00	-
Tennis Court Resurfacing	10,000.00	-	-	-	10,000.00	10,000.00	-	-
Sweeney Parking Lot Re-paving	32,000.00	-	-	-	32,000.00	-	32,000.00	-
Engineering Plans - Athletic Fields	46,100.00	-	-	-	46,100.00	46,100.00	-	-
Tuck's Point Rotunda	-	60,000.00	-	-	60,000.00	-	60,000.00	-
Brook St. Turf Replacement	-	-	-	400,000.00	400,000.00	-	400,000.00	-
Harbor Master								
Harbor Pick-Up Truck	3,482.00	-	-	-	3,482.00	1,789.19	-	1,692.81
Harbor Boat and Boat Repairs	30,901.13	-	-	-	30,901.13	30,901.13	-	-
Reed Park/Float Improvements	40,000.00	-	-	-	40,000.00	-	40,000.00	-
Harbor Dredging Account	26,864.23	20,000.00	-	50,000.00	96,864.23	11,058.78	85,805.45	-
Harbor Master Plan	-	-	-	100,000.00	100,000.00	-	100,000.00	-
TOTAL CAPITAL GENERAL FUND	3,317,703.54	1,687,000.00	-	1,866,300.00	6,871,003.54	2,154,668.23	4,687,443.13	28,892.18
<u>NON-APPROPRIATED EXPENSES</u>								
MV PARK SURCHARGE	-	5,040.00	-	-	3,500.00	5,360.00	-	(1,860.00)
MOSQUITO CONTROL	-	40,953.00	-	-	42,548.00	42,548.00	-	-
AIR POLLUTION CONTROL	-	3,390.00	-	-	(39.00)	3,351.00	-	-
MET. AREA PLANNING COUNCEL	-	2,914.00	-	-	99.00	3,013.00	-	-
MBTA	-	121,601.00	-	-	2,982.00	124,583.00	-	-
TOTAL NON-APPROPRIATED EXPENSES	-	173,898.00	-	-	3,097.00	178,855.00	-	(1,860.00)
<u>GENERAL FUND TRANSFERS OUT</u>								
Harbor Capital	-	-	-	-	50,000.00	50,000.00	-	-
TOTAL GENERAL FUND TRANSFERS OUT	-	-	-	-	50,000.00	50,000.00	-	-
<u>CAPITAL PROJECTS ENTERPRISE FUNDS</u>								
Sewer Fund								
Sewer Treatment Plant Improvements	341,573.52	300,000.00	-	-	641,573.52	167,894.98	473,678.54	-
TOTAL CAPITAL SEWER	341,573.52	300,000.00	-	-	641,573.52	167,894.98	473,678.54	-

Continued . . .

RECAPITULATION FISCAL YEAR ENDING JUNE 30, 2023

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2022	APPROPRIATIONS TOWN MEETING APRIL - 2022	APPROPRIATIONS SPECIAL TOWN MEETING NOVEMBER - 2022	APPROPRIATIONS TOWN MEETING APRIL - 2023	TRANSFERS RECEIPTS In + Out (-)	REVISED BUDGET FY-2023	EXPENDITURES FY-2023	RESERVED FOR ENCUMBRANCES FY-2023	TRANSFERRED TO UNRESERVED FUND BALANCE
<u>Water Fund</u>									
General Water Updates	56,963.87	200,000.00	-	-	-	256,963.87	129,257.30	127,706.57	-
Water System Improvements	5,864.02	-	-	-	-	5,864.02	5,864.02	-	-
Water Pipe Replacement	1,045,810.82	-	-	275,000.00	-	1,320,810.82	1,035,576.20	285,234.62	-
TOTAL CAPITAL WATER	1,108,638.71	200,000.00	-	275,000.00	-	1,583,638.71	1,170,697.52	412,941.19	-
<u>Sewer</u>									
Transfers to the General fund	-	365,287.00	-	-	-	365,287.00	365,287.00	-	-
<u>Water</u>									
Transfers to the General fund	-	166,297.00	-	-	-	166,297.00	166,297.00	-	-
<u>Community Preservation Fund</u>									
<u>ARTICLES</u>									
CPC Administrative Costs	-	25,000.00	-	-	-	25,000.00	3,846.63	-	21,153.37
Comm. Housing Project Funding	-	200,000.00	-	-	-	200,000.00	200,000.00	-	-
Fire Department Antiques Preservation	10,000.00	-	-	-	-	10,000.00	-	10,000.00	-
Preservation of Town Hall Records	13,195.24	-	-	-	-	13,195.24	-	13,195.24	-
Morss Pier Restoration Study	33,000.00	-	-	-	-	33,000.00	-	33,000.00	-
Tuck's Point Public Access Restoration	29,126.12	-	-	-	-	29,126.12	1,488.70	27,637.42	-
Rotunda Restoration	5,355.81	-	-	-	-	5,355.81	-	5,355.81	-
Exterior Restoration of Seaside 1	8,100.00	-	-	-	-	8,100.00	8,100.00	-	-
Tuck's Point Rotunda Engineering Study	50,000.00	-	-	-	-	50,000.00	-	50,000.00	-
Cemetery Restoration Work	57,574.48	-	-	40,000.00	-	97,574.48	40,810.00	56,947.48	-
Unknown Owner Search of Land Records for Open Space	36,950.00	-	-	-	-	36,950.00	23,375.00	13,575.00	-
Winthrop Field	10,000.00	-	-	-	-	10,000.00	10,000.00	-	-
Sweeney Park Pickleball Courts	7,500.00	-	-	-	-	7,500.00	7,500.00	-	-
Signs - Singing Beach/Masconomo Park	412.13	-	-	-	-	412.13	412.13	-	-

Trail Improv., Markers, Brochures	1,113.80	-	-	-	1,113.80	-	-	-	1,113.80
Planting at Masconomo Park	2,950.00	-	-	-	2,950.00	-	-	1,707.00	1,243.00
Preservation of Dexter Pond	1,691.50	-	-	-	1,691.50	-	-	-	1,691.50
Singing Beach Bath House Preservation	5,035.00	-	-	-	5,035.00	-	-	5,035.00	-
Landscape Restoration - Parks & Tuck's Point	22,372.14	-	-	-	22,372.14	-	-	10,451.03	11,921.11
Parks-Automatic Defibrillators	15,000.00	-	-	-	15,000.00	-	-	10,168.00	4,832.00
Bike Racks	7,000.00	-	-	-	7,000.00	-	-	6,915.26	-
Causeway Brook/Sawmill Brook	35,000.00	-	-	-	35,000.00	-	-	-	35,000.00
Western Woods Open Space Research	7,500.00	-	-	-	7,500.00	-	-	2,850.00	-
Pollinator Gardens	20,000.00	-	-	-	20,000.00	-	-	-	4,650.00
Manchester Friends of Trees - Tree Restoration	4,985.00	-	-	-	4,985.00	-	-	4,985.00	-
Sweeney Park Design Study	32,165.00	-	-	-	32,165.00	-	-	14,040.00	18,125.00
Preservation of Conservation Land	20,000.00	-	-	-	20,000.00	-	-	-	20,000.00
Land/Open Space Purchase-Christian Hill/Alpers Lot	865.00	-	-	-	865.00	-	-	-	-
Pine Street Field	500,000.00	300,000.00	-	-	800,000.00	-	-	400,248.80	399,751.20
Engineering Plans - Athletic Fields	4,900.00	-	-	-	4,900.00	-	-	4,900.00	-
Historic Origin of 'Masconomo' Sign (MHM)	-	-	-	3,500.00	3,500.00	-	-	-	3,500.00
Picnic Tables - Tuck's Point	-	-	-	12,000.00	12,000.00	-	-	-	12,000.00
Trail Maps, Brochures, App (Bike/Ped Committee)	-	-	-	3,955.00	3,955.00	-	-	-	3,955.00
Signs-Sweeney Park & Coach Field	-	-	-	12,000.00	12,000.00	-	-	-	12,000.00
Sound Mitigation - Pickleball Court	-	-	-	20,000.00	20,000.00	-	-	1,000.00	19,000.00
Lifeguard Chair	-	-	-	2,100.00	2,100.00	-	-	2,100.00	-
Total Community Preservation Fund	941,974.22	525,000.00	-	93,555.00	1,560,529.22	-	-	759,932.55	754,445.26
SEPTIC LOAN PROGRAM FUND	117,491.26	-	-	-	117,491.26	-	-	-	117,491.26
HARBOR IMPROVEMENT FUND									
Transfer to Harbor Master (Budget fund 019) -		232,969.00	-	100,000.00	332,969.00	-	-	324,510.05	-
									8,458.95

Continued . . .

RECAPITULATION
FISCAL YEAR ENDING JUNE 30, 2023

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2022	APPROPRIATIONS TOWN MEETING APRIL - 2022	APPROPRIATIONS SPECIAL TOWN MEETING NOVEMBER - 2022	APPROPRIATIONS TOWN MEETING APRIL - 2023	TRANSFERS RECEIPTS In + Out (-)	REVISED BUDGET FY-2023	EXPENDITURES FY-2023	RESERVED FOR ENCUMBRANCES FY-2023	TRANSFERRED TO UNRESERVED FUND BALANCE
HARBOR IMPROVEMENT FUND	-	232,969.00	-	100,000.00	-	332,969.00	324,510.05	-	8,458.95
HIGHWAY IMPROVEMENT FUND (CH90)									
Road construction, repairs, and related	796,303.00	-	-	-	266,341.94	1,062,644.94	449,300.00	613,344.94	-
HIGHWAY IMPROVEMENT FUND	796,303.00	-	-	-	266,341.94	1,062,644.94	449,300.00	613,344.94	-
HARBOR DREDGING	1,000,000.00	-	-	-	-	1,000,000.00	-	1,000,000.00	-
CAPITAL -AV/TECH EQUIP MEETING ROOM 06/2021	301.75	-	-	-	-	301.75	301.75	-	-
RECREATION REVOLVING									
Transfers To the General Fund	-	50,000.00	-	100,000.00	-	150,000.00	150,000.00	-	-
Recreation	-	-	-	-	-	-	281,439.58	-	(281,439.58)
Playground	-	-	-	-	-	-	53,677.85	-	(53,677.85)
Concerts	-	-	-	-	-	-	13,917.00	-	(13,917.00)
RECREATION REVOLVING	-	50,000.00	-	100,000.00	-	150,000.00	499,034.43	-	(349,034.43)
AFFORDABLE HOUSING TRUST									
Expenditures	789,189.75	-	-	-	-	789,189.75	2,308.00	786,881.75	-
Grand Totals	8,511,295.06	38,075,169.00	130,000.00	2,434,855.00	319,438.94	49,470,758.00	40,345,325.40	8,977,790.43	147,642.17

**RESERVE FUND
FISCAL YEAR 2023**

	Account Number	Date	Amount
RESERVE FUND	001-100-013-57810		FY-2023
<u>APPROPRIATIONS</u>			
ORIGINAL BUDGET FY-2023		04/25/22	210,000.00
<u>TRANSFERS</u>			
<u>Account Description</u>			
Treasurer/Collector Salaries	001-100-033-51000	01/19/23	(9,580.00)
Appeals Salaries	001-100-061-51000	01/19/23	(4,000.00)
Fire dept repairs expense	001-200-103-52662	03/02/23	(25,000.00)
Fire dept OT deficit	001-200-103-51300	03/02/23	(95,000.00)
Town Reports	001-100-003-52012	06/16/23	(5,000.00)
Singing Beach Salaries	001-600-631-51000	06/16/23	(5,000.00)
Lifeguard Salaries	001-600-632-51000	06/16/23	(8,000.00)
Town Hall/Common Electricity	001-100-065-52150	06/16/23	(25,000.00)
Election/Registration Exp	001-100-015-53050	06/16/23	(9,000.00)
Parking Clerk Expenses	001-200-135-5*	06/16/23	(11,000.00)
Auto/Truck Repairs	001-200-100-52640	06/16/23	(5,400.00)
COA Auto/Van Repairs	001-500-531-52640	06/16/23	(8,000.00)
		Total	(209,980.00)
		Balance	20.00

**TRUST FUNDS -
FISCAL YEAR ENDING JUNE 30, 2023**

Non-Expendable Trust Funds	BALANCE 06/30/22	ADJUSTMENTS & Transfers (-) / +	Receipts	Expenditures	RESERVED FOR 07/01/23
<u>Non-Expendable Trust Funds</u>					
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	394,950.51	-	-	-	394,950.51
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	413,977.30	-	-	-	413,977.30
<u>Expendable Trust Funds</u>					
Expendable Trust Funds					
B.L. Allen Interest Fund	178.12	-	57.97	-	236.09
Tuck's Point Interest Fund	4,756.66	-	421.79	-	5,178.45
Post War Rehabilitation Fund	1,755.96	-	222.63	-	1,978.59
Essex Woods Park Fund	18,229.06	-	714.82	-	18,943.88
Perpetual Care Interest Fund	66,357.72	-	68,234.77	-	134,592.49
Cemetery Sale of Lots Fund	192,080.40	-	57,612.91	-	249,693.31
Winthrop Library Fund	34,460.86	-	12,976.84	(13,278.75)	34,158.95
Crowell Cemetery Interest Fund	10,518.08	-	530.11	-	11,048.19
Knight Cemetery Fund	7,019.53	-	346.03	-	7,365.56
Julie Ware Library Fund	2,396.69	-	124.29	(200.21)	2,320.77
Cemetery Odd Fellows Fund	1,676.40	-	183.40	-	1,859.80
Adele Q. Ervin Library (Principal)	100,000.00	-	-	-	100,000.00
Adele Q. Ervin Library (Int)	2,274.39	-	1,775.35	-	4,049.74
Ron Borel Library Trust	-	-	506,652.16	(11,494.28)	495,157.88
Expendable Trust Funds	441,703.87	-	649,853.07	(24,973.24)	1,066,583.70
Unrealized gains and losses are recorded.					
<u>Other Trust Funds</u>					
Stabilization Fund	1,879,461.06	-	73,698.65	-	1,953,159.71
Other Post Employee Benefits (OPEB)	3,815,021.38	-	26,334.94	-	3,841,356.32
Manchester Affordable Housing Trust	789,189.75	-	262,002.56	(2,308.00)	1,048,884.31
TOTAL TRUST FUNDS	7,339,353.36	-	1,011,889.22	(27,281.24)	8,323,961.34
Unrealized gains and losses are recorded.					



Christmas Eve Sing Along with Todd Angilly

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:	5,329
Registered Voters:	4,408
Dogs:	664
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 fourth 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:	FY2024 \$9.35 per thousand of assessed valuation.
Taxes Due:	August 1 st , November 1 st , February 1 st , and May 1 st .
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 HORNETS!



Manchester Essex Regional High School
Class of 2023