

ESSEX, MASSACHUSETTS

**ANNUAL
REPORT**

2002

1819

2002

ANNUAL REPORT

Of the

TOWN OFFICERS

of

ESSEX, MASSACHUSETTS

IN MEMORIAM

of those who have served the Town

ROBERT McGRATH

TOWN OF ESSEX
ELECTED TOWN OFFICERS (2002-2003)

MODERATOR		
David J. Lane		Term Expires 2003
SELECTMEN		
Rolf P. Madsen, Chairman		Term Expires 2005
David L. Folsom		Term Expires 2004
Joseph P. Davis III		Term Expires 2003
TOWN CLERK		
Sally A. Soucy		Term Expires 2004
ASSESSORS		
Paul H. Mugford		Term Expires 2004
Richard S. Cairns		Term Expires 2003
David E. Trask		Term Expires 2005
BOARD OF HEALTH		
Paul T. Rullo		Term Expires 2004
Sandra L. Pelkie		Term Expires 2003
Karin Stati-Carroll (Appointed)		Term Expires 2003
CONSTABLE		
Ronald E. Feener		Term Expires 2003
Roger W. Lander		Term Expires 2003
SCHOOL COMMITTEE		
Susan Gould-Coviello		Term Expires 2004
Jodi L. Harris		Term Expires 2003
Edward T. Neal		Term Expires 2005
BOARD OF LIBRARY TRUSTEES		
Lynda Story Seppala		Term Expires 2004
Gillian Palumbo		Term Expires 2003
Mary Hickey		Term Expires 2005
CONOMO POINT COMMISSIONERS		
Rolf P. Madsen		Term Expires 2005
David L. Folsom		Term Expires 2004
Joseph P. Davis III		Term Expires 2003
PLANNING BOARD		
Judson A. Lane		Term Expires 2006
Andrew St. John		Term Expires 2007
Michael Cataldo		Term Expires 2003
Westley C. Burnham		Term Expires 2004
Susan Scott Robinson		Term Expires 2005
Gilbert B. Guerin		Term Expires 2003
Elisabeth L. Shields		Term Expires 2004
HOUSING AUTHORITY		
Gloria Story (State Appointee)		Term Expires 2005
Diane R. Polley		Term Expires 2006
Jeffrey S. Butler		Term Expires 2003
Nancy L. Marchant (Appointed)		Term Expires 2003
Carolyn M. Clarke		Term Expires 2004

TOWN OF ESSEX
APPOINTED TOWN OFFICERS
2002/2003

	Date of Expiration
William Sanborn	June 30, 2003
ADA COORDINATOR	
Richard Carter	Feb. 1, 2004
R. Jeffrey Lyman	Feb. 1, 2005
Michael Davis	Feb. 1, 2006
APPEALS BOARD	
William Sanborn	June 30, 2003
BUILDING INSPECTOR	
Walter Rich	June 30, 2003
ASSISTANT BUILDING INSPECTOR	
Blake Story	June 30, 2003
BURIAL AGENT	
Vacancy	June 30, 2003
CABLE TV REGIONAL REPRESENTATIVE	
CENSUS LIAISON	
Sally Soucy	
CENTENNIAL GROVE PLANNING COMMITTEE	
Rolf Madsen	
Donna Roy	
Allan McCoy	
Sandy Patrican	
Robert Coviello	
Michael Cataldo	
CIVIL DEFENSE DIRECTOR	
Richard Carter	June 30, 2003
ASSISTANT TO CIVIL DEFENSE DIRECTOR	
Glenn Boutchie	June 30, 2003
COMMUNITY OIL SPILL	
Warren Grant	June 30, 2003
Richard Carter	June 30, 2003
Damon Boutchie	June 30, 2003
David Folsom, Selectman	June 30, 2003
CONSERVATION COMMISSION	
Stephan Gersh	June 30, 2003
Robert Brophy	June 30, 2003
Philip Lake	June 30, 2004
Philip Caponigro	June 30, 2005
Samuel Hoar	June 30, 2005
Wallace Bruce	June 30, 2005

	COUNCIL ON AGING	
Margaret Deveau		June 30, 2005
Effie Andrews		June 30, 2005
Walter Andrews		June 30, 2005
David Elwell		June 30, 2005
Brian Browning		June 30, 2004
Grace O'Donnell		June 30, 2003
Roger Lander		June 30, 2003
Robert Wolfe		June 30, 2003
Irene Bowman		June 30, 2003
	ELECTRICAL INSPECTOR	
Lawrence O'Maley		June 30, 2003
	ASSISTANT ELECTRICAL INSPECTOR	
Ramie Reader		June 30, 2003
	ESSEX CULTURAL COUNCIL	
Isabelle Parlee		June 30, 2003
Anne White		June 30, 2004
Jane Ellsworth		June 30, 2004
Daisy Nell Means		June 30, 2002
Leslie Burns		June 30, 2002
Megan Houser		June 30, 2004
	FENCE VIEWERS	
Board of Selectmen		June 30, 2003
	FIELD DRIVERS	
All Patrolmen		June 30, 2003
	FIELD UTILIZATION COMMITTEE	
	Anthony Sanchez	
	Richard Merullo	
	Alan McCoy	
	Michael Stroman	
	Joseph P. Davis III, Selectman	
	FINANCE COMMITTEE	
Mary Koop		May, 2005
Mark Lynch		May, 2003
Gordon Martin		May, 2003
Jeffrey Jones		May, 2003
Marian Keeler		May, 2004
Ray Randall		May, 2003
	FIRE CHIEF	
Richard Carter	(Appointed by Fire Engineers)	
	FIRE DEPARTMENT ENGINEERS	
Richard Carter		June 30, 2003
Raymond Maxfield		June 30, 2003
James Mulcahy		June 30, 2003
	FOREST FIRE WARDEN	
Richard Carter		June 30, 2003

William Sanborn	HANDICAP COORDINATOR	June 30, 2003
	HARBORMASTER David Harrell	
	HARBORMASTER ASSTS.	
Arnold Thistlewood		June 30, 2004
David Deinstadt		June 30, 2003
James Platt		June 30, 2003
James O'Brien		June 30, 2005
	HAZARDOUS WASTE ADVISOR	
James Mulcahy		June 30, 2003
	HISTORICAL COMMISSION	
Kurt Wilhelm		June 30, 2004
Frederick Ames		June 30, 2004
Brian Barbre		June 30, 2004
Michael Cataldo		June 30, 2004
Robert Coveillo		June 30, 2005
	HOUSEHOLD HAZARDOUS PRODUCTS	
Stephan Gersh		June 30, 2003
	INSPECTOR OF ANIMALS	
Pamela Stone		March 1, 2003
	OPEN SPACE COMMITTEE	
Daphne Borden		June 30, 2003
Martha Hoar		June 30, 2003
Tudi Bartlett		June 30, 2003
Linda Osburn		June 30, 2003
Mimi Storey		June 30, 2003
Stephan Gersh (Ex Officio)		June 30, 2003
	PERSONNEL BOARD	
Mark Osburn		June 30, 2003
	PLUMBING & GAS INSPECTOR	
Mark Osborn		June 30, 2003
	POLICE CHIEF	
David Harrell		June 30, 2004
	POUND KEEPER	
Chris Venti		June 30, 2003
	PUBLIC WORKS COMMISSION	
Sandy Patrican		May, 2004
William Perkins		May, 2005
Joe Wyatt		May, 2003
	RANGERS, CRANE WILDLIFE REFUGE	
Donald A. Paquin		June 30, 2003
Walter Swan		June 30, 2003

BOARD OF REGISTRARS		
Dawn Burnham		June 30, 2003
Marilyn Browning		June 30, 2004
Virginia Boutchie		June 30, 2005
SCOUT HOUSE COMMITTEE		
Evelyn Hickey (Friends of COA)		June 30, 2003
Georgeann Lane (Girl Scouts)		June 30, 2003
Debbie French (Brownies)		June 30, 2003
Harold Addison		June 30, 2003
Warren Grant		June 30, 2003
Walter Andrews		June 30, 2003
SHELLFISH ADVISORY BOARD		
Tom Prentiss		June 30, 2004
Keith Woodman		June 30, 2004
Leonard Woodman		June 30, 2003
Michael Matheson		June 30, 2004
Bill Pascucci		June 30, 2003
SHELLFISH WARDEN		
Arnold A. Thistlewood		June 30, 2003
SHELLFISH WARDEN DEPUTIES		
Robert Knowles (Gloucester Warden)		June 30, 2003
Edwin Bjork		June 30, 2004
Stephen Hartley		June 30, 2004
SURVEYORS OF LUMBER, WOOD & BARK		
Dana Story		June 30, 2003
TOWN CLERK'S ASSISTANT		
Dorothy Brown		June 30, 2003
TOWN COUNSEL		
Kopelman and Paige		June 30, 2003
TREASURER/TAX COLLECTOR		
Nancy Swallow		May 8, 2004
YOUTH COMMISSION		
Vincent Tulloch		June 30, 2003
Susan Kane		June 30, 2003
Brenda King		June 30, 2003
Roger Tyler		June 30, 2003

Board of Selectmen & Conomo Point Commissioners

2002 has continued the busy pace of 2001. Major issues have been managing our sewer project and the Town finances as we face reductions in State aid and no growth in local receipts. With a significant reduction in funds available for capital projects, the Town did vote an override for funding renovation of the Emergency Center and for new windows and doors for the Fire Station. Work on the Emergency Center continues. The windows were replaced with labor from the Essex County Sheriff's Work Program. After a structural design for the Fire Station doors was completed it was found that the cost of structural modifications necessary to provide for the new doors was at least double the funds that were available for the project. The door project has been put on hold.

Handicap Ramp for Library: The Town Administrator, working with North Shore Regional Vocational School and the Essex County Sheriff's Work Program, devised a project to provide a handicap ramp for the Library. The Work Program personnel did the renovation work inside the Library and replaced the exterior wooden door with a new metal door. The Vocational School students began the building of the ramp. At the end of the year, the ramp was almost complete.

Centennial Grove: With financial assistance provided by the Essex Enhancement Committee of the Chamber of Commerce and proceeds from the Essex Music Festival, the Town was able to purchase the materials for a new floor in the Pavilion Building. A group of volunteers from the Mass Mudders removed the old flooring and installed the new floor; all on a very rainy weekend in June.

The major program at the Grove continues to be the Youth Commission Summer Program. They utilize the facilities five days a week from late June to mid August.

Rental of the facilities by various groups has increased again this year. Proceeds from the rentals were used to purchase replacement floats for the dock and to pay the electrical costs and summer water bill. In addition, the summer water service was extended to the cottage so that the Youth Commission Summer Program would have running water for their programs.

Grants: During the year, the Town was notified that a Community Development Assistance Grant had been awarded for \$858,000 to pay for the pump station and public restrooms at Memorial park. The Town also received a Public Works Economic Development Grant for \$535,000 to fund the relocation of the playground behind the Fire Station, removal of the present DPW garage and installation of a large public parking area to serve the nearby businesses and churches and provide some parking for boats and trailers that cannot park at the Town Landing. The planning process has started and by summer the work on the new facilities should be underway. A special thanks to our Town Administrator, Brendhan Zubricki who prepared both of these outstanding grant applications.

Wastewater: After lengthy negotiations with the City of Gloucester, a Memorandum of Understanding was executed which set forth the final design of the trunk sewer line and pump stations in Gloucester and established the funding for it and additions to the Gloucester Little River project through which the Essex sewage will pass.

The Town's Consulting Engineer submitted all the necessary applications to State agencies and the contractor was given the notice to proceed. In September, work started on the trunk line in Gloucester.

In December, the contract documents for the second contract, which will consist of the piping from the Gloucester line to the Ebben Creek Bridge next to Farnham's and all of the pump stations, was nearing completion. This contract should be advertised in late winter with a contract award in early spring of 2003.

During the year, the Board negotiated a Second Modified Final Judgment with the Department of Environmental Protection and the Attorney General. Once the Town decided to build a sewer collection system, many of the requirements of the Final Judgment were no longer meaningful or practical. At the end of the year, the Town had not yet received a final version of the Judgment, however, the Board has begun to work on several items in the agreement that are due in February of 2003.

Through the initiative of the Town Administrator with the cooperation of the Town Accountant, Tax Collector & Treasurer, Board of Assessors and the Department of Public Works, a methodology was established to assess partial betterments each year as the sewer project progresses. The first partial betterment had been processed and for those who elected to pay their share over an extended period, the first installment will be contained in the February tax bill.

Conomo Point: The Board, acting as the Conomo Point Commissioners continues to enforce the terms of the Conomo Point leases. There were five lease transfers during 2002. With each transfer, the Board continued its policy to explain to each new lessee that the current situation cannot allow for extension of the current leases. The current leases expire in 2011.

The Board wishes to thank Pat Laskowski, the Selectmen's Assistant, Brendhan Zubricki, the Town Administrator, Nancy Swallow, the Town Tax Collector/Treasurer and all of the Town's employees for their dedication and hard work in keeping the Town on a even keel and proceeding forward to each new day. A special thanks to all the volunteers that work so diligently on the various committees and boards.

Respectfully submitted,

David L. Folsom, Chairman
Rolf P. Madsen
Joseph P. Davis III

ACCOUNTANT

The following reports of the accounts of the Town of Essex for the Fiscal Year 2002 are submitted in compliance with Section 61 of Chapter 41 of the General Laws of Massachusetts. Contained herein are statements of: Revenue, Expenditures, Balance Sheets and Town Debt.

I am available to any citizen who desires more detailed information, so please feel free to call upon me at any time.

Respectfully submitted,

Kathleen J. Benevento, Town Accountant

ALL FUND TYPES AND ACCOUNT GROUP
COMBINED BALANCE SHEET

JUNE 30, 2002

	Governmental Fund Types			Fiduciary Fund Types	Account Group	
ASSETS AND OTHER DEBITS	General	Special Revenue	Capital Projects	Trust and Agency	General Long-Term Obligations	Total (Memorandum Only)
CASH AND SHORT-TERM INVESTMENTS	\$ 1,116,732	\$ 292,045	\$ 350,232	\$ 386,666	\$ -	\$ 2,145,675
INVESTMENTS				557,381		557,381
RECEIVABLES:						
Real estate and personal property taxes	159,467					159,467
Tax liens and foreclosures	313,332					313,332
Excise taxes	96,944					96,944
User charges		50,166				50,166
Due from other funds						-
Intergovernmental	90,119	163,557		373		254,049
Other		83,391				83,391
AMOUNTS TO BE PROVIDED FOR RETIREMENT OF LONG-TERM OBLIGATIONS					750,439	750,439
TOTAL ASSETS AND OTHER DEBITS	\$ <u>1,776,594</u>	\$ <u>589,159</u>	\$ <u>350,232</u>	\$ <u>944,420</u>	\$ <u>750,439</u>	\$ <u>4,410,844</u>

COMBINED BALANCE SHEET (cont'd)
LIABILITIES AND FUND EQUITY

LIABILITIES:						
Warrants payable	\$	3,467		\$	\$	3,467
Reserve for abatements						-
Liabilities due depositors						-
Other liabilities	(1,780)	(30)		(45,867)		(47,677)
Deferred revenues						-
Due to other governments						-
Due to other funds	(254,647)	47,292		(46,694)		(254,049)
Accrued compensated absences						-
Bonds and notes payable		<u>(287,000)</u>	<u>(2,345,000)</u>		<u>(750,439)</u>	<u>(3,382,439)</u>
TOTAL LIABILITIES		<u>(256,427)</u>	<u>(236,271)</u>	<u>(92,561)</u>	<u>(750,439)</u>	<u>(3,680,698)</u>
FUND BALANCES:						
Reserved for:						
Encumbrances and continuing appropriations	(99,452)					(99,452)
Nonexpendable trusts						-
Deferred Revenie	(569,722)	(133,590)				(703,312)
Unreserved:						
Designated for subsequent years' expenditures		(226,970)	1,994,768	(851,856)		915,942
Designated for municipal insurance						-
Undesignated	<u>(843,324)</u>					<u>(843,324)</u>
TOTAL FUND EQUITY (DEFICIT)	<u>(1,512,498)</u>	<u>(360,560)</u>	<u>1,994,768</u>	<u>(851,856)</u>	<u>-</u>	<u>(730,146)</u>
TOTAL LIABILITIES AND FUND EQUITY	\$ <u>(1,768,925)</u>	\$ <u>(596,831)</u>	\$ <u>(350,232)</u>	\$ <u>(944,417)</u>	\$ <u>(750,439)</u>	\$ <u>(4,410,844)</u>

FUND EQUITY AND DEBT LISTING		
GENERAL FUND		823,946
WATER FUND		(268,357)
CAPITAL PROJECT FUND		(1,994,768)
SPECIAL REVENUE FUNDS:		
FUND EQUITY:		
AFTER SCHOOL PROGRAMS	1,859	
CHPT I	295	
CHPT II ECIA	199	
HEALTH AND EDUCATION GRANT	9	
HEALTH PROTECTION	384	
KINDERGARTEN	22	
SCHOOL LUNCH	86	
SPED EARLY CHILDHOOD DEV.	103	
SPRIG	194	
TITLE 1 READING	(895)	
TUITION IN	22,351	
AMBULANCE	156,950	
ARTS LOTTERY COUNCIL	3,964	
BLACKSTONE SEPTAGE	6,261	
BLOCK GRANT	2,500	
BULLET PROOF VESTS	(3,520)	
CEMETERY FUNDS	82,133	
COMMUNITY POLICING	15,681	
COMMUNITY SEPTIC PROGRAM	42,138	
CONOMO POINT PICNIC TABLES	100	
CONOMO POINT CULVERT GRANT	(4,589)	
COA DEPT OF ELDERLY AFFAIRS	1,727	
DARE GRANT	16,417	
DISTRICT COURT SYSTEM	38	
FIRE SAFETY GRANT	4,263	
HARBORMASTER GIFT	1,000	
HIGHWAY CHPT. 90	(496)	
INSURANCE SETTLEMENTS	3,250	
LIG/MRG GRANT	4,971	
PARKS FUND - CENT. GROVE	1,736	
PLANNING BD CONSULTING	45,867	
POLICE GIFT	3,069	
POLICE OUTSIDE DETAILS	(9,153)	
POLICE PHOTO	258	
SALE OF REAL ESTATE	3,040	
SEC 3200 ELECTIONS	112	
SELECTMENS GIFT	2,500	
SENIORCARE TITLE III	150	
SEPTIC PROGRAMS	66,052	
SHELLFISH EQUIPMENT	41	
TOWN BETTERMENT FUND	35,308	
WAR MEMORIAL RESTORATION	1,704	
WASTE WATER COLLECTION	2,000	
WATERWAYS IMPROVEMENTS	16,464	
WETLANDS PROTECTION FUND	4,769	
YOUTH COMMISSION	5,676	
	-----	536,988

TRUST FUNDS:

T.J. COOLIDGE	29,455	
ALBERT COGSWELL	59,712	
PERPETUAL CARE	161,655	
CEMETERY FLOWERS	5,156	
LUTHER T. BURNHAM	117,561	
RYDER ESTATE	143,689	
MUNICIPAL BUILDINGS	21,577	
SELECTMEN'S TRUST	2,199	
HUSSAIN GIFT	669	
CEMETERY LOT CARE	10,751	
STABILIZATION	279,398	
CONSERVATION	20,035	
	-----	851,857

TOTAL FUND EQUITY		(50,335)
		=====

DEBT SCHEDULE
JUNE 30, 2002

BOND ANTICIPATION NOTES PAYABLE-MWPAT	100,000
BOND ANTICIPATION NOTES PAYABLE-WATER	257,000
BOND ANTICIPATION NOTES PAYABLE-SEWER	2,345,000
BONDS PAYABLE:	
WATER TREATMENT PLANT	424,555
WATER STORAGE TANK	228,900
SEPTIC PROGRAM	96,984

	750,439
ACCRUED COMPENSATED ABSENCES	32,356
TOTAL DEBT PAYABLE	3,384,795
	=====

CASH RECEIPTS
JULY 1, 2001 - JUNE 30, 2002

TAXES AND EXCISE

Personal Property	90,372	
Real Estate	5,477,620	
M.V. Excise	459,349	
Boat Excise	10,681	
Hotel/Motel	11,200	
Penalties and Interest	71,593	
	-----	6,120,815

CHARGES FOR SERVICES

DPW Fees	1,800	
Lists and Parking Stickers	398	
Municipal Lien Fees	7,075	
Other	5,424	
Planning Board	2,900	
Rentals	112,586	
Transfer Station	32,570	
Water	514,045	
	-----	676,798

LICENSES AND PERMITS

Alcoholic	18,550	
Antique	2,550	
Board of Health	8,515	
Building	21,769	
Clam	12,294	
Common Victulars	910	
Disposal Work Permits	10,450	
Dog Licenses	1,832	
Electrical	4,360	
Fire Department Permits	6,829	
Food Service	6,895	
Gas/Plumbing	4,634	
Moorings	18,291	
Other	9,339	
	-----	127,218

OTHER

Earnings on Investments	26,248	
Fines	45,400	
Penalties and Interest on Dept. Rec.	2,900	
	-----	74,548

FEDERAL REVENUE

Fed Conomo Point Culvert	5,836	
	-----	5,836

CASH RECEIPTS
JULY 1, 2001 - JUNE 30, 2002

STATE REVENUE		
Additional Assistance	42,569	
Arts	3,300	
Community Policing Grant	10,000	
Council on Aging	2,855	
D.A.R.E. Grant	6,000	
Fire Safety Grant	1,200	
Highway	7,775	
Library	3,796	
Loss of Taxes, State Land	874	
Lottery	239,827	
Police Career Incentive	18,365	
Seniorcare Title III	2,100	
Septic Repair Grants	584	
Septic Program Interest	1,642	
Septic Betterments	27,678	
Veterans Benefits	2,948	
Less assessments	(10,185)	
	-----	361,328
SPECIAL REVENUE FUNDS		
Ambulance	43,873	
Cemetery Sale of Lots	2,400	
Council on Aging Gift Account	980	
Fire Private Detail	717	
Firearm ID Photos	208	
Blackstone Septage Rcpts	8,440	
Insurance Settlements	21,090	
Harbormaster Gift Account	1,000	
Police Private Duty	67,909	
Parks	8,953	
School Tuition	4,649	
Selectmen Gift	500	
Waterways Improvement	748	
Youth Comm	21,418	
	-----	182,885
TRUST FUNDS		
Earnings on Investments	49,184	
LOANS AND OTHER NON REVENUE CASH RECEIPTS		
Bond Anticipation Notes	1,842,000	
Demand Charges	8,302	
Payroll Deductions Withheld	608,791	
	-----	2,459,093

TOTAL CASH RECEIPTS		10,008,521
		=====

Fiscal Year Ended June 30, 2002	Beginning Balance	Appropriations	Transfers	Net Expenditures	Transferred To Fund Balance	Carried Forward
APPROPRIATIONS AND EXPENDITURES						
ACCOUNTANT						
Salaries		29,440		29,085	355	
Office Supplies		650	(210)	437	3	
Dues		900	710	1,610	0	
Telephone		525		440	0	
Software Support	252	2,800		2,716	0	336
Software ATM 5/99 Article 13	6,389			6,389		
Audit		20,000		20,000		
	-----	-----	-----	-----	-----	-----
	6,641	54,315	500	60,677	358	336
APPEALS BOARD						
Expenses		650	614	1,264	0	
	-----	-----	-----	-----	-----	-----
	0	650	614	1,264	0	0
ASSESSORS						
Salaries		29,848		28,344	1,504	
Bookbinding		200		0	200	
Mapping		1,785		1,500	285	
Assessment Aids		3,264	136	3,400	0	
Postage		400		139	261	
Office Expense		1,550	91	1,641	0	
Dues		204		175	29	
Other Expenses		1,500	(227)	886	387	
Legal Expenses		1,000			1,000	
	-----	-----	-----	-----	-----	-----
	0	39,751	0	36,085	3,666	0

Fiscal Year Ended June 30, 2002	Beginning	Appropriations	Transfers	Net	Transferred To	Carried
APPROPRIATIONS AND EXPENDITURES	Balance			Expenditures	Fund Balance	Forward
BOARD OF HEALTH						
Salaries		75,895	1,792	77,687	0	
Contracted Services		5,000	(270)	2,187	2,543	
Advertising		500		98	402	
Expenses		5,000		4,537	363	100
Telephone		1,200		854	346	
Water Testing		1,300	270	1,555	15	
Postage		1,500		136	1,364	
	-----	-----	-----	-----	-----	-----
	0	90,395	1,792	87,054	5,033	100
CIVIL DEFENSE and AUXILIARY FIRE and POLICE						
Salaries		150		150	0	
Equipment		1,000		963	37	
Dues & Miscellaneous		100			100	
	-----	-----	-----	-----	-----	-----
	0	1,250	0	1,113	137	0
CONSERVATON COMMISSION						
Salaries		1,900	61	1,960	1	
Printing & Stationary		51			51	
Dues		160		160	0	
Expenses		612		558	54	
Filing Fees		510		476	34	
	-----	-----	-----	-----	-----	-----
	0	3,233	61	3,154	140	0

Fiscal Year Ended June 30, 2002	Beginning	Appropriations	Transfers	Net	Transferred To	Carried
APPROPRIATIONS AND EXPENDITURES	Balance			Expenditures	Fund Balance	Forward
DEPARTMENT OF PUBLIC WORKS						
Salaries GENERAL DEPARTMENT		199,728	713	200,441	0	
Overtime		5,000	142	5,142	0	
Grounds Maintenance		5,000	(426)	4,574	0	
Electricity		800	177	977	0	
Truck Expense & Repairs		22,440	285	22,725	0	
Small Engine Repairs		1,750	(267)	1,483	0	
Maintenance		6,324	2,684	9,008	0	
Tree Removal		2,250	696	2,946	0	
Telephone		1,530	697	2,227	0	
Fuel		1,600	(356)	1,244	0	
Office Supplies		1,020	(424)	596	0	
Misc. Supplies & Tools		2,550	(195)	2,355	0	
Highway Maintenance		61,200	(2,915)	58,285	0	
Meetings, Dues & Misc.		1,224	(792)	432	0	
Sander Equipment		7,000		6,853	147	
Clothing Allowance		1,125	175	1,300	0	
Drug & Alcohol Testing		500	(260)	240	0	
	-----	-----	-----	-----	-----	-----
	0	321,041	(66)	320,828	147	0
TRANSFER STATION						
Salaries		9,540	(406)	9,105	29	
Ogden Martin		88,000	311	88,311	0	
Maintenance & Equip		900	(650)	250	0	
Telephone		600	(213)	387	0	
Electricity		600	648	1,248	0	
Recycling		13,000	4,062	17,062	0	
Hazardous Waste Day		12,000		9,189	0	2,811
Landfill Corrective Action	1,559				1,559	
	-----	-----	-----	-----	-----	-----
	1,559	124,640	3,752	125,552	1,588	2,811

Fiscal Year Ended June 30, 2002	Beginning Balance	Appropriations	Transfers	Net Expenditures	Transferred To Fund Balance	Carried Forward
APPROPRIATIONS AND EXPENDITURES						
CEMETERY DEPARTMENT						
Salaries		27,414	(976)	24,098	2,340	
Overtime		1,200	976	2,176	0	
Small Equipment Repairs		1,000	202	1,202	0	
Maintenance		1,500	(202)	1,099	199	
Materials		1,250		532	718	
Electricity		300		107	193	
	-----	-----	-----	-----	-----	-----
	0	32,664	(0)	29,214	3,450	0
WATER DIVISION						
Salaries		224,468	1,846	225,871	443	
Overtime		10,500	(1,106)	9,048	346	
Sicktime Buyback		4,400	(740)	1,904	1,756	
Electricity		25,500	1,981	27,481	0	
Truck Expense & Repairs		6,800	(175)	6,503	122	
Maintenance		18,000	(599)	16,802	599	
Contractors		6,000		5,368	632	
Well Cleaning		9,000		9,000	0	
Clothing Allowance		1,125	175	1,300	0	
Telephone		2,600		2,391	209	
EPA & State Mandated Testing		3,500	442	3,942	0	
Fuel		6,000	(1,981)	3,921	98	
Office Supplies		3,000		2,211	789	
Misc. Supplies & Tools		3,500		3,100	400	
Materials		3,500		1,253	2,247	
Chemicals		28,000		27,663	337	
Pipe Fittings and Meters		15,000	(775)	10,959	3,266	
Meetings, Dues & Misc.		1,500	1,756	3,256	0	
Backflow Testing		1,200		1,200	0	
Drug & Alcohol Testing		400		210	190	

Fiscal Year Ended June 30, 2002	Beginning Balance	Appropriations	Transfers	Net Expenditures	Transferred To Fund Balance	Carried Forward
APPROPRIATIONS AND EXPENDITURES						
WATER DIVISION (cont'd)						
FICA & Retirement		36,000	(296)	35,190	514	
Workmen's Comp.		5,000		1,218	3,782	
Medical Insurance		34,500	296	34,796	0	
Blanket Insurance		10,938	157	11,095	0	
	-----	-----	-----	-----	-----	-----
	0	460,431	981	445,682	15,730	0
ELECTIONS						
Salaries		1,150		738	412	
Ballots		400		400	0	
Voting List		150			150	
Expenses		670		644	26	
Town Meetings		150		102	48	
	-----	-----	-----	-----	-----	-----
	0	2,520	0	1,884	636	0
FINANCE COMMITTEE						
Dues		115		115	0	
Meetings & Misc. Exp.		300			300	
Reserve Fund		50,000	(50,000)		0	
	-----	-----	-----	-----	-----	-----
	0	50,415	(50,000)	115	300	0

Fiscal Year Ended June 30, 2002
APPROPRIATIONS AND EXPENDITURES

FIRE DEPARTMENT

	Beginning Balance	Appropriations	Transfers	Net Expenditures	Transferred To Fund Balance	Carried Forward
Salaries		73,288		67,749	5,539	
Uniform Allowance (Dress)		600			600	
Electricity		5,500		4,238	1,262	
Maintenance	3,343	11,400	281	12,871	2,153	
Ambulance Maintenance		1,200	(176)	625	399	
Training		3,000		78	2,922	
Ambulance Training		3,000	(800)	975	1,225	
Telephone		2,300		1,972	328	
Fuel		3,500		3,406	94	
Gas		2,000	(1,576)	152	272	
Hoses		850	1,800	1,996	654	
Fire Extinguishers		400	39	439	0	
Boots, Coats, Helmets		1,200	(463)	334	403	
Equipment		2,000	389	2,389	0	
Scott Air Packs		1,200	(978)		222	
Scott Air Pack Testing		750	978	1,728	0	
Radio Pagers		2,000		1,418	582	
Office Supplies		500	576	967	109	
Ambulance Supplies		800	211	1,011	0	
Dues & Subscriptions		600		599	1	
Computers	1,500				0	1,500
Turnout Gear	5,000			5,000	0	
Fire Prevention		1,100	865	1,965	0	
Air Pump Cascade		5,000		5,000	0	
	-----	-----	-----	-----	-----	-----
	9,843	122,188	1,146	114,912	16,765	1,500

Fiscal Year Ended June 30, 2002 APPROPRIATIONS AND EXPENDITURES	Beginning Balance	Appropriations	Transfers	Net Expenditures	Transferred To Fund Balance	Carried Forward
FOREST FIRE						
Labor		900		0	900	
Maintenance		900		692	208	
	-----	-----	-----	-----	-----	-----
	0	1,800	0	692	1,108	0
LIBRARY						
Salaries		38,114		36,996	1,118	
Telephone		800		772	28	
Supplies & Postage		774		770	4	
Copier Expense		650		250	400	
Subscriptions, Membership		8,950		8,950	0	
Books		5,250		5,246	4	
	-----	-----	-----	-----	-----	-----
	0	54,538	0	52,984	1,554	0
MODERATOR						
Salary		100		100	0	
Dues		20			20	
	-----	-----	-----	-----	-----	-----
	0	120	0	100	20	0
OPEN SPACE COMMITTEE						
Salary		200		0	200	
Office Expense		102	190	0	292	
Public Notices		204	(190)	261	(247)	
	-----	-----	-----	-----	-----	-----
	0	506	0	261	245	0
PLANNING BOARD						
Salary		7,650		5,923	1,727	
Expenses		1,061		1,008	53	
	-----	-----	-----	-----	-----	-----
	0	8,711	0	6,931	1,780	0

Fiscal Year Ended June 30, 2002	Beginning	Appropriations	Transfers	Net	Transferred To	Carried
APPROPRIATIONS AND EXPENDITURES	Balance			Expenditures	Fund Balance	Forward
POLICE						
Salaries		498,683	32,527	529,804	0	1,406
Uniform Allowance		9,455		9,262	193	
Radio Repair & Network		2,250	(445)	1,055	750	
Beeper Rental		500	200	700	0	
Training		5,000		4,925	75	
Telephone and Supplies		4,000		3,856	144	
Gas and Repairs	582	16,500	3,562	20,500	144	
National Crime Info		1,500	(1,176)	324	0	
Prisoner Lock-up		7,000	727	7,727	0	
Matron, Witness & Breath.		750	1,463	2,213	0	
Police Supplies	120	2,750	303	3,052	0	121
Dues		700	310	1,010	0	
Computer Software & Prog.	2,303	2,000	(2,000)	0	0	2,303
Police Cruiser		27,000		27,000	0	
	-----	-----		-----	-----	-----
	3,005	578,088	35,471	611,428	1,306	3,830
REGISTRAR						
Salaries		1,400		1,400	0	
Printing Expense		600		395	205	
Supplies & Postage		1,400		1,143	257	
	-----	-----	-----	-----	-----	-----
	0	3,400	0	2,938	462	0
RETIREMENT FUND						
Essex County Assessment		131,530		131,530	0	
	-----	-----	-----	-----	-----	-----
	0	131,530	0	131,530	0	0

Fiscal Year Ended June 30, 2002
APPROPRIATIONS AND EXPENDITURES

THE SELECTMEN'S BUDGET

	Beginning Balance	Appropriations	Transfers	Net Expenditures	Transferred To Fund Balance	Carried Forward
Salaries		102,718		102,218	500	
M.G.L. & Advertising		1,200	1,105	2,233	72	
Supplies & Postage		900	(180)	534	186	
Dues, Meetings & Misc	5,293	5,100	(650)	4,240	4,529	974
Handicapped Accessibility	1,870				0	1,870
Fortier Conveyance		14,000		14,000	0	
Fortier Drainage		33,000			0	33,000
Fortier Settlement		15,000		15,000	0	
	-----	-----	-----	-----	-----	-----
	7,163	171,918	275	138,225	5,287	35,844

EMERGENCY CENTER

Salaries		136,858	1,943	138,195	606	
FICA/Retirement		16,000		8,356	7,644	
Insurance		9,000	4,367	13,367	0	
Office Expense		2,500	33	2,533	0	
	-----	-----	-----	-----	-----	-----
	0	164,358	6,343	162,451	8,250	0

INSPECTIONS

Salaries		17,866	(613)	17,212	41	
Expenses		1,550		1,035	515	
	-----	-----	-----	-----	-----	-----
	0	19,416	(613)	18,247	556	0

INSURANCE

Workmen's Compensation		25,895	(14,750)	2,696	8,449	
Medical		252,600	(4,400)	241,468	6,732	
Blanket		54,600	2,500	56,760	340	
Public Safety Medical		5,000		0	5,000	
Unemployment					0	
	-----	-----	-----	-----	-----	-----
	0	338,095	(16,650)	300,924	20,521	0

Fiscal Year Ended June 30, 2002	Beginning Balance	Appropriations	Transfers	Net Expenditures	Transferred To Fund Balance	Carried Forward
APPROPRIATIONS AND EXPENDITURES						
LEGAL						
Expenses	8,581	45,000		50,422	0	3,159
	-----	-----	-----	-----	-----	-----
	8,581	45,000	0	50,422	0	3,159
LICENSING BOARD						
Salary		1,592		1,592	0	
Expenses		175		166	9	
	-----	-----	-----	-----	-----	-----
	0	1,767	0	1,758	9	0
MEMORIAL DAY						
Expenses		750		536	214	
	-----	-----	-----	-----	-----	-----
PERSONNEL BOARD						
	0	750	0	536	214	0
Expenses		500		116	384	
	-----	-----	-----	-----	-----	-----
		500	0	116	384	0
STREET LIGHTING						
Expenses		15,000		11,370	3,630	
	-----	-----	-----	-----	-----	-----
	0	15,000	0	11,370	3,630	0
SHELLFISH DEPARTMENT						
Salaries		28,832		28,151	681	
Boat Repairs & Maintenance		400	750	417	0	733
Fuel & Oil	728	750	(417)	371	690	
Truck Expense	878	1,000		29	0	1,849
Misc.		475	1,017	893	599	
Uniforms & Equipment		125		122	3	
Telephone		450		365	85	
	-----	-----	-----	-----	-----	-----
	1,606	32,032	1,350	30,348	2,058	2,582
HARBORMASTER						

Fiscal Year Ended June 30, 2002	Beginning Balance	Appropriations	Transfers	Net Expenditures	Transferred To Fund Balance	Carried Forward
APPROPRIATIONS AND EXPENDITURES						
Salaries		8,136	(250)	6,500	1,386	
Fuel & Oil		1,750	(900)	758	92	
Buoys		700	135	835	0	
Uniforms & Equipment		250	640	890	0	
Pier & Float Maint.		750	125	875	0	
	-----	-----	-----	-----	-----	-----
	0	11,586	(250)	9,858	1,478	0
TOWN HALL						
Salary		4,272		4,272	0	
Electricity		3,000		2,575	425	
Fuel and Oil		8,000		4,185	3,815	
Water		500		298	202	
Telephone	170	3,200	(275)	1,822	1,103	170
Supplies		3,500		1,739	1,761	
Office Machines		3,000		1,457	1,543	
Computers & LAN	1,683	18,000		11,229	0	8,454
Paving of Town Landing	12,000			8,013	0	3,987
	-----	-----	-----	-----	-----	-----
	13,853	43,472	(275)	35,590	8,849	12,611
TOWN PROPERTY MAINTENANCE						
Custodial Salary		3,000	(2,430)	570	0	
Expenses		3,000		2,687	313	
	-----	-----	-----	-----	-----	-----
	0	6,000	(2,430)	3,257	313	0

Fiscal Year Ended June 30, 2002	Beginning Balance	Appropriations	Transfers	Net Expenditures	Transferred To Fund Balance	Carried Forward
APPROPRIATIONS AND EXPENDITURES						
YOUTH ACTIVITIES						
Director Salary		11,948		11,948	0	
Liability Insurance		200		0	200	
Telephone		750		387	363	
Revolving Fund Contribution		6,000		0	6,000	
	-----	-----	-----	-----	-----	-----
	0	18,898	0	12,335	6,563	0
CONOMO POINT COMMISSIONERS						
Salaries		150		150	0	
Clerical		1,592		1,592	0	
Stationary/Printing Supplies		250		200	50	
Misc.		100		68	32	
Property Maint.		400		0	400	
	-----	-----	-----	-----	-----	-----
	0	2,492	0	2,010	482	0
RIVER MANAGEMENT						
Expenses		850		641	209	
	-----	-----	-----	-----	-----	-----
	0	850	0	641	209	0
WASTEWATER MANAGEMENT						
Sampling Program		6,000		4,778	1,222	
Legal Services	2,062	40,000	10,500	52,562	0	
	-----	-----	-----	-----	-----	-----
	2,062	46,000	10,500	57,340	1,222	0
CENTENNIAL GROVE MGMT.						
Sanitation Facilities		2,000	1,000	2,415	585	
Maintenance		500		490	10	
	-----	-----	-----	-----	-----	-----
		2,500	1,000	2,905	595	0
	-----	-----	-----	-----	-----	-----
TOTAL SELECTMEN'S DEPARTMENTS	33,265	920,634	(750)	838,333	60,620	54,196
TOWN CLERK						

Fiscal Year Ended June 30, 2002	Beginning Balance	Appropriations	Transfers	Net Expenditures	Transferred To Fund Balance	Carried Forward
APPROPRIATIONS AND EXPENDITURES						
Salary		13,490		13,490	0	
Telephone		100		0	100	
Postage		60		53	7	
Supplies		350		287	63	
Parking Tickets		800		768	32	
Dues		50		50	0	
Meeting Expenses		220		47	173	
Dog Licenses		300		246	54	
Copy Machine		650		540	110	
Records Rest. and Protection	856			0	0	856
	-----	-----	-----	-----	-----	-----
	856	16,020	0	15,481	539	856
TREASURER and COLLECTOR						
Salaries		66,774		64,860	1,914	
Postage Meter		1,550		1,197	353	
Bank Charges		1,100		909	191	
Payroll Processing		5,000		4,958	42	
Telephone		1,350		1,162	188	
Postage and Envelopes		5,600		5,130	470	
Books and Supplies		2,500		2,090	410	
Copier		700		674	26	
Dues and Meetings		180		140	40	
Software Support		7,000		4,212	2,788	
Tax Foreclosures		1,200		150	1,050	
FICA		29,400		29,208	192	
Tax Title Legal Fees		5,000		600	4,400	
	-----	-----	-----	-----	-----	-----
	0	127,354	0	115,290	12,064	0

Fiscal Year Ended June 30, 2002	Beginning Balance	Appropriations	Transfers	Net Expenditures	Transferred To Fund Balance	Carried Forward
APPROPRIATIONS AND EXPENDITURES						
VETERANS BENEFITS						
District Assessment		13,364		13,363	1	
Ordinary Benefits		2,000		0	2,000	
	-----	-----	-----	-----	-----	-----
	0	15,364	0	13,363	2,001	0
SCHOOLS						
Essex School System		3,851,515		3,851,515	0	
Schools - Purchase of Services			6,500	6,500	0	
N.S. Regional Vocational School		61,564		59,698	1,866	
Ground Repair	6,015			3,331	0	2,684
Oil Tank, Boiler, Gas		120,000		0	0	120,000
High School Study	9,007			0	0	9,007
	-----	-----	-----	-----	-----	-----
	15,022	4,033,079	6,500	3,921,044	1,866	131,691
	-----	-----	-----	-----	-----	-----
Subtotal Operating Budgets	70,191	7,194,637	0	6,937,908	131,515	195,320
OTHER EXPENDITURES						
Debt Service		309,083		149,640	159,443	
Senior Home Care		1,700		1,700	0	
Action Inc.		1,000		1,000	0	
Council on Aging	555	2,500		2,206	34	815
Health & Education Services		1,117		1,117	0	
Help for Abused Women and Children		2,000		2,000	0	
OTHER EXPENDITURES (cont'd)						

Fiscal Year Ended June 30, 2002 APPROPRIATIONS AND EXPENDITURES	Beginning Balance	Appropriations	Transfers	Net Expenditures	Transferred To Fund Balance	Carried Forward
Adult Learning Center		1,000		1,000	0	
Grants Writer	3,412				0	3,412
Snow Removal		40,000		32,514	7,486	
Septic Repairs	28,181	2,700		2,018	863	28,000
Fire Truck		200,000		0	0	200,000
Pond Street Water Main		207,090		285	206,805	
Water Filtration Filter		28,000		26,625	1,375	
Public Water Supply		11,000		918	10,082	
TOTAL FY 2002	102,339	8,001,827	0	7,158,931	517,688	427,547

ACTION, INC.

Action's fuel assistance program was very active and provided fuel to 42 Essex households. Homecare has assisted 13 elderly Essex residents with such needed services as shopping, cooking, and cleaning, as well as a number of other necessary services that allow the elderly to stay in their homes.

Legal assistance was provided to 5 Essex individuals and 6 family members with advocacy case management. Children's clothing and toys were also provided to 6 Essex families at Christmas. Our Youth Program helped one Essex youth with getting a GED. One Essex adult was trained in our Employment & Training program and was given help in obtaining secure employment. We weatherized and repaired as well as replaced furnaces in 29 Essex homes this past year. Our homeless shelter is open and available to serve any needy Essex resident.

- ACTION promotes economic security, not dependency. In a unique way, Action helps the low-income and working poor on Cape Ann and Ipswich.
- GOVERNANCE – Action has a tripartite governing board consisting of equal parts of private sector, public sector, and low-income representatives from Cape Ann and Ipswich. This structure brings together leaders from each of these sectors to collaborate on responses tailored to local needs.
- LEVERAGE OTHER SOURCES – Action is the designated grantee for the Community Services Block Grant. For every CSBG dollar, Action leverages \$50 in other funding sources, including town contributions, state and federal grants, corporate partnerships and donations from hundreds of individuals.
- INNOVATIVE SOLUTIONS – As a private, 501 (c) 3, charitable and locally run organization, Action has the flexibility to design programs that address needs specific to individuals and to Cape Ann. In response to local needs, Action led the development of many programs that serve our community today, including Child Development Programs, Gloucester Senior Center, Meals on Wheels, Senior Home Care, Retired and Senior Volunteer Programs and the Central Grammar Apartments.
- LOW ADMINISTRATIVE COST – Only 4% of Action's budget goes to overhead expense. Comparable organizations spend an average of 10% on overhead. Action's resources are invested directing in the community, not in fundraising or in bureaucracy.
- EMERGENCY RESPONSE – Action responds quickly when a family or individual is in crisis to avoid costly, long-term problems. This includes energy assistance, emergency shelter, emergency rental assistance and housing advocacy. While emergency services are the largest category of our service, the highest priority is helping people achieve permanent economic security.

- **COMPREHENSIVE SOLUTIONS** – Action provides services that address the full range of family needs, from youth and adult employment and training, to housing and job placement, to budget counseling, to services for seniors and the frail elderly. Integrated service delivery is tailored to individual circumstances. Action’s programs are also designed to strengthen the local economy and develop Cape Ann’s infrastructure.
- **REACH THOUSANDS OF MASSACHUSETTS RESIDENTS** – Action services over 3,000 *households* on Cape Ann and Ipswich annually (over 5,000 individuals) and, through energy affordability programs, serves over 10,000 households statewide.
- **MAJOR CAPE ANN EMPLOYER** – Action employs over 100 employees, making us one of the largest employers on Cape Ann.

Respectfully submitted,

William Rochford
Executive Director

ADULT LEARNING CENTER

In our 13th year, 10/’01 – 10/’02, about 40 volunteer tutors and I gave one-on-one lessons to 128 Cape Ann adults. Thirty-eight came to prepare for the new GED exams (three have passed so far); seventy-four came for English as a Second Language tutoring; and six came for basic literacy tutoring. These numbers show that for the first time the number of ESL applicants not only exceeded but was nearly double the number of GED preparers.

What this means for the ALC is that our most difficult, intensive, and long-term tutoring tasks – ESL and Literacy – now dominate our efforts. GED candidates can still enter the program at any time, but ESL and Literacy students who require constant one-on-one attention must wait for available tutors.

In my judgment, these tutors are now working harder and more effectively than ever before. And for ESL and Literacy students to stay in the program, they must also work very hard. For these reasons I feel the ALC has matured into an intensive learning program that is well-known to and respected by those who need this tutoring in the community. And the effect of the learning accomplished ripples throughout Cape Ann in the workplace, family, and civic life.

Our only failing this year was in raising all the funds we need. Due to the economic turmoil in the country, several corporate, government, and philanthropic entities had to cut back or cut out their support. We are \$10,400 short of our budget for our fourteenth year.

Nevertheless, we tutor on.

Respectfully submitted,

Margaret McBride, Teacher/Coordinator

ANIMAL HEALTH INSPECTOR

During 2002 there was one confirmed case of rabies in Essex. Rabies has been on the increase in surrounding towns and State officials still urge pet owners to keep their animals current on rabies vaccines as required by law.

Twenty dog bites involving people were reported in 2002. All these dogs were quarantined and were negative for rabies. Twenty-nine cats were quarantined for rabies observations, as required by State law, for having "wounds of unknown origin" and were also negative for rabies. The coyote population continues to increase in Essex causing concerns with pet and livestock owners. Pet owners are encouraged to keep their cats in at night.

I attended the annual Animal Health Inspection meeting in December 2002, held at the Salem Police Station. Topics discussed along with the annual Rabies updates, were current Zoonotic diseases (diseases that affect both humans and animals), barn inspections, etc. New topics of discussion involved potential bioterrorism. Animal Health Inspectors were instructed what to look for on barn inspections that might cause concern and be unusual. Health officials are concerned with cattle populations that could be a potential target for terrorism and other food producing animals. The meeting was very informative and, hopefully, we will never need to be concerned with terrorism coming to Essex.

Routine barn inspections were done and the barn book was turned into the Department of Animal Health in Boston.

Respectfully submitted,

Pamela Stone, CVT
Animal Health Inspector

Board of Assessors Report

As real estate values continued to rise, driven principally by land values in Essex, assessments also continued their upward trend. The Assessors conducted a field review of residential properties and values were adjusted as a result.

I would like to thank David Trask and Paul Mugford for their hard work this past year. Paul deserves special recognition for the countless hours he has spent bringing his experience and expertise to this office.

The Board is grateful for the tireless work of our clerk, Gillian Palumbo, whose experience and

knowledge help to keep the office running smoothly. Her congeniality and patient assistance are great assets to our office in serving the needs of the public.

Respectfully submitted,

Richard Cairns, Chairman

BUILDING INSPECTOR

A total of 137 permits were issued in 2002. The following is a breakdown of the number and description of permits issued:

29	-Additions	8	-Deck
2	-Fences	2	-Foundation
3	-Garages	12	-New Dwellings
13	-Other	1	-Pool
24	-Remodel	32	-Repair/Replacement
2	-Roof	4	-Sheds
5	-Stoves		

The hours for the Building Inspector are from 5:00 p.m. to 7:00 p.m. Wednesday evenings. You may pick up Building Permits and Wood Stove applications during regular business hours at the Town Hall Monday through Thursday. Guidelines for the permit procedures are available at the Building Inspector's office in the Town Hall.

Please note that should anyone have issues with accessibility to the Town Hall, they need only give me a call at 978-768-2514 (or through the Selectmen's Office at 978-768-6531) so that special arrangements can be made to meet with them.

Respectfully submitted,

William Sanborn, Building Inspector

CONSERVATION COMMISSION

The responsibility of the Conservation Commission is to enforce the Massachusetts Wetlands Protection Act. Any activities by citizens of Essex affecting areas subject to protection under the Act are required to be reviewed by the Commission. The Commission evaluates the impacts of such activities to assure that the following eight functions of wetlands are not impaired; protection of public and private water supply; protection of ground water supply; flood control; storm damage protection; protection of land containing shellfish; protection of fisheries; protection of wildlife habitat.

The areas subject to protection are called resource areas. Any activity within 100' of a resource area requires a review by the Commission. In addition, the Act regulates activities within 200' of a river, stream or creek that is considered perennial. Perennial streams flow year round, intermittent may not. Recent changes to the Act have redefined the determination of what is considered an intermittent stream. Do not assume that a stream or creek that may not flow year round is intermittent. It is best to come to the Commission for help in determining which it is.

Essex has many ditches and trenches that have served the function of draining storm water away from home and properties. If a ditch or trench is located within 100' of a resource area, in a resource area, or within 200' of a perennial stream, and you wish to maintain the functioning of the ditch or trench as a storm water draining system, you must file a Notice of Intent with the Commission unless you have received an Order of Conditions for maintenance work dated after April 1, 1983.

In general, if you are in doubt about what may be required of you regarding a project you would like to do and whether that project could be located in an area of protection, please make an appointment with the Commission for an informal discussion of the issues. The Commission meets the first and third Tuesday of each month.

Respectfully submitted,

Wallace Bruce, Chairman
Stephan Gersh
Philip Lake
Philip Caponigro
Robert Brophy
Samuel Hoar
Shirley Singleton

COUNCIL ON AGING

The Essex Council on Aging (COA) continued to provide the senior community with social and recreational activities, health clinics, and travel opportunities during fiscal year 2002. Blood pressure clinics were regularly scheduled and flu shots were given in the fall. Many seniors participated in the activities that occurred weekly at the Senior Center such as line dancing, arts and crafts, weight training, dominoes, whist and cribbage. A movie was shown approximately once a month. Bus trips to the mall occurred monthly and annual trips were arranged down the Essex River and to Rockingham Racetrack. Seniors were involved in a fund-raising booth, which was set up at the annual Essex Clam Festival in September. The above listed activities are open to all members of the community over the age of sixty.

The COA meets regularly at the Scout House on Pickering Street, on the second Tuesday of each month at 9:30 a.m. A calendar of COA events is published monthly in the Gloucester Times.

Respectfully submitted,

Margaret Deveau, Chairman

ELECTRICAL INSPECTOR

In 2002 a total of 132 electrical permits were issued:

New Homes (complete wiring)	12	Remodeling/Wiring Updates	10
Commercial Businesses	4	Garages /Barns	8
Additions	29	New Workshops	4
New Services	44	In-ground Pools	2
Temporary Services	7	Security & Fire Alarms	12

Five new homes have been carried over from 2002 to 2003 for final inspections. A total of 43 Certificates of Liability Insurance are on file for 2002.

The Electrical Inspector has 24 hours for exterior excavations and 72 hours for interior installations after proper notice has been received, Saturdays, Sundays and holidays excluded, per the Massachusetts Electrical Code.

Electrical permits must be obtained before any electrical work begins and no work shall be covered until an inspection is made. All electrical work must meet the Massachusetts Electrical Code. As of January 1, 2002 all new 15 and 20 amp branch circuits for bedrooms must have arc-fault protection.

Permit applications are available in the office of the Board of Selectmen at Town Hall during regular business hours or by calling my home at 978-768-7709.

Respectfully submitted,

Lawrence E. O'Maley, Electrical Inspector

ESSEX CULTURAL COUNCIL

The Essex Cultural Council awarded 6 grants for fiscal 2003, totaling \$5410. Recipients were: Essex Elementary/Middle School PTO for two programs, one on poetry-making and one on jazz; Essex Historical Society and Shipbuilding Museum for a House History project; Manchester Parks Department for a summer band concert; and the Cape Ann Chinese Culture Club for a Chinese New Year Festival. A matching grant for tickets to the North Shore Music Theatre Shakespeare

series was made to the Manchester-Essex Regional High School. Further information can be obtained from the website www.mass-culture.org.

Respectfully submitted,

Daisy Nell Collinson, Chair

Fire Department

The Essex Fire Department consists of thirty-three members and an auxiliary of fifteen (Firemen and EMTs). During 2002 the Department had a total of 440 calls both fire and ambulance.

We want to thank the voters for the new 1250 gallon Pumper Truck and for the new windows in the station. The Fire Department received a \$15, 000.00 grant for equipment.

A special thank you to the control operators and the Police Department for their efficient manner in handling calls. We would also like to thank Lyons Ambulance Service for providing the Town with ALS (Advanced Life Support).

In closing, we would like to personally thank each member of the Fire Department, Auxiliary Fire Department and all of the Town's EMTs for their dedication and excellent cooperation during many hours of their spare time to include nights and weekends. All their training and hard work makes us second to none and a Department the Town can be proud of.

Respectfully Submitted,

Richard Carter
James Mulcahy
Raymond Maxfield
Board of Engineers

Harbormaster

The 2002 boating season was busy but relatively uneventful for Harbormaster personnel. Our season started in February with the mailing and processing of mooring renewals. In March Deputy Harbormaster, Jim Platt, began the task of repairing or replacing the navigational markers, rigging, equipping the boat and repairing the piers and floats at the Main Street landing.

During the season, Harbormaster personnel logged in 601 hours of patrol on the Essex river and Chebacco Lake providing assistance to boaters, placing moorings, setting navigational markers and enforcing the boating laws. Several times during the season, Harbormaster personnel were called on to locate lost or overdue boaters and to assist boaters in distress.

The Harbormaster Department took in \$18,29.00 in fees during the year for the renewal of mooring permits and the issuance of several new moorings in the river. In November the navigational markers were removed and the boat was hauled to end our season.

I would like to extend my thanks to the Assistant Harbormasters that provide the daily patrols and emergency responses during the season and I look forward to working with them in the coming season.

Respectfully submitted,

David Harrell, Harbormaster

Board of Health

After serving five productive years on the Board, Chairman Cliff Ageloff decided not to run for re election. During his term, Cliff was dedicated to serving the community and was able to resolve issues. Residents should be thankful for Cliff's contributions to the Town. Cliff's seat was filled by the appointment of Karin Staiti Carroll. The other Board members are Sandra Pelkie, Clerk, and Paul Rullo, Chairman. BOH Administrative Clerk, Margaret Davies, and Health Agent, Elaine Wozny, continue to make the functions of the BOH efficient and user friendly.

In fiscal year 2002 we continued our professional and prompt service of Board duties, including on-site septic system review, water quality monitoring of Town swimming areas, restaurant inspections, vaccination programs, enforcement of tobacco regulations, investigation of housing complaints, animal health issues, review of building permit applications, and nuisance complaints.

In order to help our food handlers comply with Massachusetts' new food establishment sanitary code, the Board of Health organized a daylong ServSafe food handler's certification training program and exam. The Essex Conference Center donated the training room and Pamela Ross Kung taught the class and proctored the exam.

The Board continues to provide support to the DPW and Selectmen's office during completion of public sewage in Town and the upgrade of failed septic systems for those properties outside of the sewer service area. We continue to work with the Town Administrator and Selectmen toward the DEP Final Judgment and compliance with its terms. One of terms of the Final Judgment will require the BOH to include in their Annual Report a list of property transfers and required Title 5 inspections, including property address, date of inspection, name of inspector, and the status of the inspection. Therefore, a list of inspections has been included at the end of this report.

The Board of Health continues efforts to correct the long-standing issue of a waste storage site in the Town. In May of 2002 the MA Superior Court issued a Preliminary Injunction to the property owner. We continue to work to bring the property into full compliance with local and State health and environmental standards.

At the request of the State Department of Environmental Protection to provide additional safeguards to protect our water resources, the Board adopted Floor Drain regulations. A copy of these and other BOH regulations is available at the BOH office.

Calendar Year 2002 Property Transfer Title 5 Inspection List.

<u>DATE</u>	<u>ADDRESS</u>	<u>RESULT</u>	<u>INSPECTOR</u>
7/24/2002	127 Apple St.	Pass	D.Johnson
1/29/2002	93 Choate St.	Pass	J. Duncan
5/4/2002	10 Ralston Dr.	Con. Pass	J. Duncan
14-May-02	171 Western Ave.	Pass	J. Ginn
5/29/2002	29 Eastern Ave.	Fail	D.Johnson
6/10/2002	3 Moses Ln.	Pass	M. Godwin
6/19 & 24/02	195 John Wise Ave	Pass	M. Godwin
7/29/2002	245 Western Ave. #1	Fail	C. Morin
7/29/2002	245 Western Ave. #2	Fail	C. Morin
7/29/2002	245 Western Ave. #3	Pass	C. Morin
7/29/2002	245 Western Ave. #4	Pass	C. Morin
7/24/2002	127 Apple St.	Pass	D.Johnson
8/9/2002	211 Western Ave.	Pass	G. Norris
9/5/2002	37 Spring St.	Pass	J. Ginn
8/27/2002	2-4 Lakeview Rd.-house	Pass	J.DiVincenzo
8/27/2002	2-4 Lakeview Rd.-laundry	Pass	J.DiVincenzo
8/27/2002	6-8 Lakeview Rd.-house	Pass	J.DiVincenzo
8/27/2002	6-8 Lakeview Rd.-laundry	Pass	J.DiVincenzo
8/27/2002	5-7 Lakeview Rd.-house	Pass	J.DiVincenzo
8/27/2002	5-7 Lakeview Rd.-laundry	Pass	J.DiVincenzo
8/27/2002	9-11 Lakeview Rd.-house	Incomplete	J.DiVincenzo
8/27/2002	9-11 Lakeview Rd.-laundry	Pass	J.DiVincenzo
8/27/2002	206 Western Ave. tank 1	Pass	J.DiVincenzo
8/27/2002	206 Western Ave. tank 2	Pass	J.DiVincenzo
8/27/2002	206 Western Ave. laundry	Pass	J.DiVincenzo
9/19/2002	61 Story St.	Fail	P. LeBlanc
9/30/2002	91 Pond St.	Pass	J. Duncan
Oct.1, 2002	8 Lufkin Point Rd.	Pass	M. Godwin
Oct.16, 2002	19 Wood Dr.	Con. Pass	D.Johnson
10/14/2002	199 Western Ave.	Con. Pass	C. Morin

The BOH meets every two weeks. We invite the public to attend our meetings to gain a full understanding of BOH functions and local environmental and public health issues. Please call our office for information on upcoming meetings.

Respectfully submitted,
Paul Rullo, Chairman

HEALTH & EDUCATION SERVICES

Health & Education Services, Inc. is a private, non-profit integral behavioral health network serving 27 communities in the Greater North Shore and Merrimack Valley areas. HES's mission is *"to promote the well-being that builds healthy individuals, families, and communities through integration of quality health, behavioral health, education and human service programs. We are a community-based network of prevention, intervention, and treatment services. We provide a comprehensive continuum of care for all, especially those whose needs are otherwise unmet."* Services include primary prevention, outpatient mental health & substance abuse treatment, emergency & crisis services, and residential placement for clients whose ages range from childhood to elder years.

The following is a representation of to whom services were provided over the one-year period from January 1, 2002 through December 31, 2002. The figures reported last year were number of sessions rather than number of client; however, this calendar year, the total number of sessions increased by approximately 600.

Total Number of Children, Aged 0 – 18		27
Total Females – 12	Total Males – 15	
Total Number of Adults, Aged 19 – 64		37
Total Females – 26	Total Males – 11	
Total Number of Adults, Aged 65+		
Total Females – 1	Total Males - 1	
Total Clients Seen from Essex		66
Total Number of Sessions		1372.5

In general, clients from Essex present with a wide range of behavioral, emotional, mental health, and substance abuse issues. These include children and adults with acute and persistent mental illness, sexual abuse/trauma, and families coping with substance abuse addictions.

Health & Education Services, Inc. thanks the Town of Essex for their support over the past several years.

Respectfully submitted,
Paul C. O'Shea, President & CEO

HELP FOR ABUSED WOMEN AND THEIR CHILDREN

2002 marked HAWC's 23rd year as the only agency providing comprehensive domestic violence services to women from 23 North Shore cities and towns. From Saugus to Gloucester, HAWC assists women with a range of services, including: a 24-hour hotline, emergency shelter, legal and medical advocacy, counseling and support groups. HAWC addresses the issue of teen dating violence and its prevention through its school-based Youth Outreach Program and works to dispel myths about abuse through community presentations.

Since our founding in 1979, HAWC has grown tremendously in terms of programs and the number of women served. With the assistance of more than 100 trained volunteers, HAWC provided over 12,500 points of service to battered women and more than 7,600 teenagers last year. All of HAWC's services were provided free of charge.

Of the women served by HAWC in 2002, 8 were from Essex:

- 7 women called HAWC's 24-hour *hotline*. The hotline is staffed by trained volunteers who provide information, advice, referral and assistance securing shelter for women in crisis.
- 1 woman received help and support from HAWC in the form of services that could have included counseling, legal and/or medical advocacy or participation in our weekly support group meetings**.

**Owing to a change in the way statistics are compiled (as mandated by Jane Doe, Inc.), HAWC no longer records numbers of clients served by specific programs on a town-by-town basis. With the exception of the Hotline statistics, which are recorded separately, HAWC's statistics now only reflect total numbers of clients receiving services (irrespective of the specific service) in any given community.

In addition, HAWC's educators are available upon request to make presentations and conduct workshops revolving around issues of domestic abuse both in the schools and in the community. Currently, high-school students from the town of Essex who are attending the Manchester High School are participating in HAWC's Youth Outreach Program at the High School.

Respectfully submitted,

Stevie B. Neal, Associate Director of Development

THE TOHP BURNHAM LIBRARY

Circulation figures (23, 400) have remained steady in the years of change with the computer. However, our numbers are increasing in the area of books ordered through the computer by users

at home and by our increased ability to share our collection with the 30 other libraries in our MVLC system. We have doubled the numbers of books we send to other libraries to fill their requests. We lent 161 books to other libraries in the month of January 2002. In January 2003 we lent 330 books.

Two new programs have begun under the capable direction of Deborah French. Mother/daughter book groups for grades 6-8 and another for grades 4 and 5 have initiated the opportunity to discuss books, share ideas and be exposed to a variety of literature. Participants' enthusiasm is revealed in the excited faces and animated talk around our large oak table as they enjoy pizza and recommend favorite books to each other!

Stronger cooperation with the school library has taken place. Children are being encouraged to use the public library's books as well as being taught the accessibility to databases and the catalog for projects, book reports, etc. School librarian, Sue Hardy, has played an integral part in these changes (she attends the mother/daughter book clubs, too).

Lee Lower and Sonia Young have continued to give hours of service weekly to benefit the library staff and community. The Library Trustees and staff are grateful for their energies and commitment. Nicholas Ouellette chose to work his 51 hours of community service (school requirement) with us. He was extremely conscientious and responsible.

Preparations began in August for the construction of a handicapped ramp entrance at the rear of the building. Our former closet was torn up, plastered, painted and electrical work was done. Our present entrance will be closed to foot traffic (still open for the book drop deposit) when all is completed. We have been grateful for the advice and cooperation of the Trustees (both past and present). Their thoughtfulness and kindness as well as the consideration shown by other Town officials have been appreciated.

Annually we are indebted to several kind and generous friends for their gifts to the library. We are grateful for their thoughtfulness. Their gifts are used to purchase books.

Our Friends of the Library group has been extremely generous with the addition of materials including SAT videos, books, and all kinds of program support --from paper items to food.

It is always a pleasure to greet you, the citizens, and to provide what service we can. We hope to see many of you frequently in 2003.

Respectfully submitted,

Beth Cairns

TOHP BURNHAM LIBRARY

RECEIPTS

Interest	\$ 756.14
Checking account interest	1.76
Fines	410.63
Copier	363.70
Replace	25.00
Gifts	6985.00
Lost cards	20.00
Book sales	226.50

TOTAL	\$ 8788.73
-------	------------

EXPENDITURES

Books	\$ 6922.95
Subscriptions	776.85
Videos	773.96
Audio cassettes	136.26
Museum passes (discount)	50.00
Supplies	240.95
Programs	22.78
Bank Charges	24.00

TOTAL	\$ 8947.75
-------	------------

Bal. 7/01/01	Receipts	Expenditures	Bal. 6/30/02
\$312.93	\$8788.73	\$8947.75	\$153.91

TOHP Burnham Library Funds

TOHP Burnham	\$20,000.00
Mary T. Burnham	5,000.00
Lamont Burnham	5,000.00
Russ	5,000.00
Luther Burnham	1,000.00
Total	\$36,000.00

Ipswich Savings Bank

TOHP Burnham	\$ 450.00
Russ	3,350.00
Harriet Mears Gift	5,000.00
Total	\$ 8,800.00

First National Bank of Ipswich

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council (MAPC) is the regional planning agency for the 101 cities and towns in the metropolitan Boston area. Created by an act of the Legislature in 1963, it serves as a forum for state and local officials, as well as a broad range of other public and private interest groups, to address issues of regional importance. Council membership consists of municipal government representatives, gubernatorial appointees, and city and state agencies.

As one of fourteen members of the Metropolitan Planning Organization (MPO), MAPC shares oversight responsibility for the region's federally funded transportation program. MAPC is also the federally designated economic development district for the region, responsible for creating an annual economic development plan.

The Council provides technical assistance and professional resources in land use, the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy, and inter-local partnerships that strengthen the efficient and effective operation of local governments. MAPC has a state-of-the-art Geographic Information Systems (GIS) Laboratory and a highly respected Metro Data Center.

Funding comes from municipal, state, federal, and private grants and contracts and a per capita assessment on member communities.

In a variety of ways, MAPC provides leadership and services that respond to regional challenges and demands. These include:

- Staffing and supporting eight sub-regional councils whose members, appointed by chief elected officials and planning boards, work together to address issues of mutual concern;
- Facilitating the MPO Working Group that is developing criteria to prioritize transportation projects funded through the Transportation Improvement Program (TIP). MAPC has met with communities in each sub-region to develop these criteria.
- Crafting, with allied organizations, recommendations to establish a statewide Community Roads Program, which would simplify the design process for particular types of roads to preserve community character. The program allows certain improvements to proceed without lengthy design waiver processes or adherence to AASHTO design criteria.
- Publishing *Decade of Change*, a report that uses new 2000 Census data and other sources to highlight growth trends in the region during the 1990s, and a companion volume of *Community Profiles* for each city and town;

- Providing build-out analyses to all 101 municipalities to enable them to understand impacts of potential growth and take steps to manage it;
- Reviewing and commenting on key state legislation and regulations that affect communities, such as amendments to Title 5, which regulates septic systems;
- Joining with other regional agencies to facilitate “Vision 2020,” a long-range planning process for Southeastern Massachusetts;
- Participating in the establishment and management of the I-495 Initiative, a public-private forum that is examining growth impacts along the I-495 corridor;
- Partnering with others in a US Department of Labor funded Welfare-to-Work project that focuses on transportation barriers faced by low-income communities;
- Establishing Regional Services Consortiums that help municipal managers to improve regional communication, information exchange, resource sharing, and collaborative action, including the collective purchasing of supplies and services;
- Facilitating the establishment of the Metropolitan Mayors’ Coalition, comprising Boston and nine surrounding cities, to work on common issues, including health care costs, emergency preparedness, group purchasing;
- Assisting communities in visioning and designing scopes for Executive Order 418 Community Development Plans;
- Informing communities about the new Pictometry Imagery Technology and acting as regional distributor for such imagery; and
- Conducting a multi-year regional visioning exercise that includes broad-based participation from all sectors of the region (see below).

The Regional Visioning Project: Developing a Regional Growth Strategy for Metro Boston

In one of the most exciting developments in the last year, MAPC launched a new civic process to create an updated Regional Growth Strategy for metropolitan Boston. MAPC is working with city and town governments and various other stakeholders to create a vision and strategy that puts the region on a sustainable path in terms of land use, economic, environmental, and social issues.

The initiative was launched at a Boston College Citizens Seminar in May 2002. More than 400 people from a wide range of local and regional groups attended, and many have remained involved through the Process Design Team. That team, with more than 150 stakeholders from various fields of expertise, has been meeting developed a design for the regional vision and growth strategy.

We will continue to look for leaders in our 101 city-and-town region who would like to get involved and/or lend their support for this regional effort. Please contact MAPC if you would like to become involved in this process.

MAPC welcomes Marc Draisen as the new MAPC Executive Director

In October, MAPC was pleased to welcome Marc Draisen as its new Executive Director. Marc has a diverse background, including service as a State Representative and most recently as Executive Director of the Massachusetts Association of Community Development Corporations. He is an expert in housing issues, economic development, legislative process, and regional collaboration.

North Shore Task Force

The North Shore Task Force consists of the following municipalities: Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Manchester by the Sea, Marblehead, Middleton, Peabody, Rockport, Salem, Swampscott, Topsfield, and Wenham.

The North Shore task force participated in the following activities: Reviewed and provided input to the MPO Long Range Transportation Plan; Members served as representatives to the MBTA North Shore Transit Improvements Steering Committee as it writes the North Shore Corridor Major Investments Study; Reviewed and commented on the CTPS/Mass Highway Route 128 Safety Improvements Study from Beverly to Gloucester; Presentations by MAPC GIS staff on Pictometry and Municipal GIS Access; Participation within the MAPC Regional Growth Initiative;

A forum on North Shore environmental resources including sustainable landscaping practices;

Worked with CTPS staff to identify North Shore road intersections eligible for congestion management assistance; Established the issue of regional water supply/use as an ongoing topic of concern for the NSTF; Presentations on North Shore Sites of Concern (Brownfields) municipal database study and NPDES Phase II stormwater plans;

Forums on "Transportation 101: How to use the UPWP, MPO and TIP Transportation Planning Process" and how to establish a Transportation Management Association for the North Shore.

Open Space Committee

In 2002 the Open Space Committee's chief focus has been the State-required update of our Open Space and Recreation Plan. Because we have been seriously at work on this for over a year, the Massachusetts Division of Conservation services has given an extension of our 1997 Plan which otherwise would have expired in 2002. An approved Plan makes us eligible for State self-help funds for protecting our natural resources.

Since this task is so enormous (many towns hire professionals to draw up their Open Space Plans), we have enlisted 15 Associates to help with specific pieces of the Plan: community members with a variety of skills. Susan Moses, State Circuit Rider for Open Space, has pointed us toward needed resources and guided our efforts to comprehend masses of material. We studied the State requirements, an exemplary plan from another rural town, and our own 1997 Plan to see where changes are needed. In addition to regular meetings we met in small focus groups to work on pieces of the new Plan.

In October we mailed a Growth and Open Space Survey to every Essex postal patron. Almost 15% were filled out and returned which is considered excellent. 67 people responded with offers of help for the committee! Returns were tallied by Associate Rebecca Dawson and her husband Todd, a daunting task for which we owe them deep thanks. Resulting data will be used to direct the goals and objectives of the new Plan.

We are in constant communication with the Planning Board, the Conservation Commission, and the 418 (Community Development Plan) Committee, and we hope to extend this process to other Town boards so that we can put together a Plan that truly represents our citizens' needs, wants and hopes for Essex's future.

We have been working with the Metropolitan Area Planning Council (MAPC) and the Essex 418 Committee as they embark on developing a Community Development Plan under the Governor's Executive Order #418. One of the four topics addressed by this effort is Natural Resources and Open Space. The Open Space Committee worked with Essex's 418 Committee and consultant Sam Cleaves of the MAPC to present Essex Information Event in April of 2002 and Essex Visioning Day in May, where information was presented to Essex citizens and their opinions sought as a base for the forthcoming Community Development Plan.

We encourage citizen involvement in our work, and we invite you to attend our meetings and help make this new Plan a thoroughly representative document.

Respectfully submitted,
Kim Bartlett and Martha Hoar, Co-Chairs
Jonathan Matson
Richard Osborn
Linda Osburn
Betsy Shields, Planning Board Representative

At present we have no official Conservation Commission Representative.

Associates: Cliff Ageloff, Daphne Borden, April Bowling, Leslie Burns, Gretel Clark, Greg Crockett, Rebecca Dawson, B.J. Frye, Philip Lake, Lysa Leland, Alan McCoy, Courtney Ellis Peckham, Katie-Blair St. John, Mimi Storey, Kurt Wilhelm

PERSONNEL BOARD

The Personnel Board met on a regular basis during fiscal year 2002 and transacted much routine business including the monitoring of various personnel-related actions, programs, and day-to-day issues. Highlights of the major Personnel Board actions taken over the past fiscal year include the following:

- The completion of the switch over from the former, anniversary/calendar year sick, vacation, and personal time accrual system to a fiscal year-based system (including all union and non-union employees alike).
- The setting of the Wage & Salary scale prior to last year's Annual Town meeting.
- Monitoring of contract grievances and other issues related to the EPBA and AFSCME contracts.
- The standardizing of past sick, vacation, and personal time accounts for long-time employees who had accrued time within a variety of accrual systems over the years.

- Revisions to the Personnel Rules & Regulations related to part-time employment benefits.
- The approval of a new Deputy Harbormaster position description.
- The revision of the Assistant Harbormaster position description.
- Monitoring of back overtime pay owed to several public safety employees.
- Review of the early retirement program offered by the Essex Retirement Board.

We have accomplished much over the past year and have enjoyed working closely with Town Personnel Officer, Brendhan Zubricki.

Respectfully submitted,

Eloise Hodges, Chair
 Connie Behnke
 Mark Osburn

PLANNING BOARD

The Planning Board presented four Zoning bylaw articles at the 2002 Annual Town meeting. Of those four, one was withdrawn on the floor, three passed.

Site Plan Review process for all-substantial projects, except single and two family housing, was changed to include all substantial projects, a change from 4000 square feet to 2500 square feet of footprint was made at the meeting and adopted. Further review of this threshold is required due to the volume of projects needing review.

A change in defining lot frontage. Valid frontage for a buildable lot must include the ability to access the principle structure from that frontage.

Driveway standards, minimum standards for driveway construction/minimum access determinations were adopted.

A revision to the Water Resource Protection District was withdrawn due to a technicality with the delineating map availability for public review.

The Board approved 6 ANR's (Subdivision Approval not Required) creating 7 new building lots. One Preliminary Subdivision was received and approved for property off Western Avenue. The Definitive Plan submittal is expected this spring.

The Board, acting as the Special Permit Granting Authority, heard 5 Special Permit applications: 2 under Site Plan review, 1 under the Water Resource Protection District, 2 under Special Permits: cell towers. Under consideration at various stages of the process are 7 Special Permit proceedings. 5 permit requests are related to the Town of Essex sewer construction project, 2 are Site Plan reviews.

The Board is reviewing a Definitive Subdivision Modification for an existing subdivision road located off Apple Street.

The Board is working with representatives from the State and other agencies to draft a proposal to bring a cluster-zoning concept to Town Meeting. It is unclear if this proposal will be ready for the 2004 Annual Town Meeting. We will be holding public hearings to discuss this concept prior to presenting it to Town Meeting. We will continue to review our present bylaws and definitions and expect to present proposals for changes and enhancements this spring.

The amount of work needing our attention is increasing every year. Many of the decisions that are made are not popular with all parties but the decisions must be made and have been made objectively. I would like to commend the present Board members on their dedication in addressing all concerns in a professional manner.

The Planning Board meets the first and third Wednesday of the month, with additional work sessions as needed and posted. Meetings begin at 7:30 p.m. All meetings are open to the public.

Respectfully submitted,

Westley C. Burnham, Chairman

PLUMBING AND GAS INSPECTOR

This has been a busy year. The number of both Plumbing and Gas permits increased from 2001 and there also have been some changes. The Massachusetts Plumbing Code now requires permits to be taken out for rainleaders (drain pipes) and Keyspan Energy Delivery instituted a procedure for setting new service gas meters. Keyspan proposed giving master keys to the local Plumbing & Gas Inspector to unlock gas valves. The opinion of Town Counsel was that no local inspector would be required to accept a master key from Keyspan and that damage or injury resulting from a local inspector unlocking the service could potentially be held against the Town. Therefore, I will not accept any master key(s) from Keyspan and will not unlock any component of a gas service.

Once again, we remind you of the importance of obtaining Plumbing and/or Gas permits before any work begins. Several inspections are required as the work progresses and all work must be in accordance with the Massachusetts Plumbing Code. Application for permits are available in the Office of the Board of Health at Town Hall, 30 Martin Street, during regular business hours Monday – Thursday, 7:30 a.m. to 3:30 p.m.

Plumbing permits issued in 2002: 75
48 permits for renovation/replacement
27 permits for new construction

Gas permits issued in 2002: 77
 43 permits for renovation/replacement
 34 permits for new construction

Respectfully submitted,

Mark Osborn, Plumbing & Gas Inspector

POLICE DEPARTMENT

During 2002 the Police Department logged 4,958 incidents. The following is a breakdown of the incidents responded to or reported:

Code	Description	
1	Murder and Non-Negligent Homicide	0
2	Forcible Rape	1
3	Robbery	0
4	Assaults	6
5	Burglary B&E	8
6	Larceny Except M/V	15
7	M/V Theft	1
9	Arson	2
11	Fraud	1
13	Stolen Property/Buy/Receive	2
14	Vandalism	25
16	209A Requests	20
18	Erratic Operation	33
19	Department Business	4
20	Offense Against Family or Child	1
21	Operating Under the Influence	32
22	Liquor Laws	2
23	Report Received from Registry	1
24	Disorderly Conduct	1
26	Arrests	62
29	Runaways	4
30	M/V Lockout	3
32	S/M Marijuana	6
33	Dead Body	3
35	Check Well Being	38
36	Possession of Marijuana	30
37	M/V Stop by Cruiser	1372
38	Miscellaneous Report Received	35
39	Alarm Security	264

43	Ambulance Calls	170
44	Animal Calls	88
46	Fire Calls	237
48	Report Received	202
49	Bike or Mini Bike Complaints	10
50	Road Condition Complaints	17
51	Check Investigations	15
53	Alarm (Fire)	30
54	General Disturbance	14
55	Domestic	18
Code	<i>Description</i>	
56	Door or Window Open	41
58	Report from Surrounding Police Departments	44
63	General Services	247
64	Vacation Watch	26
65	Harbormaster Activity	63
66	Illegally Parked M/V	306
67	Incapacitated Person	3
72	Lost or Found Property	30
73	Miscellaneous Investigations	17
74	Missing Persons	8
75	M/V Abandoned	11
79	M/V Disabled	60
80	M/V Towed	125
81	Area Checks	722
82	Noise Complaint	44
83	Odor/Pollution, etc.	4
84	Annoying Phone Calls	25
86	Escorts	22
88	Shoplifting	5
89	Stolen License Plate	2
90	Suicide or Attempted Suicide	2
91	Suspicious Activity/Person	139
92	Threats	3
93	Trespass	17
94	Traffic Enforcement	141
95	Unwanted Person	12
96	Shellfish Enforcement	4
98	Complaint General	1500
100	Sex Offender Registration	0
101	Advise Civil Matters	54
102	Report of Wires Down	7
104	By-Law Violation	24
105	Cruiser Out of Town	140

106	911 Calls	165
107	Warrant Received	95
110	Littering/Trash	5
760	MVA Fatal	1
761	MVA Hit and Run	8
764	MVA	69

The number of reported incidents and requests for service has risen steadily over the years. Unfortunately, the increased demand for services has been countered by a recent reduction in funding that makes it difficult to provide anything other than basic police coverage. For FY02 my budget was submitted in January and was based on known contractual obligations and estimates based on past expenditures. Before the ink was dry, I was forced to make a 5% reduction to all budgets under my control. In the police budget this amounted to \$30,286.00. In order to meet this request, I had to reduce line items that were not covered by a contract which meant I had to reduce items that I felt were already under funded. The part time labor line took the brunt of the reduction in the amount of \$15,000.00, which I felt would make it impossible to provide the basic coverage of two officers per shift. This becomes a serious safety issue for the residents, visitors and the police officers of Essex.

During the year we applied for two grants from the Executive Office of Public Safety. The first application was for \$10,000.00 through the state funded "Community Policing Program." In this grant my proposal was for the purchase of three (3) Automated External Defibrillators (AEDs) so each cruiser could be equipped. The AED is a device that is used on persons in cardiac arrest to restore a normal heart rhythm.

The second application was to the "Local Law Enforcement Public Safety Equipment Grant Program" at the Executive Office of Public Safety. This grant is for the purchase of equipment that "enhances our capabilities to prevent, prepare for and respond to acts of terrorism." The award was made in December for \$15,500.00. I selected from their pre-approved equipment list and opted to purchase two (2) ATVs with a transport trailer, a set of night vision binoculars and three (3) hand held metal detectors.

All officers attended an annual firearms training and qualifications course that was held at the Hamilton Rod and Gun Club under the direction of Inspector Peter Silva. The full-time officers were assigned to an annual in-service training session at the Criminal Justice Training Council facility in Reading, Massachusetts where they received updates in motor vehicle and criminal law, domestic abuse and terrorism training.

In December, Essex officers along with officers from Ipswich, Hamilton, Wenham, Topsfield and Rowley began a two-day training program that was sponsored by the Ipswich Police Department and taught by the Massachusetts State Police STOP team. The training was held at the Ipswich High/Middle School with the scenario of armed intruder(s) inside the school. The first day of the training consisted of classroom lectures followed by a second day of live-fire drills and tactics. The training is an effort to prepare our officers to effectively respond to and neutralize armed groups or individuals who pose a danger to the community.

In conclusion, I would like to thank all of the groups and individuals who have helped in keeping Essex a safe community.

Respectfully Submitted,

David Harrell, Chief of Police

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works went through a major transition in 2002. Personnel changes allowed for the reorganization of the structure of the administration of the Department that should be of great benefit as we proceed through the Wastewater project and into the future. Damon Boutchie was appointed as the Superintendent and will be responsible for the administration of all of the DPW activities. Paul Goodwin was appointed Assistant Superintendent/Chief Operator. He will oversee the daily operations of the DPW as well as the Water Department. Erik Mansfield was appointed Wastewater Technician and will be the Town's clerk of the works for the Wastewater project as well as the person dealing with the Storm Water compliance. He will operate the Wastewater system as it comes online. Long time water operator, Peter Perrigo, announced his retirement at the end of the year. He provided the Water Department with 28 years of competent and conscientious service that will not be easily replaced.

We face challenges with regulatory compliance, especially at our present garage and at our Transfer Station. The garage needs to be replaced which should happen as part of the renovations to the downtown area. We have made significant progress at the Transfer Station, but still have issues to address. As for now, we are concentrating on stormwater compliance.

Our present solid waste contract expires in early 2003. We have been exploring and negotiating to provide satisfactory and economical service to the Town for the future. A proposal should be presented to the Town in early 2003 for approval. 1730 tons of solid waste was brought to the Transfer Station, of that 1314 tons went to Covanta to be burned for electricity, and 416 tons were recycled. This was a 6% increase over last year's tonnage, and recycling was reduced by 5%. The Transfer Station user fee was increased by the Annual Town Meeting from \$25.00 to \$100.00. The transition to the new rates and system resulted in some confusion, however, everyone seems to have adapted now.

Twenty-five people were interred at the Cemetery. We did manage to do some maintenance and we hope to improve the efficiency of the operation to make the grounds easier to maintain.

The DPW installed the culvert on the Fortier property by the court-imposed deadline. The judge on the case approved the installation without any further expense to the Town. The weather helped with this project as the dry conditions certainly made the work there easier and the reduced grass mowing eased our other obligations.

A significant amount of our time was spent patching and repairing roads and drainage. Funding for road maintenance is far short of where we need to be to keep the Town roads safe and sustainable. The Wastewater project should result in some improvements in the sewer area but only after construction. Roads out of the sewer area will be the D.P.W.'s focus, however, even with Chapter 90 funds, we do not have all that we need to do a proper long lasting job. A long section of Southern Avenue was overlaid with a new technical surface. This was the most cost effective treatment that we could afford under present conditions, and we hope we will get years of use out of the surface. Potholes in the freeze-thaw cycle could be better managed with the modern equipment to better deal with them. Even the most expensive cold patching materials do not do any kind of long lasting job. We are asking for some hot patching equipment to help rectify this. This equipment will also help us make street repairs on our own at a great savings to the Town. We feel that this is the kind of thing we need to do to provide better, more economical service to the Town. Brush on the roadsides is another area where we need to do a lot of work. Visibility is poor on many of our roads and, in way too many cases, brush is imposing on the roadways themselves causing vehicle damage and reduced safety. We have purchased a flail mower to help us address brush removal in an environmentally friendly and efficient manner. It may still take us three years to bring our roads to a reasonably safe condition. There is an abundance of dead, dying and diseased trees on Town property that need attention. Presently, we address only the most serious conditions that can cause immediate property damage. We need to do more to address this. There also is not a replacement program. We did drainage work on Choate Street, Belcher Street and Island Road. Mowing was done at the cemetery, parks, Centennial Grove, Town Hall, roadsides and school. If you consider all of the maintenance work that must be completed for the parks, highway, trees, transfer station and with snow removal, even with four full- time employees and three part-timers we do have our work cut out for us.

We had problems attracting snowplowing contractors again this year. We made internal changes to better utilize our own personnel and equipment. We still need a method to better utilize locally available resources. A method to pay part-time drivers a competitive wage has been proposed. We also have to adjust the hourly rates paid to contractors to compete with other (MA Highway) operators.

The Wastewater construction started in the fall in Gloucester. This is the part of the project that Essex pays for in Gloucester that will allow us to connect to their system. Construction was halted in mid-December due to the weather, and will restart probably in March when the weather breaks. Contract 2 that compromises the pipe work on Eastern Avenue from about Farnham's Restaurant to the Gloucester line, Lufkin Street, Goodwin Court, Haskell Court, Harlow Street and all five Lift Stations in Essex was scheduled to be bid in late December with construction beginning in the spring of 2003. Contracts 3 and 4 will be bid in 2003, and we expect work on Contract 3 to begin in the fall of 2003. So far, all costs are well within the estimates. For Essex, this project will be major construction that will disrupt traffic to some degree. The work in Gloucester has been progressing with minimal delay, and temporary road repairs have been timely. Our project does have a comprehensive traffic plan that should mitigate delays on Route 133. The Town roadwork involves closing streets and altering traffic patterns. The D.P.W.'s web site will be updated daily to keep work updated for you. This information is linked through the Town's web site www.essexma.org, or on the DPW site at www.gis.net/~ewd/default.htm.

The initial round of preliminary betterments went very well with only a few queries about the process. The same scenario will take place in the same time frame this year with the second round of preliminary betterments being issued.

Anyone that applied for an elderly deferral will have to reapply every year to defer the current years assessment. Although we have designed the project to minimize other infrastructure conflicts, some interference is inevitable. Underground utilities and conditions never seem to be exactly as shown on plans etc., and the necessity to remove ledge at some point will probably lead to the disruption of some kind of service. There also may be other utility contractors in the area doing unrelated work that could cause other delays or service interruptions. The Town will be renewing some water services as part of the project. We appreciate your cooperation as this project proceeds.

Our water operations are still dealing with the security changes necessitated by the 9/11 events. We expect to be dealing with these upgrades for some time. Funding for these changes will most likely be born by the water users. Once we have some verified figures from our accountants, we will have to adjust our rates accordingly.

We received many “dirty” water complaints again this year. We are sure this is related to our new carbon, and as the year went on, the complaints lowered significantly. Since we did extensive hydrant flushing in the fall, complaints have been minimal. The carbons ability to absorb or otherwise capture manganese is now similar to the old carbons, and the water quality going out is excellent again. We like to know when and where these events happen to better remedy any problems.

The Wood Drive/Coral Hill water main project is still unresolved due to right of way issues. If they are not resolved by the residents, we will have to close out the project and assign the betterments to date.

We have had an unusually high number of leaks in the past year. This may be just a normal fluctuation in events or the result of the ageing system. The majority of these events occurred on weekends or holidays and our overtime budget is in jeopardy. All of these leaks involved the old iron pipes that should have been replaced twenty years ago. We have been replacing them on a regular basis, but older records are not complete and we now are having a difficult time trying to locate what has been repaired and what services need replacement.

We have made significant progress installing the drive-by meter reading system. We do have some unresolved issues with reading conversions to our billing system and work is continuing to resolve these issues. We are about a year ahead on installing the radio boxes. Our staff has done an excellent job with the box conversions and has adapted to the new software and programs much faster than is usual in the industry.

The employees have adapted well to the new structure and have stepped up to the challenge to provide better service to the Town. For a good part of the year we were short one regular full-time person. The Town is fortunate to have willing and able part-timers and contractors who have been willing to fill in the gaps. The majority of these people are high school and college students that

serve the Town's needs very well. We are always looking for motivated people to help us in any way. We hope to keep the relationship with the schools open.

Respectfully submitted

Herman A. Patrican, Jr., Chairman
Joseph Wyatt
William A. Perkins

Manchester Essex Regional School Committee

The seven-member Manchester Essex Regional School Committee completed its second year of district governance with significant achievements. Among the most important of these was the completion of contract negotiations with the Manchester Essex Teachers Association. Agreement in principle was reached in August and the final contract signed in October, concluding eighteen months of intense and complex negotiation. The agreement marks the first contract between the Regional School District and the Teachers Association and lays the groundwork for future negotiations. The Regional School Committee wishes to acknowledge and thank all those members of the Committee and the Association for their hard work and dedication, and to the faculty for its patience and professionalism as this process moved toward conclusion.

During this past year, the Regional School Committee and its appointed Building Committee also made significant progress in exploring potential construction of a new middle school-high school and renovations of the elementary schools in Essex and Manchester. The Regional School Committee approved the Building Committee's recommendation that a new middle school-high school facility be built on the land currently occupied by the high school on Lincoln Street, viewing this as the most fiscally-responsible, yet educationally feasible, site. In November, a Request for Proposal for design services was voted by the Regional School Committee. Members of the Building Committee then pursued the complex and time-consuming task of selecting a design firm and made their recommendation to the Regional School Committee on January 17. The Regional School Committee is in the process of distributing information and holding public forums to include all members of the community in this important issue. Voters will decide whether to proceed with the project at town meetings in the spring of 2003. The Regional School Committee wishes to acknowledge and thank the people of Manchester and Essex who are members of the Building Committee and who continue to selflessly dedicate countless hours of service to this project: co-chairs Joseph Davis III (Essex) and Dawn Grohs (Manchester); and Ben Rossi, Fred Rossi, James Aldrich, Bruce Warren, Gordon Brewster, Anne Cowman, Ron Kelley, all of Manchester; and Sarah Willwerth-Dyer, Dianne Ricci, Mark Lynch, and George Marsh, all of Essex. Superintendent David Connolly, School Committee Chair Meredith Tufts and Manchester resident Jessica LaMothe are *ex officio* members.

A third major initiative of the Regional School Committee has been to focus on and improve communications between the Committee and the various components of its constituency: other municipal boards, parents, faculty, students, administrators, and other citizens of both towns. This will become particularly important as the building project moves forward. Enhancements and

improvements to the district's website are being examined, as well as other modes of communication.

Finally, but certainly not least of all, the Regional School Committee has been re-examining and completing its policy structure and re-assessing its managerial and administrative needs to create a more cohesive and continually improving infrastructure for district operation.

These initiatives will continue in the coming year. The Regional School Committee's efforts will be dominated by building and renovation proposals, implementation of programs under the teachers' contract, creating better communications, and continuing to support the present and future successes of the Manchester Essex Regional Schools. The Regional School Committee is grateful to the residents of the towns of Manchester and Essex for their continued involvement, support and dedication to the education of the children of both communities.

The seven-member Regional School Committee was led this year by Chair Meredith Tufts (Manchester) and Vice Chair Jodi Harris (Essex). Members from Manchester are James Aldrich, Bruce Warren and Susan Beckmann. Members from Essex are Susan Gould-Coviello and Edward Neal.

Manchester Essex Regional High School

2001- 2002 marked the second year of operation of the Manchester Essex Regional District. The Manchester Essex Regional High School and Manchester Middle School welcomed 498 students in grades 7 –12 back for the school year. The student population continued to be comprised of Manchester and Essex students, along with students from 14 other towns under the state's School Choice program. Eleven new teachers were either hired as replacements for retiring teachers or because of expanded course offerings. A total of 82 students crossed the stage for graduation, and the Class of 2002 had 91% of its graduates continue on to some form of post-secondary education.

MERHS continues to expand the number of students participating in Advanced Placement courses. This past May 72 students took a total of 159 Advanced Placement examinations as part of eleven Advanced Placement courses. Advanced Placement courses are equivalent to freshman college instruction; they are graded on a five-point scale. Over 84% of student scores were three or higher, allowing these students to either receive college credit or advance immediately to an upper level course in their first year of college. The number of students recognized as National AP scholars increased for the fifth consecutive year with total of 29 MERHS students being recognized as National Scholars. One student was named a National Finalist and three students qualified as semi-finalists as part of the College Board National Merit Scholarship Program. These students were among 2% of juniors from over two million high school students who took the PSAT exam in October 2001.

In the area of standardized testing, MERHS students continues to improve on their overall performance in the SAT I & II. The mean verbal score on the SAT I increased to 563, and the mean math score improved to 562. MERHS continue to excel in performance on the SAT II

subject exams. Students participating in the Biology SAT II had a mean score of 698, while students taking the Writing SAT II had a mean score of 651.

MERHS continued to report strong scores on the state-mandated MCAS tests. Beginning with the Class of 2003, all students must pass the English and math portion of the MCAS in order to be eligible to receive a high school diploma. The entire MERHS Class of 2003 passed both the English and math MCAS exams, thus meeting the state requirement. A two-year analysis of grade ten MCAS scores shows continued success in improving student performance. Over the last two years 80% of tenth grade students scored in the proficient/advanced range, while in math over the same period 62% of tenth grade students scored proficient/advanced. A large number of Manchester Essex students participated in our nationally recognized debate program. For the first time the MERHS Debate Team won the 2002 Harvard University National Invitational, the largest high school invitational competition in the country. Members of the debate also qualified for all three national debate tournaments. The 2001 – 2002 Debate Team was awarded the coveted Leading Chapter Award for the New England District. The award is based on student participation is the highest honor that the National Forensic League can bestow upon a chapter.

In the area of Fine Arts, MERHS students entered various art contests, including the *Boston Globe Art Competition*, with two students earning Silver Key Awards. Student artwork was also featured at the Sixth District Congressional Art Exhibition and during the spring at the school's National Art Honor Society art show. The MERHS Drama Club treated the community to three dramatic productions during the school year. In the fall the students presented the Greek Tragedy *Antigone*. The MERHS thespians achieved added success in the statewide drama competition presenting an original one-act play *Who Brought the Cool Kids*, which won an award for originality and performance. The group completed a successful year with a presentation of the spring musical *Seven Brides For Seven Brothers*.

The school continued to increase student access to technology as a tool for learning. To this end, through the kindness of the Spaulding Trust, the school purchased fifteen wireless laptops to use in direct classroom instruction. The Spaulding Trust also made possible a weeklong visit of the Boston University School of Medicine Biotechnology Lab in January.

Several seniors received special awards, including the Daughters of the American Revolution Citizenship Award and the Jewish War Veterans Brotherhood Award. In March, a record number of students were inducted into the school's chapter of the National Honor Society. At the May awards assembly ten Book awards were given to outstanding juniors in recognition for their dedication to academic endeavors. The journalism class published nine issues of the *Independent* and received several school newspaper awards, based on the quality of school news reporting. During the graduation ceremony for the Class of 2002, principal Robert Shaps announced scholarship awards in the amount of \$100,000 provided through the generosity of various community organizations and individuals.

Essex Elementary and Middle School

During the 2001-2002 school year, Essex Elementary and Middle School enrolled 376 students in grades K-8. In reviewing the year, certain significant developments took place at the regional level. The Manchester Essex Regional School District settled on a teacher contract, which, among other things, provided for a more rigorous evaluation system for Essex teachers. Efforts to coordinate curriculum and instruction continued through the adoption of regular early release afternoons and the creation of district wide grade level leaders in each of the elementary grade levels. Moreover, professional development focused on math at the district level during the 2002-03 school year.

The most visible change at EEMS was the addition of four modular classrooms. The additional space eased a serious 'space crunch'. The new classrooms house elementary Spanish, Reading, the Computer Lab and a third grade. The new space also opened space within the existing school building including an expanded library, an additional special education resource room and individual offices for the guidance counselor and school psychologist who had previously shared a small, closet-like space.

At EEMS school initiatives were guided by the School Improvement Plan that addressed three broad areas of school life - Instruction, School Climate and Communication. For the second year, the school offered Spanish instruction to all elementary students twice per week. The Computer Teacher position was increased from half time to full time to allow for regularly scheduled computer instruction for all students. Our new library-media specialist completed the process of automating the library, reorganized the physical space and continued to upgrade the collection of books and resources (which can now be easily housed in the larger space).

EEMS has expanded enrichment and support programs. The middle school revamped the Explorations program so that it now supports a large chorus and band as well as electives such as digital photography for non-musically inclined students. At this writing a new theater group, sponsored by the PTO, is auditioning for its first performance. On the support side, students received assistance through MCAS support groups, which took place during the school year and the summer (and middle school math scores significantly exceeded the state averages).

EEMS continued to enjoy and benefit from the support of parents and the community. The PTO actively fund-raised and provided creative enrichment and curriculum support throughout the year. The PTO began a "Friends of Music group to foster interest and sustain the momentum of our performing music programs. Meanwhile, the Spaulding Grant generously supported innovative ideas in technology, arts and student support including a peer-tutoring program for elementary students by middle school students.

Respectfully submitted,

Eric Gordon, Principal

Memorial School

Memorial School has a total enrollment of 402 students in grades K-6. The 2002-2003 academic year began with the introduction of a phased-in-full-day kindergarten program. School administrators and kindergarten teachers have visited exemplary kindergarten programs in other communities and attended conferences focused on program development. A program evaluation of the current program involving families, teachers, and other interested parties has been planned for the late spring. Evaluation recommendations were submitted to the MERSD School Committee for review and final approval.

The second year of regionalization provided valuable opportunities for teachers and specialists from Manchester and Essex, at all grade levels, to engage in curriculum, instruction, and assessment activities and conversations on a monthly basis during planned monthly release days. The Memorial School Council continued its discussions regarding implementation of the major goals of its School Improvement Plan:

- Principal Search
- Enhanced Communication Within the School Community
- Encourage Teacher Innovation

The School Council actively participated in discussions and planning for a new Principal Search Process, sponsored a Community Forum to gather input for the Screening and Interview Committee, interviewed all finalists, and submitted recommendations to the Superintendent of Schools for his consideration and ultimate appointment of the new Principal who will begin as of July 1, 2003.

Major instructional program planning included a system-wide emphasis on improving mathematics instruction with increased focus on students' conceptual understanding as well as computational skill development. Additional curriculum conversations have focused on adoption of a school-wide spelling program that better connects to writing program initiatives begun during the previous school year. Also, preliminary conversations have started regarding new social studies textbooks and supplementary materials that align with the recently adopted state framework in History and Social Science describing curriculum content and student expectations at each grade level.

While the academic performance of the Memorial School students continues to be strong in all subject areas, an aging physical plant continues to be an impediment to developing programmatic options that are consistent with new federal and state instructional program demands. This new legislation is aimed at meeting the needs of all students so that they will become productive citizens of the 21st Century.

Respectfully submitted,

Robert D. Ferrari, Interim Principal

**NORTH SHORE REGIONAL VOCATIONAL SCHOOL
DISTRICT**

**ANNUAL REPORT – 2002
JANUARY 1, 2002 – DECEMBER 31, 2002**

George Harvey - Essex Representative
North Shore Regional Vocational School District School Committee

**Amelia P. O'Malley, Superintendent-Director
North Shore Regional Vocational School District**

Merger Study

On December 4, 2002 legislation calling for the Merger of Essex Agricultural Institute and North Shore Technical High School was filed by Senator Frederick Berry. The legislation calls for a Feasibility Study before approval of the request of the project is put to a vote by the cities and towns that make up the North Shore Regional Vocational School District.

Enrollment

Student enrollment as of October 1, 2002 was 443.

Curriculum

All students are enrolled in at least Introductory Algebra in the 9th grade, with most students taking Algebra I, Accelerated Algebra or College Geometry. The mathematics program extends through Algebra II, Pre-Calculus, and Calculus in the upper grades. Plans exist for the addition of an 11th grade course in Integrated Mathematics and a 12th grade course in Discrete Mathematics for college preparatory students who choose not to take Pre-Calculus.

MCAS scores continue to improve in mathematics. Last spring's 10th graders achieved a passing rate of 68% on their first attempt at the test. An increased number of students are passing at the Proficient and Advanced levels.

Essential Strategies, formerly called MCAS Prep, are required classes for all ninth and tenth graders not taking Spanish. This ensures that all students receive adequate preparation for the state test. The results from the 2002 test saw an increase, from 65% to 85%, for NSTHS students who passed the English portion of the test.

The Social Studies Department will begin work on the new standards for their discipline. This will involve an analysis of the new guidelines, an examination of current curriculum, and discussions on how best to integrate the two.

The foreign language component continues to be a popular elective for students. Because of the increase in demand, two sections of Spanish I and two sections of Spanish II were offered this year. More students who come to North Shore Tech want the option of continuing their education after high school, and this elective provides for that option.

The Technical Writing Program continues to be upgraded. This year one English teacher, with an extensive background in business, has been assigned to help vocational instructors develop relevant writing assignments. A new grading rubric was designed to ensure consistency throughout the program.

The foundation of the Title I program is a fifteen (15) station computer lab dedicated to helping students to improve in spelling, reading comprehension, vocabulary, and writing skills. Students also strive to improve basic mathematical skills and concepts.

MCAS Review

Students who have been identified as needing to re-take the MCAS have been enrolled in an after school program.

School Council

The School Council, which consists of faculty members, parents, business people and a student, meets monthly with the Principal. In addition to reviewing the budget and updating the handbook, the Council advises the Principal on the curriculum and other program changes. The School Council is working on a second "Up All Night" graduation celebration for June 2002.

General and Program Advisory Committees

In two (2) meetings this year the program and general advisory committee met and continue to aid in upgrading curriculum to industry standards.

Vocational -- Service Cluster

The Vocational areas are developing not only technical skills but are also learning workplace skills such as professionalism, communication skills and teamwork. Students from different shops are working together in many areas drawing on each other's expertise to complete different tasks. Commercial Art and Graphics combined their skills to create the school's holiday card while Culinary and Marketing work together in operating the Log Bridge Inn. This sense of camaraderie goes beyond the service cluster and can be found when we see Carpentry and Machine Tech helping create a sign for the Log Bridge Inn, Masonry lending their expertise in helping design a more appealing side entrance to the building.

School wide initiatives have been ongoing and the implementation of the student portfolio at the tenth grade level this year, both in shop and academic, has added the valuable form of authentic assessment for the students to validate their successes.

Cosmetology

Students in the cosmetology program continue to perfect their skill by attending the New England Expo Hair Show in Boston where they were exposed to current ideas, new equipment, techniques and new product knowledge that further their education in the field of cosmetology. In addition to hair, nails and skin they are also gaining knowledge in client management using technology and performing skin care in the new facial area with an enhanced lighting system. Every graduating senior that took the state boards last year passed and received their state cosmetology license.

Culinary Arts

The renovations made to the Log Bridge Inn this fall will allow the students to service customers in an elegant restaurant environment. Students are completing quarterly projects that incorporate both tech writing and portfolios, which allows them the opportunity to evaluate their individual progress.

Commercial Art

Students are learning the new technology that was purchased last year. Quarterly projects have been developed that allow students to draw, paint and write.

The addition of a new sign-making machine is allowing students to use technology in creating signs. Commercial Art students are currently making signs for all shop doors in the building. In addition, we will be naming hallways and the students will create street signs.

Graphics Arts

The addition of a new Docucolor 12 has given students exposure to the latest technology in digital printing. In the offset area the new two-color press has allowed student to produce quality work on equipment they will be using in the field.

Health Tech

The Health Tech Program has received its Department of Public Health provider number allowing us to train Certified Nursing Assistants. We are currently awaiting approval from the Department of Education. In addition a new entry-level Mental Health training has been coordinated with Hogan. The program is currently planning on expanding into training students in the area of EKG and phlebotomy. Students are currently receiving certificates in CPR and First Aid.

Marketing

The addition of a school store/bakery/copy center to the marketing shop is allowing students to develop a better understanding how the retail industry operates.

Students currently are actively involved in creating the layout for this year's yearbook giving them exposure to the PageMaker program. New technology applications to the shop last year allow students to improve their basic knowledge of the Microsoft Office Package into marketable skills.

Vocational – Technical Cluster**Carpentry/Masonry**

Junior and senior carpentry and masonry students are currently working on several off-campus projects.

The carpentry crews have recently completed a handicap ramp for the town of Essex at the Town Hall/Library building. The next project on the list is an 18'x17' sunroom addition at 10 Bradford Avenue in Danvers.

The masonry crews have completed a brick walkway and brick stairs in Boxford, repairs on a retaining wall in Nahant, and are currently working on a stone retaining wall in Middleton.

Automotive/Collision Repair

These shops provide a service to residents of the community while teaching trade skills and competencies to their students.

Reorganization of the automotive shop has been completed. A classroom has been relocated to the front of the shop. In addition, the masonry students erected a half wall in the automotive shop; this created a safe walkway to the Collision Repair and Machine Tech shops.

Collision Repair received their initial NATEF certification. The shop has been improved in several areas, as recommended through the Program Advisory and NATEF.

The shop has been improved in several areas, as recommended through the Program Advisory and NATEF.

Machine Technology

Improvements to the machine shop continue this year with the creation of new teacher area and reconfiguration of machine layout.

Information Systems Technology

This year the Information Systems Technology (hereinafter I.S.T.) department continues with curriculum development to train students for A+ and Cisco certification. The I.S.T. lab has been relocated to the first floor. The sophomore year curriculum concentrates on preparation for the A+ certification test and an introduction to first semester Cisco network training.

The goal for the junior year is to complete the Cisco curriculum training allowing the senior year to be devoted to preparation and successful completion of the A+, Net Plus, and Cisco CCNA certifications.

In addition to this, an I.S.T. "Help Desk" has been established. Junior and senior I.S.T. students offer "in house" trouble shooting, repair, and service computer hard and software.

Technology

Network drops are in all the classrooms and office areas; the District is 100% network connected, including thirteen (13) networked printers.

Our Proxy Server was replaced with a Linux based JoeBox firewall, which provides Internet filtering and security, this device is maintained via an annual contract with our Internet Service Provider, MecNet. This device enables us to be compliant to CIPA.

Approximately two hundred (200) personal computers are in use in the District. One hundred and forty one (141) are used for instruction and fifty-nine (59) by the Administration/Faculty. The Student to Computer Ratio as reported to the Department of Education is 3.09, well within the 5.0 requirements by 2003 from Department of Education. Currently we meet all the major "Local Technology Plan Benchmark Standards for Year 2003" from the Department of Education.

School Year 2001-2002 was our first full year using the MMS Administrative Software. We are in a “learning curve” mode and continue to become more proficient using the system.

We purchased four (4) Smart boards, several are permanently mounted in computer labs and several are mobile. These Smart Boards facilitate computer lab instruction and enhance presentation skills.

Technology continues to be integrated into the curriculum vocationally and academically. We use the Office 2000 Suite, (Word, Excel, PowerPoint, and Access) to develop writing, spreadsheet, data base management and presentation skills. We upgraded to Auto Cad 2000 and the latest MasterCam update. The faculty/staff continues to use a vast array of specialty software applications.

Professional Development

Two graduate courses were offered on site and were filled to capacity:

Administration and Assessment of Tests used to Determine Student Disabilities.

Using Technology to develop Curriculum Projects

Several administrators and teachers completed *Research for Better Teaching* courses.

Through the ***High Schools That Work*** initiative, faculty members have visited other vocational high schools and have shared “best practices.” Fourteen (14) teachers and administrators attended the national conference in Louisville, Kentucky.

Special Education Department

There are approximately 185 students at North Shore Technical High School who have been identified as having special needs; they represent 41% of the general student population.

The special education program is inclusive in nature. Inclusion classes are offered in all grades and in every major academic subject area. In conjunction with this, many special needs students receive academic support services in the Tutoring Center, under the direction of the Special Education Coordinator.

There is a self-contained program for students with special needs who are developing skills for competitive employment.

Teachers certified in Wilson Reading provide individual tutorials in the Wilson methods to those students with significant reading deficits, in compliance with their IEPs. Our Speech and Language Pathologist provides both individual and small group instruction in the area of communication, including receptive and expressive language skills (both oral and written), reading, vocabulary, phonological processing, usage, social language and articulation.

Through our special education Program Improvement Grant, members of the special education department have formed study groups to learn more about certain types of disabilities. This year,

they are studying Neurological Impairment, Emotional Impairment, Communication Impairment and disabilities in the Autism Spectrum.

Every year an independent evaluator visits the district, observes some of the components of the special education program, and interviews parents, students, teachers and administrators. The evaluation was done by Dr. Susan E. Gately. She commended the special education department for its overall compliance with PL 94-142 (IDEA) and Chapter 766 regulations, commenting that, "Parents are ensured due process rights and overall special education programs fulfill requirements of state and federal laws." The Department was also commended for "its commitment for providing appropriate access to the general education curriculum." The Department was further commended for its excellent relationships with parents.

Athletic Department

The 2001-2002 Basketball season saw great improvement for the girl's team. The boy's basketball team had a very difficult season.

Spring of 2002 brought a renewed life to the athletic program as the students turned out in record numbers for baseball and softball. Both teams second place in their divisions and qualified for the State Vocational Tournaments and the MIAA State Tournament.

Over seventy (70) students participated in football over the season, and we fielded three (3) full teams, freshman, Junior Varsity, and Varsity. The team finished with a 6 – 5 record and finished in 2nd place in the division.

The girl's volleyball team won the League Championship and advanced to the quarterfinals of the State Tournament before being eliminated.

The soccer team, under the direction of new head coach Mr. Bob Parsons, was in a rebuilding year after graduating nine (9) seniors. Despite that fact the team was very competitive and the turnout was great.

The cheering squad was so large this fall that we had to have tryouts for the competition squad. The squad competed in several competitions and advanced to the State Regionals before being eliminated.

Two North Shore students participated with the Essex Aggie Cross Country team this fall.

Although un-funded, we are starting an Indoor Track program this fall and hope to fund raise enough to cover all expenses.

Locker room space continues to be an issue in the afternoon.

The Co-op program with Essex Aggie has been very successful. I am recommending the continuation of the fall programs and have already been given approval by the State to pursue co-op programs in the spring with baseball and softball.

Career Exploration

The focus of the career exploratory program is to familiarize all 9th grade students with North Shore Technical High Schools vocational/technical areas. The exploratory has been modified in the last two years so that students spend four (4) periods in shop and four (4) in academics. The students will have completed their exploratory in the early spring and will then re-explore three (3) shops before making their final shop selection.

During December, guidance will administer the CDM Interest Inventory to all freshmen. This is a tool used to assist the students in choosing their program and a springboard for discussion about post secondary plans.

School-to-Work/Placement

In the 2001-02 school year over seventy (70) students participated in the Cooperative Education Program. Each of these students worked during school time in their vocational/technical area on the job gaining experience and school credit. North Shore Tech is using the modified Massachusetts Worked-Based Learning Plan developed by the Eastern Massachusetts Cooperative Coordinators to evaluate the students' progress in the following areas: communication, problem solving, professionalism and interaction with co-workers.

The class of 2002 saw 43% of the graduates matriculate at two or four year post-secondary institutions, 54% were placed in jobs related to their vocational/technical program and 3% began a full-time military commitment. North Shore Technical High School continues to offer permanent placement service including career guidance to all graduates.

Tech Prep

North Shore Technical High School is participating in the Tech Prep Program in a number of vocational/technical areas. Programs of study that have articulation agreements with the Tech Prep frameworks include Marketing & Information Technology, Health & Science Technology, and the Culinary Arts Department.

Specific course articulation agreements that presently exist or are currently pending have been established with North Shore Community College. The courses that are covered via articulation agreements include Death & Dying Seminar, The Body in Health & Disease, Basic Culinary Techniques, Food Fabrication & Production, and Marketing I.

The above-mentioned articulation agreements provide North Shore Technical High School students with an opportunity to earn college credit at North Shore Community College while enrolled as students at the high school. Each program has been reviewed by the post secondary schools professional staff and been deemed to meet the criteria of coursework at the college level at North Shore Community College.

School Social Worker

Students serviced by the School Social Worker present with a wide range of social, emotional and mental health issues such as: depression, anxiety disorders, current and/or past trauma (including child abuse and/or neglect, sexual assault, domestic violence), family disturbance and/or crises (e.g. divorce, death, out-of home placement, homelessness, unemployment of parent), anger management difficulties, teen pregnancy, substance abuse, relationship issues, identity issues,

conflicts with peers and/or adults. The School Social Worker is able to make mental health assessments and provide crisis intervention, in-school counseling and monitoring and/or refer to various social service agencies outside the school when necessary and appropriate.

The School Social Worker is available to teachers and parents for consultation regarding various students' behaviors and mental health issues.

The School Social Worker is the coordinator and supervisor of a Peer Mediation Program at North Shore Tech, now into its third year.

Health Office - School Nurse

There were 3,512 student visits to the health office during the 2001-2002 school year. Over one thousand of these visits were for the complaint of headache. A headache assessment tool was used to evaluate this problem. Upon assessment of this complaint most students do not eat breakfast, get enough sleep, or drink an adequate amount of non-caffeinated beverages. Students are encouraged to eat breakfast before leaving home or on arrival at school. Students are able to have water with them in classes.

Students receiving daily medications at school remained consistent with the 2001-2002 school year with sixteen (16) students per day.

The school nurse continued her involvement in the Enhanced School Health Grant through the School Health Division of the Department of Public Health. The grant has awarded \$6485 for use in the relocation and furnishing of the new health office planned for the 2002-2003 school year.

Building and Grounds

During the last year many modifications and upgrades were made to the facility.

The Information Systems Technology lab was moved to the first floor in room 140. The lab was converted into two (2) classrooms.

The nurses' office was relocated from room 154 to room 127.

The restaurant, Log Bridge Inn, was repainted and new lighting was installed.

A room was added to the marketing area to create a combination bakery, school store and copy center. In the cafeteria a new and efficient serving line was installed.

Transportation Department

The Transportation Department has a fleet consisting of sixteen (16) buses. The Transportation Department provided transportation to and from school on a daily basis for approximately 418 students. The number of students involved in sports, MCAS Prep, driver's education, Drama Club, and other after school activities continues to increase, therefore the number of students using the late buses and sports buses has increased again this year. We are almost to the point of adding a fifth bus.

The Transportation Department provided transportation for the summer MCAS program.

The bus garage is staffed with two mechanics, which work full time to keep the fleet running in top condition.

Adult Education

Adult Evening Education at North Shore is a self-supporting program that offers more than fifty-seven (57) vocational-technical classes that enhance the professional and personal lives of the adult members of our community. The Program serves nearly one thousand adult students participating in a wide variety of courses. A number of courses have state approval for professional and trade license preparation.

As part of our on-going effort to provide competitive and progressive programming greater than fifty percent (50%) of our course offerings are either new or greatly modified during the past five (5) years.

Business Office

The Business Office consists of a Business Manager, an Assistant Procurement Officer, an Accounting Clerk and a part time Treasurer.

Direct deposit is up and running. Approximately 75% of our full time employees have opted to have their entire or a portion of their paycheck direct deposited.

Our next goal will be to comply with GASB 34. We are confident the district will be in compliance on or before July 1, 2003.

The Department of Revenue has certified the amount in our excess and deficiency account as of July 1, 2002 at \$381,914. We will be reducing our fiscal year 2003 community assessments by \$6,821. The final invoice in March 2003 will reflect the reduction.

The audit report should be issued by mid February 2003.

North Shore Regional Vocational School District Committee

Beverly	Paul F. McDonald
Boxford	
Danvers	T. Frank Tyrrell, Jr., Parliamentarian
Essex	George R. Harvey, Secretary
Gloucester	Paula Evans
Hamilton	David W. Ketcham
Lynnfield	Paul Anderson
Manchester-by-the-Sea	Joseph Sabella

Marblehead	Marcia Sweeney
Middleton	Roger Drysdale, Vice Chairman
Nahant	Thomas F. Johnson
Rockport	G. Stanley Patey, III
Salem	Thomas St. Pierre
Swampscott	Mary Marrs, Chairman
Topsfield	Richard Darrah
Wenham	William O. Nichols

SENIORCARE

Program Planning, Coordination, Administration & Care Management

One of the functions of SeniorCare, Inc., as an Area Agency on Aging and state-designated Aging Services Access Point, is to assure that services to elders are properly funded, coordinated and monitored and service gaps are filled whenever possible.

The services provided to elders in their home include:

Homemaker Program	Adult Day Health Care	Chore	Nursing Home Ombudsman
Personal Care	Hospice Care	Housing problems	Alzheimer Family Support
Caseworker	Outreach	Protective Services	Group and home delivered meals
Legal Services	Transportation	Social Day Care	Respite Care
Congregate Housing		Companionship	Information & Referral
Nursing Home Pre-screening & alternatives			

Care Management services were provided to over 30 Essex elder residents per month. This service includes assessments of individual's needs for other services such as homemaker, chore, meals, personal care, etc. in addition to referrals to other service providers, help with SSI, housing problems, counseling and assistance to families and elders as well as Protective services when needed.

The cost of this service for Essex elders during this year was estimated to be \$19,034.00.

Homemaking, Chore, Personal Care, Home Health, Nursing Services and other Home Care Services

Thirty (30) Essex elders received one or more of the above named services during each month of this year. Homemaking services include light housekeeping, errands and meal preparation. Chore service consists of heavy cleaning and/or minor repairs. The other services speak for themselves. Total cost of these services was estimated to be \$49,190.00.

Nutrition Program

Essex residents were served 3,643 home-delivered meals in 2002.

The total cost of this Nutrition Service to Essex for this year was estimated to be over \$10,383.00.

Transportation

Over 230 rides were provided to Essex elders this year. Types of trips included transportation to meal sites, Adult Day Health Centers, Social Day Care, doctors' offices, shopping trips and friendly visiting. Total cost of transportation services was estimated to be \$920.00.

Adult Day Health Services

This program provides elders and disabled people an alternative to living in a nursing home when medical supervision and social support is required during the day. The Center provides this by offering a program of daily activities, nutrition, and medical care. Thirty days of this program were utilized by elders. The residents were served by this program for an estimated cost of \$1,260.00.

Outreach: SeniorCare provides \$1,800.00 to the Essex Council on Aging for outreach to community elders.

Other Services

Other services that were provided to Essex elders included legal assistance, personal emergency response systems, health education, laundry, nursing home pre-screening, and the services of the Nursing Home Ombudsman Program, which advocates on behalf of elders in nursing homes and rest homes. The costs of these programs were estimated to be over \$3,500.00.

Total costs of services provided to elders of Essex in 2002 are estimated to be \$86,087.00.

Respectfully submitted,

Guntis Licis, Executive Director

SHELLFISH CONSTABLE

The 2002 calendar year marked the fourth straight year of poor soft-shelled clam sets. The resulting lack of clams has seriously depressed our commercial and recreational shellfish industry. The severe decline in clam harvest is not unprecedented, however. The historical record is replete with periods of low clam harvest levels that indicate this is a wholly natural cycle.

Over the past two years I've reported on an ongoing experimental propagation program that explores the potential of adding to natural occurring clam populations. It is hoped that some day the techniques being developed here may some day help off set periods of poor clam sets. This year we experimented with the arrangement of boxes under netting using a checkerboard pattern of boxes and no boxes. We found that where there were no boxes few clams set. In comparison, the boxes caught large numbers of clam spat. Some day we look forward to a full-scale program

with associated funding. Although spat collecting can help off-set periods of low clam production, it cannot replace natural clam productivity. It is hoped, therefore, the forth coming winter is a cold and icy one, unlike the past three years of unusually warm winters, because cold winters are apt to be followed by good sets of clams.

Also, clam predation by green crabs can greatly reduce clam populations. In this regard, a new but limited fishery for green crabs as bait has started in our area. During the past year one individual engaged in the new fishery. If this new fishery can reduce the numbers of green crabs, then this will be of great benefit to the clam fishery.

We continue to assist the State in the collection of water samples needed to keep Essex Bay open for shell fishing. In closing, I would like to thank Deputy Constable, Steve Hartley, for the welding job he performed on our Shellfish Department boat trailer as well as reassembly of our trailer. Without his help and expertise, the trailer could not have been restored to safe use. Steve saved the Town the expense of purchasing a new trailer, an important consideration in these tight fiscal times. I would also like to extend my thanks to the members of the Police Department and Essex residents for all their help this year.

Respectfully submitted,

“Pick” Thistlewood, Shellfish Constable

TOWN CLERK

SPECIAL TOWN MEETING

May 6, 2002

The May 6, 2002 Special Town Meeting of the Town of Essex was called to order at 7:12 p.m. by Moderator David J. Lane. A quorum of more than 30 voters was present.

Article 1. TRANSFER OF FUNDS

Motion by David L. Folsom, duly seconded, that the Town vote to transfer from the Town Septic Betterment Fund the sum of \$5,379 for the purpose of making necessary payments to the Massachusetts Water Pollution Abatement Trust in accordance with the terms of repayment for Community Septic Management Program loan funds.

Voted unanimously.

A motion was made and duly seconded to dissolve the Special Town Meeting at 7:15 p.m.

Voted unanimously.

A true copy. Attest:

Sally A. Soucy, Town Clerk

ANNUAL TOWN MEETING

May 6, 2002

The 183rd Annual Town Meeting of the Town of Essex was called to order at 7:30 p.m. by Moderator David J. Lane. A quorum of 135 voters was present. Following the salute to the flag, a moment of silence was observed in memory of Margaret (Marnie) Davis, Jacqueline Metcalf, Robert W. Perrigo, Jr. and Rev. Cyril E. Tolland.

The Posting and Return of the Warrant were read.

A motion was made and duly seconded to waive the reading of the Warrant.

Voted unanimously.

Article 1. TOWN ELECTION

Motion by Rolf P. Madsen that the Town bring to ballot the following elected positions, all in one ballot:

- Moderator for one year
- Selectman for three years
- Assessor for three years
- Board of Health Member for three years
- Two Constables for one year
- Regional School Committee Member for three years
- Trustee of Library Funds for three years
- Planning Board Member for five years
- Planning Board Member for one year
- Housing Authority Member for five years
- Housing Authority Member for four years

and bring to ballot the following questions:

Shall the Town of Essex accept sections 3 to 7 inclusive of Chapter 44B of the General Laws, as approved by its legislative body, a summary of which appears below?

Sections 3 to 7 of Chapter 44B of the General Laws of Massachusetts, also known as the Community Preservation Act ("Act"), establishes a dedicated funding source to acquire, create and preserve open space, historic resources, land for recreational use, and community housing, and to rehabilitate and restore such open space, historic resources, land for recreational use and community housing acquired or created as provided under said Act. In Essex, the Act will be funded by an additional surcharge of 3% on the annual tax levy on real property and by matching funds provided by the state. The following exemptions from such surcharge, permitted under Section 3(e) of said Act, will apply for property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate income senior housing in the Town; and for \$100,000 of the value of each taxable parcel of residential real property. The

surcharge to be paid by a taxpayer receiving an abatement of real property authorized by chapter 59 or any other law will be reduced in proportion to such abatement. A Community Preservation Committee must be created pursuant to by-law and will make recommendations on the use of the funds. Town Meeting must approve any such recommendation before funds can be expended to acquire any particular parcel of land. All expenditures pursuant to the Act will be subject to an annual audit.

Shall the Town of Essex be allowed to assess an additional \$110,000 in real estate and personal property taxes for the purposes of renovations to the 911 dispatch center and the replacement of 19 windows and 3 doors in the fire/police station for the fiscal year beginning July first, two thousand two?

Shall the Town of Essex be allowed to assess an additional \$150,000 in real estate and personal property taxes for the purposes of paying increases in annual group health insurance coverage and in the Essex Regional Retirement Board assessment for the fiscal year beginning July first, two thousand two?

AND, to do this by vote on one ballot. The polls will be open on May 13, 2002 at 7:00 o'clock a.m. and will close at 8:00 o'clock p.m. at the Essex Fire and Police Headquarters.

Voted unanimously

Article 2. SELECTION OF TOWN OFFICERS

Motion by David L. Folsom, duly seconded, that the Town authorize the Board of Selectmen to appoint a Surveyor of Bark and Lumber.

Voted unanimously.

Article 3. REPORTS OF TOWN OFFICIALS

Motion by Joseph P. Davis, III, duly seconded, that the Town accept the reports of the Town Officials, Boards, and Committees contained in the Annual Town Report.

Voted unanimously.

Article 4. PERSONNEL BOARD REPORT.

Motion by Mark Osburn, duly seconded, that the Town approve the Town Wage and Salary scale in accordance with the recommendations of the Personnel Board Report.

Voted unanimously.

Article 5. COMPENSATION OF ELECTED OFFICIALS

Motion by Mark Osburn, duly seconded, that the Town fix the salary and compensation of each of the elected officers of the Town as required by Massachusetts General Law, Chapter 41, Section 108, as amended, for FY 2003 in accordance with the recommendations of the personnel Board Report.

Voted unanimously.

Article 6. FINANCE COMMITTEE REPORT

Motion by Mark Lynch, duly seconded, that the Town

- a. raise and appropriate the sum of \$450,916 for debt repayment, principal and interest
- b. transfer from the Cemetery Perpetual Care, Sale of Lots, and Lot Care Funds the sum of \$33,760 to the Department of Public Works,
- c. transfer from the Waterways Improvement Fund the sum of \$3,000 to the Harbormaster Department,

- d. transfer from free cash the sum of \$14,483 and raise and appropriate the sum of \$2,943,433 to be allocated between the salaries and expenses among the various departments as indicated in the Finance Committee Report.

Voted unanimously.

Article 7. SCHOOL BUDGET

Motion by Susan Gould-Coviello, duly seconded, that the Town approve the Gross Operating and Maintenance Budget of the Manchester-Essex Regional School District, and raise and appropriate the sum of \$4,005,824 for the Town's assessment from the District.

Voted unanimously.

Article 8. NORTH SHORE REGIONAL VOCATIONAL SCHOOL

Motion by George R. Harvey, duly seconded, that the Town approve the Gross Operating and Maintenance Budget of the North Shore Regional Vocational School District, and transfer from free cash the sum of \$63,265 for the Town's assessment from the District.

Voted.

Article 9. COMMUNITY PRESERVATION ACT

Motion by Rolf P. Madsen, duly seconded, that the Town, pursuant to the provisions of G.L. c44B, sect. 5, amend the Town of Essex General By-laws by adding a new Section 2-23 creating a Community Preservation Committee as described in Article 9 of the Warrant with the following revision: That the first sentence of Section 2-23.1 be revised to read "There is hereby established a Community Preservation Committee, consisting of seven (7) voting members pursuant to the provision of G.L., c.44B, sect. 5," in order to make the number of voting members specified in that text consistent with the actual list of voting members detailed there under.

Voted.

Article 10. WATER PROTECTION DISTRICT

Motion by Elisabeth Shields, duly seconded, that the Town indefinitely postpone Article 10 of the Warrant.

Voted unanimously.

Article 11. BY-LAW CHANGE - SPECIAL PERMIT

Motion by Westley C. Burnham, duly seconded, that the Town amend section 6-6.12 SPECIAL PERMITS of the Town of Essex Zoning By-law by making the following revisions:

- 1) Amending the first paragraph of "6-6.12.1 PURPOSE" which presently reads:

"6-6.12.1 PURPOSE: The site plan review bylaw regulates the development of structures in a manner that considers the following concerns and where necessary requires modification of development proposals to eliminate or minimize potential problems and nuisances. The principal areas of concern are:"

By replacing it in its entirety with the following:

"6-6.12.1 PURPOSE: The site plan review bylaw regulates the development of structures and sites permissible under present zoning. The review process considers the following

site specific concerns and where necessary requires modification of development proposals to eliminate or minimize potential problems and nuisances. The principal area of concern are:"

2) Amending "6-6.12.2 PROJECTS REQUIRING SITE PLAN REVIEW" which presently reads:

"6-6.12.2 PROJECTS REQUIRING SITE PLAN REVIEW: No new construction, reconstruction, relocation, or change of use for any building shall be permitted and no existing use shall be expanded in floor area except in conformity with a site plan approval by the Planning Board. Required approval includes proposals for commercial, industrial, office, multifamily dwelling, residential development, municipal, utility, recreational purposes, or the expansion of an existing use by increasing parking by fifteen or more parking spaces on site.

By replacing it in its entirety with the following:

PROJECTS REQUIRING SITE PLAN REVIEW: No permit for the new construction, reconstruction, or relocation of any building with a ground floor footprint of greater than 2500 square feet, or any change of use for any building, shall be given except in conformity with a site plan approval by the Planning Board. Required approval includes proposals for commercial, industrial, office, multifamily dwelling, residential development, municipal, utility, and recreational purposes:

3) By deleting "6-6.12.3 Exemptions from Site Plan Review" in its entirety, which presently reads:

"6-6.12.3 EXEMPTIONS FROM SITE PLAN REVIEW"

- a. The construction or enlargement of any single or two-family dwelling or accessory building to such a dwelling.
- b. The maintenance or reconstruction of existing structures, as long as general configuration and use is maintained.
- c. Modifications to structures or property required by Federal or State statute, after a finding by the Planning Board stating non-compliance issue and remedial action required.

Passed by declared 2/3's vote.

Article 12. BY-LAW CHANGE – LAND FRONTAGE

Motion by Michael Cataldo, duly seconded, that the Town vote to amend Chapter 6 section 6-3.25 LOT FRONTAGE of the Town of Essex Zoning By-law by making the following changes:

Amend 6-3.25 definition by deleting the first sentence which presently reads:

"The front of a lot shall be construed to be the portion nearest the street."

And replace said text with the following:

"The front of a lot shall be construed to be the portion nearest the street where reasonable and adequate access to the required parking facilities and principal buildings can be provided."

Passed by declared 2/3's vote.

Article 13. BY-LAW CHANGE – DRIVEWAYS

Motion by Westley C. Burnham, duly seconded, that the Town amend Chapter 6 section 6-5.14 DRIVEWAYS of the Town of Essex Zoning By-law by making the following changes:

Replace 6-5.14 definition with the following, by adding paragraphs “b” and “c” to the existing definition:

- a. No person shall hot top or construct a driveway or entrance from the traveled portion or from the curb of any public street or way for purpose of passing to or from abutting property, nor cut any curbing without applying for and receiving a permit from the Department of Public Works, under conditions and restrictions the D.P.W. commissioner deem proper.
- b. Common Driveways. Access driveways may be shared by no more than three lots with approved frontage on a public way. No building permits will be issued unless the following has been complied with:
 1. Curb cut approval has been obtained in accordance with (a.) above.
 2. A common driveway shall lie entirely within the lots to which it provides access, and shall comply with the minimum standards stated in (c.) below.
 3. No building permit shall be issued for any lot with access by a common driveway until an easement running with the land in perpetuity providing for maintenance and snow removal is executed by the owner(s) of the lots sharing the driveway, recorded at the Registry of Deeds, and evidence thereof is submitted to the Building Inspector.
 4. Common driveways may never be used to satisfy zoning frontage requirements.
 5. Permanent signs shall be installed indicating the assigned street Address of all lots. Signs shall be placed within 10 feet of the intersections with the public way and individual driveways served by the driveway.
- c. Minimum driveway standards for new driveways.
 1. Driveway access to the dwelling or other building site shall be indicated on the plans submitted to the Building Inspector at the time of Building Permit application.
 2. Driveways shall provide both access and turnaround for vehicles including moving vans, ambulance, fire and police vehicles without substantial hardship in construction. Such a driveway shall have:
 - a. Width of at least 12 feet, but shall be cleared to a width of at least 14 feet, applicable to the portion used by more than one lot.
 - b. Centerline radius of at least 60 feet.
 - c. .Maximum grade of 10 percent.
 - d. Adequate clearing at the intersection of the public way to provide a minimum of 100 foot sight lines.

Motion by Jack Gale, duly seconded, to amend by striking section “b.”

Motion by Brian Browning, duly seconded, to terminate debate on Jack Gale’s motion.

Voted unanimously.

Vote on Jack Gale's motion to strike section "b".
Motion by James Richardson, duly seconded, to amend by striking paragraph c.2 starting with "Such a driveway shall have....."

Defeated.

Defeated

Motion by Sam Hoar, duly seconded, to amend section "c" by adding the word "common" between the words "new" and "driveway" in the first sentence.

Voted unanimously.

Motion by Sam Hoar, duly seconded, to terminate debate.

Voted unanimously.

Vote on main motion as amended by adding the word "common" between the words "new" and "driveway" in the first sentence of section "c".

Passed by declared 2/3's vote.

Article 14. POLICE/FIRE STATION

Motion by David L. Folsom, duly seconded, that the Town vote to raise and appropriate the sum of \$110,000 for the purposes of renovations to the 911 dispatch center and the replacement of 19 windows and 3 doors in the fire/police station, provided that the amount authorized herein shall be contingent upon the vote at the Town Election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 1/2, so called.

Voted.

(Note: the ballot question to fund this article passed)

Article 15. HEALTH INSURANCE COVERAGE

Motion by Rolf P. Madsen, duly seconded, that the Town raise and appropriate the sum of \$150,000 for the purposes of paying increases in annual group health insurance coverage and in the annual Essex Regional Retirement board Assessment, provided that the amount authorized herein shall be contingent upon the vote at the Town Election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 1/2, so called.

Voted unanimously.

(Note: the ballot question to fund this article passed)

Article 16. EVAN'S WAY ACCEPTANCE

Motion by Joseph P. Davis, III, duly seconded, that the Town vote to accept as a Town way, Evans Way, as shown on the street layout plan entitled "As-built Roadway Plan and Profile, Story Hill Subdivision, Evans Way, Essex, Massachusetts", dated February 9, 2000 and revised August 30, 2000, prepared by John Judd, P.E., Gateway Consultants; and further to authorize the Board of Selectmen to accept gifts of any necessary easements or property in fee simple, upon such terms and conditions as they deem appropriate. Said terms and conditions shall include, but not be limited to the implementation of all recommendations made by the Town's Consulting Engineer supervising the Story Hill Subdivision Project, H.L. Graham Associates, Inc.

Motion by Bruce E. Fortier, duly seconded, to indefinitely postpone action on this article.

Motion to terminate debate on the question of indefinite postponement.

Passed by declared 2/3's vote.
Vote on the motion to indefinitely postpone.

Passed by declared 2/3's vote.

Article 17. BY-LAW CHANGE - BUILDING FEES

Motion by Rolf P. Madsen, duly seconded that the Town amend the Town of Essex General by-law by adding the following provisions to section 2-7A to be inserted after the line which presently reads "Cost of construction \$100,000 and above, \$3 per \$1,000" in the BUILDING FEE SCHEDULE section;

For the purpose of determining the building permit fee, the "cost of construction" shall be generally be determined by the Building Inspector to be an amount equal to the product of the square footage area of the construction multiplied by seventy-five dollars (\$75.00). Square footage of any second story shall, for the purpose herein, be deemed to be one-half of the actual square footage of such second story. In cases where it is impossible or impractical to determine the "cost of construction" by the above method, then such "cost of construction" shall be as the Building Inspector shall in his discretion determine;

And, further, to add the following provision as the new final line of said section 2-7A; Building, plumbing, and gas work done without permits is subject to a doubling of the regular permit fee(s) as listed/calculated above in this section.

Voted unanimously.

Article 18. BY-LAW CHANGE - SEWER SERVICE BY-LAW

Motion by David L. Folsom, duly seconded, that the Town amend the Town of Essex General By-Law by adding the following section:

7-7.11 APPROVAL REQUIRED FOR CHANGE OF PROPERTY USE. Any proposed change of property use (as defined in section 7-7.8) for a property within the Sewer Service area shall be reviewed by the Board of Public Works (the Board). Said review shall be initiated via an application completed by the property owner on a form approved by the Board and shall accurately and completely indicate both the existing property use and the proposed property use. An application for a change of property use shall only be approved if it is determined by the Board that the proposed use will not increase the property's theoretical wastewater design flow as compared with the flow for the existing use. If the proposed use is commercial and the existing use carries a theoretical wastewater flow of 1,000 gallons per day or over, the design flow associated with the proposed use shall be deemed to be 200% of the 1998 actual water use for the property. In all other cases, the design flow associated with the proposed use shall be calculated pursuant to Title 5 (310 CMR 15.203) – see Section 7-7.10. In no case shall any Title 5 design flow: a) for any existing or proposed use on any type of property be deemed to be less than 330

gallons per day, b) for any existing or proposed use on any type of property be deemed to be greater than that calculated via Title 5, and c) for any proposed use on property originally carrying a commercial, theoretical wastewater flow of 1,000 gallons per day or over be deemed to be less than the number of betterments assessed to the property multiplied by 330. Any change of property use not first approved by the Board shall result in the modification of the new use by the property owner to the extent necessary to satisfy the Board that no increase has occurred. Said modification shall be accompanied by a proper application as discussed above and the nature of the old use, the improper change of use, and the modification of the improper use shall be described thereupon. Violations of this section shall be punishable in accordance with the provisions of Section 7-6 of the Town By-laws.

Voted by majority.

Article 19. BY-LAW CHANGE - CONTRACTING AUTHORITY

Motion by Joseph P. Davis, III, duly seconded, that the Town amend the Town of Essex General By-law by adding Section 2-5.4, in order to clearly define the Town's contracting authority to read as follows:

- 2-5.4 CONTRACTING AUTHORITY. Unless otherwise provided by a vote of Town Meeting, each elected board or officer having authority for a particular appropriation is hereby authorized to enter into any contract not exceeding \$5,000 and not requiring a signature from the vendor binding the Town to the transaction for the expenditure of such appropriation, on such terms and conditions, including the length of contracts, which such board or officer deems appropriate. Any contracts by an elected board or officer in excess of \$5,000 or which require a signature from the vendor binding the Town to the transaction must also be executed by the Selectmen. The Board of Selectmen is hereby authorized to enter into contracts for all matters not specifically under the jurisdiction or responsibility of any other elected board or officer. Notwithstanding the foregoing, the Board of Public Works established under Chapter 501 of the Acts of 1973 may enter into contracts for the procurement of supplies and services related to matters involving water supply and distribution as authorized by Chapter 262 of the Acts of 1934. No board or officer of the Town shall contract for any purpose, on any terms, or under any conditions inconsistent with any applicable provision of any general or special law.

Voted by majority.

Article 20. TRANSFER STATION STICKER FEE

Motion by Rolf P. Madsen, duly seconded, that the Town vote to raise the Transfer Station sticker fee to \$100.00.

Motion by Sam Hoar, duly seconded, to terminate debate.

Passed by declared 2/3's vote.
Main motion - Voted by majority.

Article 21. SEPTIC BETTERMENT

Motion by Mark Lynch, duly seconded, that the Town transfer from the Town Septic Betterment Fund the sum of \$4,000 and transfer from free cash the sum of \$1,394 for the purpose of making necessary payments to the Massachusetts Water Pollution Abatement Trust in accordance with the terms of repayment for Community Septic Management Program loan funds.

Voted unanimously.

Article 22. SNOW REMOVAL

Motion by Charles K. Ridge, duly seconded, that the Town transfer from free cash the sum of \$40,000 for the removal of snow from Town accepted ways, bridges, and sidewalks of the Town.

Voted unanimously.

Article 23. RESERVE FUND

Motion by Mary Koop, duly seconded, that the Town raise and appropriate the sum of \$30,000 for the Committee's Reserve Fund.

Voted unanimously.

Article 24. CAPITAL EXPENSES

Motion by Gordon Martin, duly seconded, that the Town transfer from free cash the sum of \$18,000 and raise and appropriate the sum of \$20,000 for the following:

- \$10,000 for a handicapped accessible ramp, door, and entry foyer at
the rear of the TOHP Library.
- \$28,000 for one new police cruiser.

Voted unanimously.

Article 25. SERVICE ORGANIZATION APPROPRIATIONS

Motion by Rolf P. Madsen, duly seconded, that the Town transfer from free cash the following:

- \$1,700 for SeniorCare
- \$1,000 for Action, Inc.
- \$1,117 for the mental health services of Health & Education Services,
Inc.
- \$2,000 for participating in Help for Abused Women and Their
Children
- \$1,000 for participating in the Adult Learning Center for Cape Ann.

Voted unanimously.

Article 26. POLICE DEPARTMENT REVOLVING FUND

Motion by David L. Folsom, duly seconded, that the Town, pursuant to G.L. c.44 sect. 53E ½, re-authorize the revolving fund used by the Police Department for the purpose of purchasing photographic supplies and equipment for the taking of firearms permit identification photographs, the fee for such photographs shall be credited to the fund and expenditures from the fund, up to a maximum of \$2,000, shall be authorized by the Chief of Police.

Voted unanimously.

A motion was made and duly seconded to dissolve the Annual Town Meeting at 11:25 P.M.
Voted unanimously.

A true copy. Attest:

Sally A. Soucy, Town Clerk

SPECIAL TOWN MEETING

April 1, 2002

The April 1, 2002 Special Town Meeting of the Town of Essex was called to order at 7:32 p.m. A quorum of 36 voters was present. Following the salute to the flag, the Posting and Return of the Warrant were read. A motion was made and duly seconded to waive the reading of the Warrant.

Article 1. DRAINAGE EASEMENT – LAND

Motion by Rolf P. Madsen, duly seconded, to authorize the Board of Selectmen to acquire by gift, purchase, or otherwise and to accept the grant to the Inhabitants of the Town of a permanent drainage easement in, under, through, across, upon, and along a portion of the property located at 47 Southern Avenue, now or formerly owned by Bruce E. Fortier and Elizabeth H. Fortier, described in a deed recorded with the Essex South District Registry of Deeds in Book 15411, Page 528 upon such terms and conditions as the Board shall determine appropriate, for the purpose of installing an underground drainage conduit, and to transfer from available funds the sum of \$14,000 for such purposes.

Voted unanimously.

Article 2. DRAINAGE EASEMENT – MATERIALS

Motion by Joseph P. Davis, III, duly seconded, to transfer from available funds the sum of \$33,000 for the purposes of purchasing necessary equipment and materials and designing and constructing an underground drainage conduit in, under, through, across, upon, and along a portion of the property located at 47 Southern Avenue now or formerly owned by Bruce E. Fortier and Elizabeth H. Fortier, described in a deed recorded with the Essex South District Registry of Deeds in Book 15411, Page 528 and further to authorize the Board of Selectmen to expend said funds for such purposes.

Voted unanimously.

Article 3. DRAINAGE EASEMENT – SETTLEMENT

Motion by Rolf P. Madsen, duly seconded, to transfer from available funds the sum of \$15,000 for the purposes of settlement of the lawsuit pending against the Town identified as Elizabeth H. Fortier et.al. v. Town of Essex, C.A. no. 01-2246-D and further to authorize the Board of Selectmen to expend said funds for such purposes.

Voted unanimously.

A motion was made and duly seconded to dissolve the Special Town Meeting at 7:43 p.m.

Voted unanimously.

A true copy. Attest:

Sally A. Soucy, Town Clerk

TOWN ELECTION

May 13, 2002

MODERATOR		HOUSING AUTHORITY – 5 years	
David J. Lane	462	Scattered	8
Scattered	1	Blanks	529
Blanks	74		
SELECTMEN		HOUSING AUTHORITY – 4 years	
Rolf P. Madsen	425	Diane R. Polley	420
Scattered	3	Blanks	117
Blanks	109		
ASSESSOR		PLANNING BOARD – 5 Years	
David E. Trask	413	Michael Cataldo	407
Blanks	124	Blanks	130
BOARD OF HEALTH		PLANNING BOARD – 1 Year	
Scattered	11	Andrew St. John	281
Blanks	526	Joseph B. Walker	171
		Blanks	85
CONSTABLE		REGIONAL SCHOOL COMMITTEE	
Ronald E. Feener	397	Edward T. Neal	361
Roger W. Lander	389	Scattered	2
Blanks	288	Blanks	174
TRUSTEE OF LIBRARY FUNDS			
Mary R. Hickey	437		
Blanks	100		
QUESTION #1 – Community Preservation		QUESTION #2 – Fire Station	
Yes	221	Yes	306
No	304	No	220
Blanks	12	Blanks	11
QUESTION #3 – Health & Retirement			
Yes	297		
No	219		
Blanks	21		

TREASURER

The following is a report of the Town Treasurer.

Respectfully submitted,

Nancy Swallow, Treasurer

TREASURER'S REPORT
07/01/01 - 06/30/02

FUNDS	7/1/2001 BALANCE	RECEIPTS	WARRANTS	ADJUSTMENT	6/30/2001 BALANCE
GENERAL	\$1,771,776.47	\$10,574,488.68	(\$10,708,219.17)	\$5,896.91	\$1,643,942.89
CONSERVATION	19,683.50	427.53	0.00		20,111.03
WATER	20,042.63	812,284.30	(806,816.58)	137.17	25,647.52
SEPTIC RP FUND	1,883.35	640.56	0.00		2,523.91
AMBULANCE FUND	101,726.22	57,451.60	(4,666.94)		154,510.88
CLK OF WORKS/BRADLEY	20,398.08	284.31	(11,083.75)		9,598.64
CLK OF WORKS/BUCKLIN	1,009.10	12.02	(735.63)		285.49
CLK OF WORKS/DOYLE	1,464.39	20.66	0.00		1,485.05
CLK OF WORKS/SMB	747.50	10.55	0.00		758.05
CLK OF WORKS/VANWYCK	1,672.10	28,651.83	(563.75)		29,760.18
PLAN BD/KEMPSKI	0.00	5,034.78	0.00		5,034.78
TOTALS:	\$1,940,403.34	\$11,479,306.82	(\$11,532,085.82)	\$6,034.08	\$1,893,658.42

BANK BALANCES
GENERAL FUND

FIRST NATIONAL BANK OF BANK OF IPWSICH		
INVESTMENT	\$	58,658.28
PAYROLL		4,019.94
VENDOR		2,732.79
FLEET BANK		135,376.70
FLEET BANK		103,577.20
CITIZENS BANK		214,253.80
BOSTON SAFE		252,778.52
BOSTON SAFE VENDOR		115.80
FIRST TRADE UNION		206,864.40
MASS MUNICIPAL		51,174.63
STATE STREET BK & TRUST		614,390.83
TOTALS	\$	1,643,942.89

OTHER FUNDS

SOLOMON SMITH BARNEY/CONSERVATION FUND	\$	20,111.03
FIRST NATIONAL/WATER FUND		25,647.52
FIRST NATIONAL/SEPTIC RP FUND		2,523.91
FIRST UNION TRADE/AMBULANCE FUND		154,510.88
FIRST NAT'L/CLK OF WORKS/BRADLEY		9,598.64
FIRST NAT'L/CLK OF WORKS/BUCKLIN		285.49
FIRST NAT'L/CLK OF WORKS/DOYLE		1,485.05
FIRST NAT'L/CLK OF WORKS/SMB		758.05
FIRST NAT'L/CLK OF WORKS/VANWYCK		29,760.18
FIRST NAT'L/STUDENT ACTIVITY FD		5,034.78
TOTALS:	\$	249,715.53

GRAND TOTALS:	\$	1,893,658.42
---------------	----	--------------

TRUST FUND BALANCES

STABILIZATION FUND:

SALOMON SMITH BARNEY

BALANCE 07/01/01	\$	264,748.89
INTEREST	\$	14,649.37

BALANCE 06/30/02	\$	279,398.26
		=====

JEFFERSON COOLIDGE FUND:

SALOMON SMITH BARNEY

BALANCE 07/01/01	\$	27,955.96
INTEREST	\$	1,498.73

BALANCE 06/30/02	\$	29,454.69
		=====

ESTATE OF LUTHER T. BURNHAM:

SALOMON SMITH BARNEY

BALANCE 07/01/01	\$	113,911.65
MISC REPAIRS	\$	(2,121.63)
INTEREST	\$	5,771.11

BALANCE 06/30/02	\$	117,561.13
		=====

ALBERT E. COGSWELL FUND:

SALOMON SMITH BARNEY

BALANCE 07/01/01	\$	56,595.23
INTEREST	\$	3,116.38

BALANCE 06/30/02	\$	59,711.61
		=====

ESSEX SELECTMEN'S COMMISSION:

SALOMON SMITH BARNEY

BALANCE 07/01/01	\$	2,202.54
INTEREST	\$	(3.53)

BALANCE 06/30/02	\$	2,199.01
		=====

MUNICIPAL BUILDING INSURANCE:

SALOMON SMITH BARNEY

BALANCE 07/01/01	\$	20,589.39
INTEREST	\$	987.41

BALANCE 06/30/02	\$	21,576.80
		=====

RYDER ESTATE FUND:

SALOMON SMITH BARNEY

BALANCE 07/01/01	\$	136,052.62
INTEREST	\$	7,636.15

BALANCE 06/30/02	\$	143,688.77
		=====

CEMETERY FUNDS

CEMETERY FLOWER FUND:

SALOMON SMITH BARNEY

BALANCE 07/01/01	\$	7,648.97
FLOWER INCOME	\$	1,450.00
FLOWER EXPENSE	\$	(549.00)
INTEREST	\$	89.31

BALANCE 06/30/02	\$	8,639.28
		=====

CEMETERY LOT CARE:

FIRST NATIONAL BK OF IPSWICH

BALANCE 07/01/01	\$	6,684.29
INCOME	\$	26,817.63
CEMETERY BUDGET	\$	(22,814.05)
INTEREST	\$	62.70

BALANCE 06/30/02	\$	10,750.57
		=====

CEMETERY PERPETUAL CARE:

SALOMON SMITH BARNEY

BALANCE 07/01/01	\$	153,939.95
INCOME	\$	9,500.00
CEMETERY BUDGET	\$	(9,849.95)
INTEREST	\$	8,064.82

BALANCE 06/30/02	\$	161,654.82
		=====

CEMETERY SALE OF LOTS:

SALOMON SMITH BARNEY

BALANCE 07/01/01	\$	74,907.35
INCOME	\$	4,400.00
CEMETERY BUDGET	\$	-
INTEREST	\$	3,808.98

BALANCE 06/30/02	\$	83,116.33
		=====

PAYROLLS

07/01/2001-06/30/2002

BOARD OF SELECTMEN:

JOSEPH DAVIS, III	\$	1,000.00
DAVID FOLSOM	\$	1,000.00
PATRICIA LASKOWSKI	\$	34,328.00
ROLF MADSEN	\$	1,000.00

TOTALS	\$	37,328.00
--------	----	-----------

CONOMO POINT COMM:

JOSEPHY DAVIS, III	\$	50.00
DAVID FOLSOM	\$	50.00
PATRICIA LASKOWSKI	\$	1,592.00
ROLF MADSEN	\$	50.00

TOTALS	\$	1,742.00
--------	----	----------

LICENSING BOARD:

PATRICIA LASKOWSKI	\$	1,592.00
--------------------	----	----------

ACCOUNTANT:

SARAH JOHNSON	\$	27,466.34
---------------	----	-----------

TREASURER/COLLECTOR:

DOROTHY BROWN	\$	27,799.20
NANCY SWALLOW	\$	37,596.00

TOTALS	\$	65,395.20
--------	----	-----------

BOARD OF ASSESSORS:

BETH CAIRNS	\$	1,153.50
RICHARD CAIRNS	\$	3,195.00
PAUL MUGFORD	\$	3,195.00
GILLIAN PALUMBO	\$	17,441.38

TOWN ADMINSTRATOR:

BRENDHAN ZUBRICKI	\$	64,890.00
-------------------	----	-----------

BOARD OF HEALTH:

MARGARET DAVIES	\$	29,792.25
ELAINE WOZNY	\$	47,894.60

TOTALS	\$	77,686.85
--------	----	-----------

TOWN CLERK:

SALLY SOUCY	\$	13,490.00
-------------	----	-----------

CONSERVATION COMM:

GILLIAN PALUMBO	\$	1,960.20
-----------------	----	----------

PLANNING BOARD:

LORIE WOODWARD	\$	5,923.16
----------------	----	----------

TOTALS	\$	5,923.16
--------	----	----------

COUNCIL ON AGING:

EUGENIA DORFMAN	\$	1,149.33
-----------------	----	----------

MODERATOR:

DAVID LANE	\$	100.00
------------	----	--------

LIBRARY:

BETH CAIRNS	\$	26,065.20
DEBORAH FRENCH	\$	8,744.25
KAREN ROGATI	\$	1,682.10

TOTALS	\$	36,491.55
--------	----	-----------

DAVID TRASK	\$	3,195.00		
TOTALS	\$	28,179.88	TOWN HALL:	
			TIMOTHY BEAN	\$ 4,272.00
			HIGHWAY DEPT:	
BUILDING INSPECTOR:			CARL BROWN	\$ 43,022.08
			AMANDA DAVIS	\$ 29,399.09
PATRICIA LASKOWSKI	\$	74.25	KEVEN HARDING	\$ 36,202.40
WILLIAM SANBORN	\$	6,011.00	MATTHEW HEATH	\$ 1,572.47
			ROBERT JOHNSON	\$ 1,184.50
TOTALS	\$	6,085.25	BRUCE JULIAN	\$ 62,380.20
			MEGAN LEEN	\$ 597.40
			IVAN MUISE	\$ 17,974.45
PLUMBING & GAS INSPECTOR:			NANCY MUNIZ	\$ 8,523.92
			ALFRED STANTON	\$ 32,622.36
MARK OSBORN	\$	4,058.00	TOTALS	\$ 233,478.87
ANIMAL INSPECTOR:			WATER DEPT:	
			DAMON BOUTCHIE	\$ 61,487.21
PAMELA STONE	\$	1,739.00	DAVID FRITHSEN	\$ 39,540.01
			MICHAEL GALLI	\$ 41,675.52
ELECTRICAL INSPECTOR:			PAUL GOODWIN	\$ 42,408.65
			MATTHEW HEATH	\$ 1,206.50
LAWRENCE O'MALEY	\$	4,058.00	ELLEN LANE	\$ 4,098.00
			MEGHAN LEEN	\$ 2,235.10
			NANCY MUNIZ	\$ 22,041.38
CEMETERY DEPT:			PETER PERRIGO	\$ 48,940.32
			CHRISTINA WRIGHT	\$ 5,426.93
CARL BROWN	\$	1,057.92	TOTALS	\$ 269,059.62
ROBERT JOHNSON	\$	3,870.40		
IVAN MUISE	\$	16,702.21	RECYCLING:	
NANCY MUNIZ	\$	2,316.60		
TIMOTHY POLLEY	\$	2,280.00	ROBERT JOHNSON	\$ 9,105.20
ALFRED STANTON	\$	283.92		
TOTALS	\$	26,511.05		
			PRIVATE DUTY:	
POLICE DEPT:			MICHAEL BALL	\$ 2,099.28
			ALFRED CHIANCIOLA	\$ 6,665.34
MICHAEL BALL	\$	4,948.96	ERIC CLARIZIA	\$ 280.00
ALFRED CHIANCIOLA	\$	4,607.04	DAVID DEINSTADT	\$ 2,240.00
ERIC CLARIZIA	\$	1797.44	BYRAN DGIORGIO	\$ 9,597.05
DAVID DENISTADT	\$	4,735.08	PAUL FRANCIS	\$ 738.88
BRYAN DIGIORGIO	\$	50,957.72	MICHAEL FRENCH	\$ 7,910.71
SHANE EHLERS	\$	3,793.20	EDWARD GALLIVAN	\$ 925.56
PAUL FRANCIS	\$	48,244.19		
MICHAEL FRENCH	\$	51,628.20		

EDWARD GALLIVAN	\$	1,476.00	ROBERT GILARDI	\$	997.28
ROBERT GILARDI	\$	60,678.89	PAUL GOODWIN	\$	1,780.65
PAUL GOODWIN	\$	6,349.82	CALVIN GRIMES	\$	9,958.79
CALVIN GRIMES	\$	60,695.58	DEREK JONES	\$	8,575.94
DAVID HARRELL	\$	72,166.23	MARK LARIVEE	\$	8,330.72
DEREK JONES	\$	16,345.32	CLINT LARRABEE	\$	720.99
MARK LARIVEE	\$	48,521.03	DEAN PRESUTTI	\$	162.85
CLINT LARRABEE	\$	5,630.50	PETER SILVA	\$	1,534.80
THERESA POSTE	\$	24,646.74			
DEAN PRESUTTI	\$	9,924.38	TOTALS	\$	62,518.84
PETER SILVA	\$	62,725.11			

TOTALS	\$	539,871.43
--------	----	------------

EMERGENCY CENTER:

MICAHIEL BALL	\$	8,869.40
ALBERT BOUCHIE, JR	\$	2,649.48
JANE CARR	\$	4,287.80
ERIC CLARIZIA	\$	1,349.90
SHAMUS DONNELLON	\$	33,007.76
KEVIN DONOVAN	\$	298.66
DANIELLE DORT	\$	6,460.39
COLLEEN ENOS	\$	16,958.20
EDWARD GALLIVAN	\$	157.04
DAVID HARRELL	\$	2,281.72
DEREK JONES	\$	21,016.16
CLINT LARRABEE	\$	117.49
JAMES MCNEILLY	\$	195.04
JEFFREY MORIN	\$	3,651.71
RYAN OAK	\$	548.06
THERESA POSTE	\$	9,083.22
EDWIN RICHTER, JR	\$	28,168.52
ALFRED STANTON	\$	1,011.77
ROBERT WYNOTT	\$	414.46

TOTALS	\$	140,526.78
--------	----	------------

FIRE DEPT:

JAMES ALBANI	\$	976.32
DANIEL BALL	\$	3,913.16
ROGER BALL	\$	623.88
DANIEL BOUTCHIE	\$	189.92
GLENN BOUTCHIE	\$	827.31
ERIN BURNHAM	\$	813.64
WESTLEY BURNHAM	\$	1,261.33
KEITH CARTER	\$	1,661.23
RICHARD CARTER	\$	2,274.72
CRAIG COLE	\$	196.77
TIMOTHY CROSBIE	\$	27.14
RICHARD DORT, JR	\$	2,142.40
DANIEL DOUCETTE	\$	1,903.72
PAUL DOUCETTE	\$	921.92
DANIEL FIAHLO	\$	40.71

SHELLFISH DEPT:

STEPHEN HARTLEY	\$	518.62
ARNOLD THISTLEWOOD	\$	27,100.38
TOTALS	\$	27,619.00

HARBORMASTER:

DAVID HARRELL	\$	633.15
JAMES O'BRIEN	\$	452.25
JAMES PLATT	\$	5,165.70
TOTALS	\$	6,251.10

CIVIL DEFENSE:

GLENN BOUTCHIE	\$	150.00
----------------	----	--------

AMBULANCE DEPT:

JAMES ALBANI	\$	149.21
DANIEL BALL	\$	2,061.82
DANIEL BOUTCHIE	\$	40.71
GLENN BOUTCHIE	\$	61.05
ERIN BURNHAM	\$	1,559.97
WESTLEY BURNHAM	\$	27.10
KEITH CARTER	\$	862.63
CRAIG COLE	\$	27.14
TIMOTHY CROSBIE	\$	88.12
RICHARD DORT, JR	\$	122.01
DANIEL DOUCETTE	\$	901.77
BRUCE FIGURIDO	\$	244.17
MICHAEL FRENCH	\$	983.77
EDWARD GALLIVAN, JR	\$	20.36
JOHN GOOD	\$	13.57

BRUCE FIGURIDO	\$	610.39	TRAVIS GOOD	\$	230.49
SHANE FRASER	\$	54.20	JOSEPH LAFATA	\$	1,220.96
GEORGE FRENCH	\$	1,184.42	TIMOTHY LANE	\$	298.34
MICHAEL FRENCH	\$	2,319.31	NICHOLAS LYNCH	\$	94.91
EDWARD GALLIVAN, JR	\$	67.75	ERIK MANSFIELD	\$	40.71
CHRISTOPHER GANGI	\$	40.65	CHRISTOPHER MAXFIELD	\$	27.10
JOHN GOOD III	\$	759.22	JAMES MCNEILLY	\$	603.25
TRAVIS GOOD	\$	1,681.46	JAMES MULCAHY, JR	\$	47.45
WARREN GRANT	\$	289.74	ERNEST NIEBERLE, JR	\$	1,607.66
JOSEPH LAFATA	\$	895.06	DAVID PEREEN	\$	13.57
PETER LANE	\$	216.92	RAMIE READER	\$	698.36
TIMOTHY LANE	\$	1,085.04	SEAN REED	\$	81.40
GEORGE LUFKIN	\$	1,003.64	PETER SILVA	\$	61.07
NICHOLAS LYNCH	\$	67.85	KEVIN SOUSA	\$	13.55
ERIK MANSFIELD	\$	162.82	GEORGE STAVROS	\$	366.19
RAYMOND MANSFIELD	\$	366.19	DAVID THOMPSON	\$	542.38
CHRISTOPHER MAXFIELD	\$	271.34			
RAYMOND MAXFIELD	\$	1,780.80			
JAMES MCNEILLY	\$	1,123.55	TOTALS	\$	13,110.79
IVAN MUISE	\$	555.85			
JAMES MULCAHY, JR	\$	2,526.59			
FIRE DEPT (cont'd):			ELECTIONS:		
EDWARD NEAL	\$	94.91			
TOM NICHOLAS	\$	13.57	PHYLLIS ADDISON	\$	57.38
ERNEST NIEBERLE, JR	\$	1,756.42	VIRGINIA BOUTCHIE	\$	30.38
DAVID PEREEN	\$	1,206.87	AUDREY BRAIER	\$	47.25
THERESA POSTE	\$	5,868.11	HELEN BRISBOIS	\$	60.75
RAMIE READER	\$	2,013.91	MARILYN BROWNING	\$	60.75
RANDIE READER	\$	149.23	DAWN BURNHAM	\$	77.63
SEAN REED	\$	2,223.08	MICHAEL BURNHAM	\$	20.25
DANIEL RICKER	\$	909.19	PRISCILLA DOUCETTE	\$	60.75
SCOTT SAVORY	\$	447.81	ELIZABETH GUERIN	\$	20.25
KEVIN SOUSA	\$	908.61	GENEVIEVE GUERIN	\$	20.25
GEORGE STAVROS	\$	1,493.04	KEVEN HARDING	\$	18.00
BLAKE STORY	\$	284.81	IVAN MUISE	\$	18.00
DAVID THOMPSON	\$	3,078.01	MILDRED OLIVER	\$	43.88
GORDON THOMPSON	\$	461.02	ANNETTE OSBORN	\$	47.25
			EDWIN RICHTER	\$	20.25
TOTALS	\$	55,745.55	MARJORIE SPINNEY	\$	20.25
			GLORIA STORY	\$	47.25
YOUTH COMMISSION:			CARLA SYMONDS	\$	20.25
			VALERIE SYMONDS	\$	47.25
RACHEL ASHLEY	\$	33.25			
JENNIFER CASTRO	\$	182.00			
CAROLYN CLARK	\$	2,305.00	TOTALS	\$	738.02
JILLIAN COONEY	\$	681.94			
KATHRYN DALTON	\$	205.00			
JACOB EBERLY	\$	2,190.89			
VANESSA GENTLEMAN	\$	1,265.51	BOARD OF REGISTRARS:		
ROY HODGMAN	\$	183.75			
MARCY HOLLAND	\$	1,364.50	VIRGINIA BOUTCHIE	\$	350.00
TOM IRWIN	\$	923.25	MARILYN BROWNING	\$	350.00
JAY KAPLAN	\$	124.88	DAWN BURNHAM	\$	350.00
MARILYN KLPKA-SIMPSON	\$	14,547.78	SALLY SOUCY	\$	350.00

VERNON KLPKA-SIMPSON	\$	168.00		
JEFFREY LAFATA	\$	1,110.00	TOTALS	\$ 1,400.00
JENNIFER LASSINS	\$	1,916.45		
SARAH LEAMAN	\$	170.38		
SARA MAILANDER	\$	69.50		
JENNIFER MCCARRON	\$	1,357.06		
ANNA-MAE MCCOY	\$	1,479.01		
CAROLINE MCCOY	\$	1,264.75		
COURTENAY MOORE	\$	448.88		
DIANA MORGAN	\$	119.82		
JENNIFER NEAL	\$	111.38		
MELISSA PATTERSON	\$	1,385.50		
ANNA RASH	\$	962.50		
JUSTIN ROY	\$	1,299.13		
BRYAN SHIELDS	\$	1,247.44		
CODY SOUSA	\$	162.75		
JULIANNE STEADMAN	\$	964.00		
CHARLES TALBOT	\$	1,077.31		
SAMANTHA TALBOT	\$	1,274.00		
MATTHEW TULLOCH	\$	1,290.75		
LISA WHITE	\$	120.00		
TOTALS	\$	42,006.36		

EASTERN ESSEX DISTRICT DEPARTMENT OF VETERANS' SERVICES

This department is charged under Chapter 115 Massachusetts General Laws with providing all manner of services to veterans and their dependents including widow(er)s. Principal workload under state law includes the administration of aid to veterans and dependents, which deals with the unpredictable variables of illness, unemployment, unemployability, labor disputes and the economy. Communities fund this program, which is subsequently 75% reimbursed the following fiscal year by the Commonwealth. This is a need based program and the department is required to conduct periodic comprehensive review of the cases to insure no substantive facts have changed, while working with the veteran to identify alternative or long-term solutions to individual circumstances. The vast majority of situations are resolved without cost to the towns. Under state law the department also assists qualified veterans to obtain bonuses, and qualified veterans, widows and parents to obtain state annuities, property tax abatements, and other benefits.

The Veterans' Services program also mandates extensive interaction within the federal community, principally with the Department of Veterans' Affairs. The Veterans' Service Officer assists veterans and their dependents in filing for pensions, service connected injury/illness compensation, dependency indemnity compensation for survivors, VA healthcare enrollment, insurance claims, decedent claims, and many other issues. Federal benefits processed by this department are paid directly to those eligible to receive the assistance or entitlement. Over 90% of our current activity stems from the federal program. Additionally, the department interacts within the federal community to correct military records, obtain needed documentation and insure veterans/dependents receive awards and recognition to which entitled.

The department advocates for veterans on issues at the local, state and federal level, interacts with elected and appointed officials on many issues, and works with local organizations such as councils on aging, housing authorities, veterans organizations, historical societies and graves registration officers in serving the community. The Eastern Essex District is composed of the Towns of Essex, Hamilton, Ipswich, and Wenham. The district provided interim service to the Towns of Manchester-By-The-Sea and Topsfield during FY 01, is providing interim service to the Towns of Georgetown, Groveland, Rowley, Newbury and West Newbury for FY 02, and has accepted Georgetown, Rowley and Newbury as permanent members of the district beginning in FY03.

Respectfully submitted,

Terrance P. Hart, District Director

INDEX

Accountant.....	8
Action.....	30
Adult Learning Center.....	31
Animal Health Inspector.....	32
Appointed Town Officers.....	2
Board of Assessors.....	32
Board of Health.....	37
Board of Selectmen.....	6
Building Inspector.....	33
Conomo Point Commissioners.....	6
Conservation Commission.....	33
Council on Aging	34
Department of Public Works.....	52
Elected Town Officers.....	1
Electrical Inspector.....	35
Essex Cultural Council	35
Essex Police Department.....	49
Essex Fire Department.....	36
Harbormaster.....	36
Health & Education Services, Inc.....	39
Help For Abused Women And Their Children.....	40
TOHP Burnham Library.....	40
Metropolitan Area Planning Council.....	43
Open Space Committee.....	45
Planning Board.....	47
Personnel Board.....	46
Plumbing/Gas Inspector.....	48
School Reports:	
Manchester Essex Regional School Committee.....	55
Manchester Essex Regional High School.....	56
Essex Elementary & Middle School.....	58
Manchester Memorial Elementary School.....	59
North Shore Regional Vocational School.....	60
SeniorCare.....	69
Shellfish Department.....	70
Town Clerk.....	71
Treasurer's Report.....	82
Eastern Essex District Department of Veterans' Services.....	91