

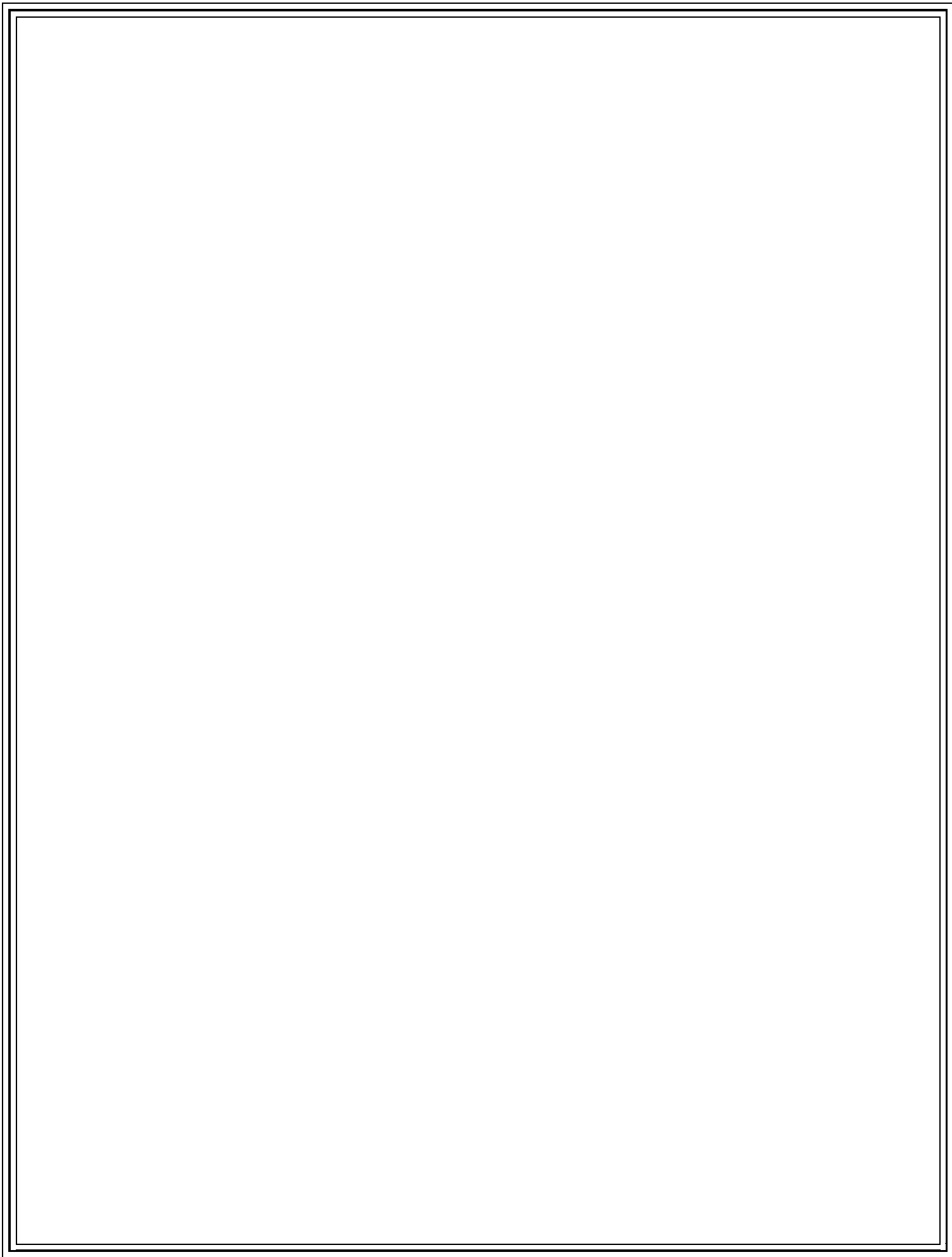
1819

2013

# ESSEX, MASSACHUSETTS ANNUAL REPORT



2013



# TOWN OFFICERS'

# ANNUAL REPORT

# ESSEX, MASSACHUSETTS

## 2013

Incorporated February 15, 1819  
Area: 14.18 Square Miles  
Town Population: 3,504 (2010 Federal Census)

Sixth Congressional District  
Fifth Councilor District  
First Essex and Middlesex Senatorial District  
Fifth Essex Representative District

### **State Officials**

Congressman John Tierney of Salem  
Senator Bruce E. Tarr of Gloucester  
Representative Ann-Margaret Ferrante of Gloucester

### **Town Hall Hours**

Monday through Thursday from 7:30am - 3:30pm  
Town Hall is closed to the public on Friday.



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# IN MEMORIAM

*Of those who have served the Town*

Elizabeth (Tootie) Angelson

Roger Ball

Cynthia Cameron

Shirley Duffy

Frances A. "Pat" Dunn

Janice Farnham

Warland R. Hersey

Sam Hopkins

William Lundy

Mary Mears

Nancy M. Muniz

Mildred Oliver

Annette Osborn

Karin Symmes







# TOWN OF ESSEX

## ELECTED TOWN OFFICERS 2013-2014

### BOARD OF ASSESSORS

Barry Ewing	Term Expires 2014
Richard S. Cairns, Chairman	Term Expires 2015
Kurt Wilhelm	Term Expires 2016

### BOARD OF HEALTH

David Driscoll, Chair	Term Expires 2014
Marlene Saunders	Term Expires 2015
Martha Mazzarino	Term Expires 2016

### BOARD OF LIBRARY TRUSTEES

Diane Kotch	Term Expires 2014
Jennifer Mayer	Term Expires 2015
Beth Cairns	Term Expires 2016

### BOARD OF SELECTMEN

Susan Gould-Coviello	Term Expires 2014
Jeffrey D. Jones, Chairman	Term Expires 2015
Lisa J. O'Donnell	Term Expires 2016

### CONOMO POINT COMMISSIONERS

Susan Gould-Coviello	Term Expires 2014
Jeffrey D. Jones, Chairman	Term Expires 2015
Lisa J. O'Donnell	Term Expires 2016

### CONSTABLE

Robert Bradley	Term Expires 2014
Vacancy	Term Expires 2014

### ESSEX HOUSING AUTHORITY

Martha Thompson (Interim)	Appointment Expires 2014
Gloria Story (State Appointee)	Term Expires 2015
Diane R. Polley	Term Expires 2016
Beth Cairns	Term Expires 2017
Harold Addison	Term Expires 2018
Al Utenis, Superintendent	

### PLANNING BOARD

Samuel Sturgis Crocker V (Interim)	Appointment Expires 2014
Westley Burnham	Term Expires 2014
Kimberly A. Drake	Term Expires 2014
Dexter A. Doane	Term Expires 2015
William French	Term Expires 2016
Jason Heath	Term Expires 2017
Corey Jackson	Term Expires 2018

SCHOOL COMMITTEE

Alva Ingaharro  
Annie Cameron (Interim)  
Jim Haskell

Term Expires 2014  
Appointment Expires 2014  
Term Expires 2016

TOWN MODERATOR

Rolf Madsen

Term Expires 2014

TOWN OF ESSEX  
APPOINTED TOWN OFFICERS  
BOARDS & COMMITTEES 2013-2014

ACTION, INC. REPRESENTATIVE

Courtney Lane

June 30, 2014

ADA COORDINATOR

William Sanborn

June 30, 2014

ANIMAL HEALTH INSPECTOR

Pamela Stone

February 28, 2014

ANIMAL/DOG CONTROL OFFICER

Amelia Reilly

June 30, 2014

APPEALS BOARD

Richard Carter  
Edwin Perkins  
Michael Davis  
Margaret M. Nelson - Alternate  
Keith Carter – Alternate  
Rolf Madsen – Alternate

February 1, 2014  
February 1, 2015  
February 1, 2016  
February 1, 2014  
February 1, 2014  
February 1, 2015

BOARD OF ASSESSORS'S CLERK – Brenda Harrell

BOARD OF HEALTH CLERK – Ann White

BOARD OF PUBLIC WORKS

Paul Rullo, Chair  
Trescott DeWitt  
Brian Feener

May, 2014  
May, 2015  
May, 2016

BOARD OF REGISTRARS

Vickie Cataldo  
Suzanne Lynch  
Vacancy

June 30, 2014  
June 30, 2015  
June 30, 2016

BUILDING INSPECTORS	
William Sanborn, Inspector	June 30, 2014
L. William Holton, Assistant Inspector	June 30, 2014

BURIAL AGENT	
Blake Story	June 30, 2014

CATA BOARD OF DIRECTORS	
Ginger Driscoll	June 30, 2014

CATC REPRESENTATIVE	
Robert J. Cameron	June 30, 2014

CATV REPRESENTATIVE	
Barry O'Brien	June 30, 2014

CENSUS LIAISON - Christina Wright

COMMUNITY PRESERVATION COMMITTEE	
Samantha Stevens (Conservation Commission)	June 30, 2014
Vacancy (Essex Housing Authority)	June 30, 2014
Michael Galli (Water Department)	June 30, 2014
Kim Drake, Chairperson (Planning Board)	June 30, 2014
Richard Ross (Finance Committee)	June 30, 2014
Richard Stevens (Essex Historical Commission)	June 30, 2014
Peter Madsen	June 30, 2016

CONOMO POINT COMMISSIONERS' CLERK – Pamela J. Witham

CONOMO POINT PLANNING COMMITTEE (Appointed at 5/1/2006 ATM)	
John Bediz	George Marsh
Vacancy	Gordon Martin
Susan Coviello	Wally Mears
Kimberly Drake	A. Raymond Randall
Gilbert Guerin	Kurt Wilhelm
Mark W. Lynch, Chair	James Witham

CONSERVATION AGENT – Bill Decie

CONSERVATION COMMISSION	
Wallace Bruce, Chair	June 30, 2014
Elisabeth Frye	June 30, 2014
Shirley Singleton	June 30, 2014
Robert Brophy	June 30, 2015
Ted Marshall	June 30, 2015
James Richardson	June 30, 2016
Samantha Stevens	June 30, 2016

COUNCIL ON AGING	
Effie Andrews	June 30, 2014
Robert Brophy	June 30, 2014

Keith Symmes, Chairperson	June 30, 2014
Thayne Symmes, Treasurer	June 30, 2014
Arlene Pizzo	June 30, 2015
Kay Joseph	June 30, 2015
Harold Addison	June 30, 2016
Robert Cameron	June 30, 2016
Rosemarie Carr	June 30, 2016
Priscilla Doucette	June 30, 2016
Marlene Sanders	June 30, 2016

#### ELECTRICAL INSPECTORS

Ramie Reader, Inspector	June 30, 2014
John Shields, Assistant Inspector	June 30, 2014

#### ESSEX CULTURAL COUNCIL

Jenny Harkness	June 30, 2016
Erica Funkhouser	June 30, 2017
Jack Gale	June 30, 2017
Betsy Vicksell	June 30, 2017
Jean Grobe	June 30, 2018
Georgianne Richards	June 30, 2018
Peggy Duff, Chair	June 30, 2019

#### FENCE VIEWERS

Board of Selectmen	June 30, 2014
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#### FIELD DRIVERS

All Patrolmen	June 30, 2014
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#### FINANCE COMMITTEE

Sherri Davis	May, 2014
Richard Ross	May, 2014
Jeffrey Soulard, Chair	May, 2015
Kenneth Riehl	May, 2015
Vacancy	May, 2016
Vacancy	May, 2016
Vacancy	May, 2016

#### FIRE CHIEF - Daniel Doucette (Appointed by Fire Engineers)

#### FIRE DEPARTMENT BOARD OF ENGINEERS

Daniel Doucette, Chief	June 30, 2014
Keith Carter, Deputy Chief	June 30, 2014
Ramie Reader, Deputy Chief	June 30, 2014

#### FIREFIGHTERS

Edward Akerley	June 30, 2014
James Albani	June 30, 2014
Daniel Ball	June 30, 2014
David Barrett	June 30, 2014
Westley Burnham	June 30, 2014
Robert Cavender	June 30, 2014

Samuel Crocker	June 30, 2014
Dexter Doane	June 30, 2014
Richard Dort, Jr.	June 30, 2014
Daniel Fialho	June 30, 2014
Michael French, Arson Investigator	June 30, 2014
Ronald Gallant	June 30, 2014
Travis Good, Lieutenant	June 30, 2014
Warren Grant, Jr.	June 30, 2014
Warren Grant, III	June 30, 2014
Jason Heath	June 30, 2014
Peter Hoare, Probationary	June 30, 2014
Cory Jackson, Lieutenant	June 30, 2014
Joseph Lafata, Lieutenant	June 30, 2014
Barry Leeds	June 30, 2014
James McNeilly, Probationary	June 30, 2014
Spencer Morse, Probationary	June 30, 2014
Ivan Muise	June 30, 2014
Edward S. Neal	June 30, 2014
Peter Nich	June 30, 2014
Ernest Nieberle, Jr., Captain	June 30, 2014
Jonathan O'Bryan, Probationary	June 30, 2014
Heather Osborn	June 30, 2014
Nicholas Ouellette	June 30, 2014
David Preen, Lieutenant	June 30, 2014
Joan Perrigo	June 30, 2014
Anthony Pizzo, Probationary	June 30, 2014
Amy Price, Probationary	June 30, 2014
Dennis Pyburn	June 30, 2014
Ryan Reed, Probationary	June 30, 2014
Sean Reed	June 30, 2014
Sally Rich	June 30, 2014
Scott Savory	June 30, 2014
Nicholas Silva	June 30, 2014
Michael Soucy	June 30, 2014
George Stavros	June 30, 2014
David Thompson, Lieutenant	June 30, 2014
Gordon Thompson	June 30, 2014
Eian Woodman	June 30, 2014

#### FOREST FIRE WARDEN

Daniel Doucette	June 30, 2014
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#### HARBORMASTER - Peter G. Silva

#### HARBORMASTER ASSISTANTS

Thomas Berube, Jr.	June 30, 2014
Steve Hartley	June 30, 2014
William Knovak	June 30, 2014
Peter R. Davekos	June 30, 2015
David Kent	June 30, 2015
Robert Smith	June 30, 2015

Robert Hemeon	June 30, 2016
John Thatcher	June 30, 2016

#### HARBORMASTER DEPUTIES

Barry DeMoulin	June 30, 2014
Daniel Fialho	June 30, 2015

#### HAZARDOUS WASTE ADVISOR

Edward Akerley	June 30, 2014
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#### HEALTH AGENT - Elaine Wozny

#### HISTORICAL COMMISSION

Robert Coveillo	June 30, 2014
Nathaniel Crosby	June 30, 2014
Joseph Bourneuf	June 30, 2015
Richard Stevens, Chairperson	June 30, 2015
Keith Symmes	June 30, 2016

#### LICENSING CLERK – Pamela J. Witham

#### LOCAL EMERGENCY PLANNING COMMITTEE

Daniel Doucette, Fire Department	June 30, 2014
Jeffrey Jones, Selectmen's Liaison	June 30, 2014
Peter G. Silva, Police Department	June 30, 2014
Elaine Wozny, Board of Health	June 30, 2014
Paul Goodwin, Board of Public Works	June 30, 2014

#### LONG TERM PLANNING COMMITTEE

Joe Bourneuf	June 30, 2016
Leslie Burns	June 30, 2016
Robert Coviello	June 30, 2016
Michael Dyer	June 30, 2016
Michael French	June 30, 2016
Edwin Howard	June 30, 2016
Peter Kellerman	June 30, 2016
Susan Lufkin	June 30, 2016
Lisa O'Donnell	June 30, 2016
Richard Stevens	June 30, 2014
Andrew St. John, Chair	June 30, 2016
Wallace Bruce (Conservation Commission Liaison)	June 30, 2016
Vacancy (Finance Committee Liaison)	June 30, 2016
Skip Crocker (Planning Board Liaison)	June 30, 2016
Peter Silva (Police Department Liaison)	June 30, 2016

#### MASSACHUSETTS AREA PLANNING COUNCIL REPRESENTATIVE

Peter Phippen	June 30, 2016
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#### OPEN SPACE COMMITTEE

Lysa Leland	June 30, 2014
Leslie Burns	June 30, 2014
Tamson Gardner	June 30, 2014

Julie Scofield, Chairperson	June 30, 2014
Vacancy	June 30, 2014

PERSONNEL BOARD  
Mark Osburn  
Board of Selectmen

PLUMBING & GAS INSPECTORS

Richard Corriere, Inspector	June 30, 2014
David Preen, Assistant Inspector	June 30, 2014

POLICE OFFICERS (FULL-TIME)

Ryan Davis	June 30, 2016
Paul Francis, Sergeant	June 30, 2016
Michael French, Inspector	June 30, 2016
Robert Gilardi	June 30, 2016
James Romeos	June 30, 2016
Thomas P. Shamshak	June 30, 2016
Peter G. Silva, Chief	June 30, 2016
Justin Zwicker	June 30, 2016

POLICE OFFICERS (PART-TIME)

Tom Berube	June 30, 2014
Mark Brewer	June 30, 2014
Daniel Bruce	June 30, 2014
Melissa Cennami	June 30, 2014
Alexander F. Edwards	June 30, 2014
Nicholas Hamilton	June 30, 2014
Robert Hemeon	June 30, 2014
David Kent	June 30, 2014
Chad Lipinski	June 30, 2014
Paul C. Peoples	June 30, 2014
Robert Smith	June 30, 2014

PUBLIC SAFETY STUDY COMMITTEE

Amelia Crimmins	Mike Dyer
Robert Jerin, Chair	James Lewiecki
Stuart Pratt	Kenneth Riehl

Donna Roy

SELECTMEN'S ASSISTANT – Pamela J. Witham

SHELLFISH ADVISORY COMMISSION

Jim Haskell	June 30, 2014
William Knovak	June 30, 2015

SHELLFISH CONSTABLES

Peter Wilson, Deputy Constable	June 30, 2014
David Sargent, Deputy Constable	June 30, 2015
William Knovak, Constable	June 30, 2016
Stephen Hartley, Deputy Constable	June 30, 2016

Vacancy SURVEYORS OF LUMBER, WOOD & BARK June 30, 2014

TOWN ACCOUNTANT – Roxanne Tieri

TOWN ADMINISTRATOR – Brendhan Zubricki

TOWN BUILDING COMMITTEE

Westley Burnham (Planning Board) Beth Cairns (Board of Library Trustees)  
Robert Coviello Sherri Davis (Finance Committee)  
Dan Doucette (Fire Department) Deborah French (Librarian)  
Peter Levasseur Hilary Mattison  
Lisa O'Donnell, Chair Stuart Pratt  
Sara Richards Peter Silva (Police Department)  
Lex Towle

TOWN CLERK - Christina Wright

TOWN CLERK'S ASSISTANT

Dorothy Elwell June 30, 2014

TOWN COUNSEL

Kopelman and Paige, P.C. June 30, 2014

TREASURER/TAX COLLECTOR

Virginia Boutchie June 30, 2016

YOUTH COMMISSION

Board of Selectmen



## BOARD OF SELECTMEN CONOMO POINT COMMISSIONERS

As I write this, the DPW crews are preparing for our fifth snowfall of the season. Kudos to Paul Goodwin and his staff for keeping our roads safe in the winter as well as passable throughout the year. It's one example of the good work performed by our Town employees all year long. From the Town Hall and Library to the police and fire departments, our Town employees exemplify what is best about living in a small town. Thanks to all of you!

This has been another busy year for the Town. From Conomo Point progress to the successful switchover to the Regional Dispatch Center; from the final design of the boardwalk now in the hands of the Seaport Advisory Council to await funding to the walking trail and cultural district; and from the beautiful library upgrade to the Town Hall improvements which are about to begin, many positive and lasting changes are in place - all designed to make Essex an even better place to live. Below, you will find short reports on these as well as other issues which have occurred this year. In order to learn about these issues in real time, please sign up to receive the Town Administrator's report online (through the town's website [www.essexma.org](http://www.essexma.org)). That, along with the posted Selectmen's minutes, will keep you up to date.

**Conomo Point:** Perhaps the most important issue, Conomo Point, moves along as we continue to follow the decisions made by the voters at Town meetings. Two lawsuits brought against the Town by tenants at Conomo Point were completed last fall, and in both rulings the Town prevailed. The court found that the Town is charging fair rental rates for its property. Additionally, home ownership will be decided on a case by case basis, but most importantly, the Town will not have to offer compensation to a tenant if it is proven that the tenant owns the dwelling. In that case, the tenant's sole remedy would be to take the dwelling off of the Town's property at the end of the lease. While there are appeals ongoing, we feel confident in the rulings made by Judge Welch in Superior Court. Many thanks to Gregg Corbo, Esq. and his legal team for their hard work on our behalf.

Working toward full compliance with the DEP, the Select Board applied for a subdivision plan for the Central Conomo Point District. In doing so, a land dispute arose which necessitated the changing of the plan to subdivide the entire Central District by leaving Robbins Island out of the plan and only subdividing the Beach Circle area at this time.

As was anticipated, several parcels at Conomo Point have reverted back to uncontested Town control through abandonment of leaseholds. There have been no decisions made about what to do with those pieces of property. There is still an ongoing eviction tied up in both Housing Court and Probate Court which, unfortunately, prevents the Town from eliminating an eyesore on Conomo Point Road. However, we remain hopeful that a resolution is near, which would pave the way to removing the hazardous and unsightly building sooner rather than later. Improvement and design costs will be coming before the Town voters as we look to improve public access at Conomo Point.

Finally, under the careful eye of Treasurer/Collector Ginny Boutchie, the additional monies brought in to the Town's coffers through increased rental fees and sale of property at Conomo Point are invested wisely and represent financial stability for the Town.

**Innovations and Creativity:** The Cultural District had its kickoff in the fall and was received very well. In conjunction with the Historic Walking Trail, it showcases our beautiful Town and rich heritage. I hope you will take a stroll and read about what has made our Town what it is today. Thanks to the Essex Merchants Group, Historical Commission, Community Development Committee, and many others who helped to make these important initiatives a reality.

The Library, through the dedication of the Friends of the Library, received a substantial renovation, adding new shelving, paint, window shades, carpeting and more, and the finished product is a pleasure to behold. Our thanks to Deborah French and her team, the Board of Library Trustees, and the Friends of the Library for being such good stewards of the TOHP Burnham Library.

Selectman Lisa O'Donnell has been working with the National Wildlife Federation as they have chosen Essex as the featured community in a climate change assessment. That work is ongoing and will help to inform us about future changes to our delicate river and marshland as the ocean creeps closer in to the river.

**Facilities and Infrastructure:** The Town Hall improvements are about to get underway after garnering financial support from three Town Meeting votes authorizing the Selectmen to spend nearly \$1,000,000.00 to begin the renovation of Town Hall. Upgrades will specifically improve health, safety, and working environment issues for the employees and the townspeople who use that building every day. Many thanks to Town Clerk Christina Wright for her ongoing work in the basement of the building, where many historical and valuable documents have been stored haphazardly for many years. These documents dating back to the 1700's are now being categorized and stored properly, waiting the time when they will be scanned and put into a database. It is a Herculean job and Christina has taken it on full bore.

The Manchester Essex Regional School District has conducted a study concerning the current state of the elementary schools and will be reporting back to both towns with recommendations and a timeline for improvements. It's expected that they will be creating a Building Committee this year.

To answer the many questions and concerns regarding the future of our deteriorating public safety building, the Select Board appointed a Public Safety Committee whose charge it is to conduct an audit of our public safety services and to make recommendations back to the Board. Those recommendations may then be merged with the recommendations of the Town Building Committee to hone Building Committee's recommendations in light of future expectations for public safety operations. The building itself continues to challenge the operation of both the police and fire personnel due to antiquated features and inadequate space and tolerances. The Town will have to take action sooner rather than later to begin deciding next steps. We look forward to their report.

**Miscellaneous:** Medical marijuana became legal in Massachusetts last year, and with it came requests from growers to create a cultivation center in Essex. While it would have been impossible to say no, the Select Board sought guidance from the Planning Board to help answer the concerns of the townspeople. In doing so, the Planning Board wisely decided to make the cultivation center comply with the Town's special permit process, approved as a by-law change at the Fall Town Meeting in 2013, which will add a critical layer of local review to the State Department of Public Health's already rigorous regulations. Thanks to Kim Drake and the other members of the Planning Board in guiding the way through this new endeavor.

Once again, please know that the Select Board respects, values and encourages your input. Please continue to stay informed about the issues which affect your town. Volunteer, participate, discuss. We can't do it without you.

Respectfully submitted,  
Susan Gould Coviello, on behalf of  
Chairman Jeffrey D. Jones and Selectman  
Lisa J. O'Donnell

## ANIMAL CONTROL OFFICER

Within the year 2013, the Animal Control Officer has been working closely with the Board of Selectmen and the Police Department to monitor all vicious and nuisance animals. There were:

- 1 Vicious Warning issued
- 1 Nuisance Order issued
- 2 Fines for Nuisance Non-compliance
- 2 Vicious Orders of Restraint issued
- 4 Fines for Non-compliance of Vicious Orders

There were 4 cats killed by cars, and multiple reports of coyotes in the area. 7 Dogs were found in the road and returned to their owners. 4 Owls were rescued, rehabilitated, and released. Multiple sets of horses were caught running in the road, owners found, and returned. A duck, a skunk, and a possum in a dwelling, a cow on Route 22, and dead deer on private property were reported.

The Animal Control Officer is continuing to ask the public to comply with the roaming at large dog Bylaw, and asks that all dogs wear identification and tags for the purpose of contacting the owners in case of emergency.

Respectfully submitted,  
Amelia Reilly

## ANIMAL HEALTH INSPECTOR

During 2013, there were no confirmed cases of rabies in Essex. Eleven reported bites were reported and quarantined. Two specimens were submitted for rabies testing in Boston. Both were negative for rabies. 23 Animals were quarantined for “wounds of unknown origin” and were also negative for rabies.

The coyote population continues to be a problem in Essex and pet owners are advised to keep their pets in at night. Suspicious raccoon behavior was reported on several occasions in Essex. Four raccoons were put down but were not tested due to the fact there was no human or animal contact with the animals. The State Lab in Jamaica Plain has been over-run with specimens lately and will only test raccoons that have had direct contact with pets or people.

In November, I attended the Animal Health Inspectors meeting held at Essex Aggie. Zoonotic diseases were discussed, such as Equine Encephalitis and West Nile, and preventive protocols were discussed. New tick borne diseases were also discussed along with symptoms to both animals and humans. Rabies continues to be present in surrounding towns. These meetings are always interesting and informative.

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

Pamela Stone, CVT  
Animal Health Inspector

## BOARD OF ASSESSORS

The Board of Assessors completed a full revaluation of property values in 2013 in compliance with the State Department of Revenue’s (DOR) triennial certification. This process included the completion of collecting and inputting data from all properties, review of all personal property accounts, and full sales analysis using statistics from the last year for which full data was available (2012). While all residential property values were adjusted through in-house analysis, the Board contracted with Patriot Properties for the review of personal property, and for the evaluation of commercial property.

Although some single family house styles increased in value, overall residential property decreased from \$674.2 million to \$665.3 million during the past year. This lead to a reduced value of taxable real and personal property as of January 1, 2013, from \$755.7 million to \$744.7 million. Tax exempt property amounted to \$47.6 million in value. The value of commercial property was \$52.7 million, and industrial property was valued at \$14.8 million. Personal property had a reported value was \$11.8 million. Of the total 1,867 taxable parcels in Essex, residential property accounts for 1,658 of them, an increase in 3 from the previous year.

There are over 50 abatement applications from the beginning of 2012 which remain not settled, and are now being heard before the Appellate Tax Board (ATB). All the same properties filed for abatements in 2013, since the 2012 cases have not been decided. All these cases are with leaseholders at Conomo Point.

We commend clerks Brenda Harrell and Gillian Palumbo for their professionalism and diligence in representing the Assessor's Office in their work with the taxpayers, other town and State officials, and with contractors. Regular office hours are Monday through Thursday from 8:00 am to 3:00 pm. Board of Assessors' meetings are held on the first and third Mondays of the month from 7:00 to 9:00 pm. If Monday is a holiday, the Assessors' meeting is held on Tuesday. All meetings are open to the public.

Respectfully submitted,  
Richard Cairns, Principal Assessor  
Barry Ewing  
Kurt Wilhelm

## BOARD OF HEALTH

In 2013, the Board of Health retained its membership and organization with Dr. David Driscoll BOH Chair and physician, Martha Mazzarino, LPN, RE., Board Clerk and Marlene Sanders, R.N., Board member. The town will miss the enthusiasm and hard work of Kim Paskalis, R.N., our Public Health Nurse who moved out of state and resigned her position of five years. The town is lucky to have Christine Lee, RN, come on board as our new Public Health Nurse. Elaine Wozny continued as Board Administrator, and Ann White remained Board of Health Administrative Clerk. Mario Salvatore and Roberta Cody shared duties as contracted food service inspectors.

In 2013 the Board of Health -

- Issued 18 Disposal Works Construction Permits.
- Held 5 Seasonal flu clinics. Approximately 417 people were vaccinated at the Essex clinics.
- Performed seasonal pre-opening and monthly monitoring and water sampling at 1 semi-public and 3 public town swimming areas.
- Investigated 14 complaints.
- Reviewed 30 Title 5 Inspection Reports.
- Reviewed 33 building permit applications.
- Reviewed 39 septic system design plans.
- Witnessed soil testing on 11 existing & proposed lots.
- Performed 96 inspections of food service establishments.
- Licensed 29 Septic System Installers.
- Issued 61 Food Service Permits (Retail, Establishment, Non-profit, & Catering).
- Issued 40 Temporary Food Service Permits.
- Issued 11 Milk & Cream permits.
- Issued 2 permits for the manufacture of ice cream.
- Issued 9 Septic Haulers Licenses.
- Issued 23 Keeping of Animals Permits.
- Issued 5 Retail Tobacco Sales Permits.
- Issued 1 Bed & Breakfast/Hotel/Motel Permits.
- Inspected and permitted 3 Recreational Day Camps for Children
- Issued 1 Hot tub Permit

- Provided investigation and followed up as required by MA Department of Public Health for the reportable diseases
- The Public Health Nurse investigated 11 reportable diseases, including the following confirmed cases:
  - 1 Campylobacteriosis
  - 1 Giardiasis
  - 1 Influenza
  - 4 Lyme Disease

Traditional BOH activities of septic system oversight, restaurant and housing inspections, etc. remain a fundamental part of our responsibilities. Public outreach, education and emergency planning continue as high priorities. The Board feels these issues are crucial for the health and welfare of our citizens. Our Public Health Nurse, Christine Lee, and the BOH Administrator, Elaine Wozny, represent our community and are active in emergency planning on Cape Ann and in the region. They attend meetings and/or are on committees of the Cape Ann Emergency Planning Team, North Shore/Cape Ann Emergency Planning Team, Education Group, Care Delivery Group, Sheltering Committee, and attend local TRIAD meetings (TRIAD is a local workgroup made up of representation from the Senior Center, Sheriff's Department, Police Department, and BOH to address safety of our senior citizens).

We held our fifth successful annual Youth Triathlon and pre-race clinic to promote physical activity in our youth. This year, we offered free shingles (Zostervax) vaccinations to any Essex resident age 60 or older. We held free flu vaccination clinics and monthly Blood Pressure clinics, another successful "Medication Take Back Day" in partnership with our Police Dept. to allow people a safe way to dispose of unneeded medications to keep them out of the environment and eliminate potential misuse, and held an informative public presentation on tick and mosquito borne diseases, presented by representatives of MA Dept. of Public Health and the Northeast Mosquito Control District.

We continued our recycling program of mercury thermometers and our sharps (syringes, lancets, etc.) collection program. Please call our office for information on either of these programs or for suggestions as to a program you would like to see implemented.

We continue to provide professional and prompt services and disseminate information to the public. We worked closely with the town's Animal Inspector, Pam Stone on animal bites/scratches that require follow up to prevent the spread of rabies. We work to assure the safety of Essex residents & those who visit our community by permitting and inspecting our permanent and temporary food service establishments. We seasonally sampled & monitored our public & semi-public bathing beaches in town and close them to swimming when the bacterial limits are exceeded. We strive to fulfill the public health motto to "Prevent, Promote, Protect".

We are proud of the efforts of our staff to continue traditional and innovative work toward the continued health and safety of our community, often donating their personal time to do so. Our Nurse and Administrator attended seminars and meetings to remain current in many of the vast and expanding Board of Health responsibilities.

We do much to serve the people of our community, but can always use help. If you, or someone you know, would like to volunteer your time or skills to help in any of a variety of situations,

ranging from helping at a shelter, flu clinic or the Essex Youth Triathlon, please contact our office at 978 768-7614 or [boh@essexma.org](mailto:boh@essexma.org). In addition to helping your neighbors, you will have a good time and meet some great people. You don't have to have a medical background or be a specialist; just the desire to help your community.

BOH meeting are now scheduled for the second Friday morning and fourth Thursday evening of the month. The public is welcome to attend these meetings. If you would like to discuss an issue, please call our office in advance to be placed on the agenda.

Respectfully Submitted,  
Dr. David Driscoll, Chairman

## BOARD OF PUBLIC WORKS

The Town of Essex Department of Public Works consists of 11 full-time employees and one part-time year-round employee. These men and women perform all Public Works functions for all DPW activities (Highway, Parks, Cemeteries, Water, Sewer, Transfer Station, Snow). Everything from budget and capital request preparation to mowing of public grounds. Quarterly water and sewer billing to cutting brush, patching holes and sewer grinder pump maintenance plus everything in between.

Each department has their primary functions and goals, but frequently we assist other departments to do whatever it takes to get the job done. This department continually prioritizes and finds the balance between needs and wants. We also vigorously consider the tax/rate payer when considering all procedures, while finding that balance of doing what is right for the Town as well as the department. We all work as a team with what time and personnel allow us to do to perform as much Operation and Maintenance (O&M) in all areas of public works.

Some of these continual tasks are:

Water:

- Daily, weekly, monthly and annual water quality sampling and testing for 78,309,900 gallons of finished water.
- Annual Water Treatment Plant cleaning and maintenance.
- Annual distribution system maintenance (flushing hydrants, etc.).
- Meter reading, billing and continued installation of "outside readers".
- Regulatory compliance.

Sewer:

- Daily monitoring of wastewater flows – 28,651,516 gallons in 2013.
- Checked duplex grinder pumps and responded to 94 grinder pump "emergencies".
- Cleaned sewer lift stations.
- Assisted with 9 more connections, bringing total to 578.

Highway:

- Maintenance of all public grounds.
- Vehicle/equipment maintenance.

- Infrastructure maintenance: paving, basin/drain repair, street sweeping, line painting, etc.
- Transfer Station, other departments and town groups' assistance on many town projects.
- 22 Internments in Spring Street Cemetery.

There are many other “routine” tasks too numerous to mention. Listed below are some of our “non-routine”, emergency or larger projects we performed or assisted with in 2013:

- Removal, cleaning of clogged pumps in sewer collection system.
- Repair of break in sewer pressure line.
- Installation of a “grinder” unit at lift station #4 to help assist with clogging issues: Working well to date.
- Repaired 5 water breaks.
- Cleaned wells #2 and #3.
- Replaced 70 feet of water line on Conomo Point.
- 3 New water taps.
- Storm water system mapping of roughly half of our drainage system to help satisfy EPA Regulations.
- Cemetery survey.
- Used book trailer at the Transfer Station.
- 1182 Tons of refuse disposed at the Transfer Station, 343 tons of recyclables collected.
- 81 residents participated in our Household Hazardous Waste Day.
- Tree sapling giveaway.
- Replaced blocked drain and installed catch basin on Apple Street.
- Culvert lining on Southern Avenue.

The DPW used \$33,159.77 of Chapter 90 funds to purchase a new utility tractor. This will help with highway operations – primarily mowing and brush cutting. We also used \$45,559.44 of Chapter 90 funds for reclamation and paving of Desoto Road. The Highway Department used \$18,110.00 of Highway Maintenance funds to crack seal – Belcher Street, Choate Street, Island Road, Centennial Grove Road, Harlow Street and Landing Road. This is preventative maintenance and done to prolong the life of the existing roadway.

We would be remiss if we did not mention the February Blizzard –NEMO. These types of storms quickly make you realize how small your town/department is in terms of man power and equipment. The entire staff worked many long hours and worked hard in very difficult conditions to keep the roadways open. It seems every year we are being tested by Mother Nature and the staff is always up for the challenge. The office staff worked diligently to receive \$26,881.32 of reimbursement funds for this disaster declaration. This was for emergency response, seawall repair at Conomo Point and snow removal.



We would like to thank all residents, employees, members of boards and committees that assisted us throughout the year. We encourage all to do what it takes to improve their individual situation and get involved to have a positive effect on their community.

Respectfully Submitted  
Essex DPW Commissioners  
Paul Rullo, Chairman  
Scott Dewitt  
Brian Feener

## BUILDING INSPECTOR

A total of 139 permits were issued in 2013. The following is a breakdown of the number and description of permits issued:

6	-Addition	2	-Other New Building
2	-Alteration to Barn	1	-Pool
1	-Change of use	7	-Remodel/Renovation
1	-Convert Garage	41	-Repair/Replacement
7	-Deck	16	-Roof
4	-Demolition	5	-Shed
2	-Fence	7	-Sheet Metal
6	-Garage/Barn	1	-Siding
6	-Insulation/Weatherization	4	-Sign
2	-Master Bathroom	5	-Solar Panels
9	-New Dwelling	4	-Wood Stove

The hours for the Building Inspector are from 5:00 p.m. to 7:00 p.m., Wednesday evenings. Hours for the Assistant Building Inspector are from 7:30 a.m. to 8:30 a.m., Monday mornings. Building Permit Applications and Wood Stove Applications are available on the Town Website or can be picked up during regular business hours at the Town Hall, Monday through Thursday. Guidelines for permit procedures are available at the Building Inspector's office in the Town Hall, as well as on the Website.

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 978-768-6531) so that I can make special arrangements to meet with them.

Respectfully submitted,  
William Sanborn, Building Inspector

## COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee (CPC) met for the first time in November of 2008. Essex approved the Community Preservation Act at the Annual Town Meeting on May 14, 2007 and at the Town Election of May 14, 2007. The 0.05% surcharge on local Real Estate Taxes represents the Town's contribution to the local CPA fund. The second source of funding is from the State Matching fund collected from a \$20.00 fee on Real Estate transactions statewide.

The CPC was formed to study and recommend to the Town how Essex's CPA revenue should be spent. A minimum of 10% of the annual fund must be allocated to each of the following areas: open space, historical preservation, and affordable housing. Up to 5% of the annual funds can be spent on administrative and operating expenses of the CPC. The remaining 65% of the annual funds can be spent in any of the previously defined areas and in addition, for public recreation. The final acceptance of any recommendation by the CPC for allocations and spending in each of the four areas must be approved by the citizens of Essex at a Town Meeting.

Specific guidelines established by the CPA ascertain which type of projects can be funded in each of the four categories. Community Preservation in Essex is a public process. All citizens are encouraged to contribute their ideas for projects.

In 2013, the Committee joined the Community Preservation Coalition, which is an organization made up of most of the CPA communities in the Commonwealth. The organization provides training, advice, and advocacy for Community Preservation Communities.

May 2012 and 2013 Annual Town meetings authorized expenditure of general budgeted reserve funds to assist with funding for a Recreational Walking Tour of Historic Sites within the Town of Essex. The project has been completed and the ribbon cutting was held jointly with the Essex River Cultural District on September 28, 2013 and was attended by Senator Bruce Tarr among other noteworthy guests.

Projects approved at annual Town Meeting 2013 included Reconstruction of the Spring Street Cemetery Fence, Archiving of Records in the Town Hall Vault, Digitizing Civil War Historic Records, and providing benches along the Historic Walking Tour.

Please feel free to attend a meeting to discuss your project ideas. Project ideas can also be sent via mail to the CPC at Town Hall. The CPC meetings are posted at Town Hall.

During the course of the year Conservation Commission member Wallace Bruce has retired. Samantha Stevens has been appointed to the Conservation Commission Seat. Peter Madsen has been appointed to the vacant Ad Hoc Seat. A vacancy exists for the Housing Board Seat.

Respectfully Submitted,  
Kimberly Drake, Planning Board (Chair); Mike Galli,  
Department of Public Works; Peter Madsen, Ad Hoc Member;  
Richard Ross, Finance Committee; Richard Stevens, Historic  
Preservation; Samantha Stevens, Conservation Commission;  
(Vacant), Affordable Housing

## CONSERVATION COMMISSION

The following summarizes the Commission's hearings and business for FY2013:

- The Commission held hearings on thirteen Notices of Intent filed for various projects including, but not limited to, additions, upgraded septic systems and new construction.
- The Commission held a hearing on one Abbreviated Notice of Intent.
- The Commission held hearings on two requests to amend an Order of Conditions.
- The Commission held hearings on nine Requests for Determinations of Applicability for various projects including, but not limited to, additions, construction of sheds, installation of new septic systems and landscaping.
- The Commission issued a number of Certificates of Compliance to close out completed work. In addition, the Commission's staff continued to contact applicants with outstanding Orders of Condition to facilitate the issuance of Certificates of Compliance to clear titles.
- The Commission resolved an Enforcement Order issued in FY2010. The Commission also issued one Enforcement Order and followed up on various complaints.
- Numerous building applications were reviewed by the Commission's Agent.
- The Commission worked together with the DPW on a number of issues relating to Wetlands concerns.
- The Commission's Agent, James Hankin, resigned.
- The Commission's staff continues to work on organizing the files for easier access by both town personnel and the public.
- The Commission continues to monitor routine yearly maintenance issues on past project.

The Commission members and staff continue to work diligently improving our understanding of, interpreting and applying, the Wetland and Rivers Act for the protection of the valuable resources within the Town of Essex.

Respectfully submitted,

Wallace Bruce, Chairman

Commissioners: Robert Brophy, Elisabeth Frye, Ted Marshall, James Richardson, Shirley Singleton and Samantha Stevens

Staff: Bill Decie, Agent

Deborah Cunningham, Administrative Clerk

## COUNCIL ON AGING

Financially, we have met many challenges with creative solutions. The Senior Care grant was reduced, but fortunately the State grant increased again, this time by 14%. I found an opportunity to get matching gifts from my employer for my volunteer hours to the COA approved as a charitable organization through the Friends as a 501 (c) (3). Our small Operating Budget line item projects a 42% increase to cover the new computer (Comcast) wireless connection, but all other items are level funded, so this is only a 4.1% overall bottom line increase, and was supported initially though a three-way sharing by the Town of Essex, Friends, as well as COA for this past

year. This when combined with an Executive Office of Elder Affairs (EOEA) grant funded three new laptop computers, a new wireless printer, and a computer projector. This is beginning to enhance electronic access and training of our volunteer staff and Board members like Ethics training by the Town Clerk. Several Board members also traveled to Chelmsford and Marblehead to gain from EOEA presentations for Board Member Training. I also attended a presentation on COA and Senior issues by Congressman Tierney in North Reading. The Congressman's staff, as well as Senator Tarr's staff, have also made several visits to the Senior Center in Essex to answer questions.

We were able to reapply unused funds from the previous year to make necessary repairs to the van and get it re-lettered at no cost. Annual Vehicle Certification program and lift training required by Senior Care was implemented. This has also required continued training and certification of the van drivers, and inspection of the vehicle and its equipment. The van utilization has expanded with double the market runs and numerous fun trips, concerts, and mystery rides, as well as several Out of State Trips to Connecticut, Vermont, Maine, etc. The small bus we operate includes doctor and clinical appointments, grocery shopping, and many cultural trips to museums and points of interest. This is often a very pleasurable opportunity to listen with interest to the tales shared by many of our neighbors of the history of our town and the many interesting stories over the last century. Karin Gertsch has initiated a writing program with seniors and has recently become the Essex Representative on the Advisory Council with Senior Care. The new computer equipment and wireless is helping with the writing program also. There were also numerous volunteers for the Blood Pressure Clinic, Foot Doctor, Vaccine & Voting – Flu shot initiative and the added Shingles Vaccine offerings. The services of the Hairdresser have grown in response to demand. The Center provides a convenient location to provide these services. Other than the part-time drivers and part-time clerk, all other staffing is by very dedicated volunteers putting in numerous hours to avoid costs. Outreach was continued, largely by two Board members and one of the telephone operators, Arlene and Rosie, with Bill did the lion's share of this effort. A new event this year was to provide a booth as part of the Essex River Walk Craft Festival. The Friends of the Council on Aging were also successful with fund raising as they repeated their Boutique in early November. This caused us to realize we needed to add numbers on the front of the building like many homes in our community.

Operationally, we continue to progress on our disaster planning and preparedness. Working closely as a member of the Cape Ann Emergency Planning Team, and its Operations and Planning subcommittee, we are focused on Sheltering for short and longer term events. In addition to work on the emergency generator, we are seeking Grant and Capital funds for a small enhancement to provide emergency shower and eye wash capability. We have also made numerous safety and energy improvements to the building and the van. This was primarily funded by a grant, supplemented with residual building funds. The Reverse 911 assisted in several events as a notification tool during summer heat waves and winter cold spells. The Essex County Sheriff's Department supports us through the TRIAD organization. Reporting and regulatory activities include the building and vehicle meeting all fire department, insurance underwriter, and elevator inspection requirements with only minor improvements requested like adding a couple more CO detectors in remote areas. As a result of a State health department inspection, new certificate training was done by several volunteer Board members to handle food and cleaning at our facility.

Other activities at the Senior Center at 17 Pickering Street are the Essex Senior Citizens Club, Gent's Breakfast, with the Past Times historical discussions. There are gatherings like the "Sew and Sew" and the Knitters. Many local businesses have generously supported us, so the Clam Fest, annual trip "Down River" or the "Volunteer Recognition Luncheon" allow us to gather together. We also work with many of the church, civic, and other town departments to support the seniors in town and share many important emergency contacts through our portion of the Town Web Site. The improvements created to facilitate the hairdresser have been helpful. Grant funding supports most of our activities and through "The Club" and "The Friends" many exercise programs (yoga, line dancing, exercise, fit futures, etc.) are being provided.

Plans are being made by us and numerous other departments and groups in anticipation of 2019 and the Town of Essex 200<sup>th</sup> anniversary which is also the 385<sup>th</sup> anniversary as the village of Chebacco and the 125<sup>th</sup> anniversary of the dedication and presentation of the TOHP Burnham Library and Town Hall. It is acknowledged that the Town of Essex enjoys the many benefits of volunteers who care for and support their friends and neighbors and offer programs on a par with many neighboring communities to our over 1000 potential members with little tax payer funded support in contrast to these same communities. We continue to focus on we who are "over 60" making up more than a third of the Essex population. We hope you have the opportunity to utilize many of our ever expanding programs in the future.

Respectfully submitted,  
Keith Symmes, Chairman

## ELECTRICAL INSPECTOR

In 2013 a total of 98 electrical permits were issued:

New Homes (complete wiring).....	10	Remodeling and wiring updates.....	25
New Pre-Fabricated Homes.....	2	Additions.....	9
New Services.....	13	Underground Services.....	0
Repairs.....	9	Commercial.....	2
Garages/Barns.....	4	Swimming Pools.....	1
Security/Fire Alarms.....	9	Septic Systems.....	2
Generators.....	9	Solar Panels.....	3

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 requirements of the Massachusetts Electrical Code. The Electrical Inspector has 24 hours for exterior excavations and 72 hours for interior installations after proper notice to the Inspector. This excludes Saturdays, Sundays and holidays per the Massachusetts Electrical Code.

Certificates of insurance liability must accompany permit applications and, as required by the Department of Industrial Accidents, signed affidavits and/or a Certificate of Workers' Comp Insurance as per M.G.L. Chapter 152, § 25 must also be provided by the contractor prior to the issuance of a permit.

Permit applications are available in the Town Hall during regular business hours Monday through Thursday.

Inspections are done on Tuesday and Thursday of each week. Please call 978-768-2514 to request an inspection or to leave a message for the Electrical Inspector.

Respectfully submitted,  
Ramie Reader, Electrical Inspector

## ESSEX CULTURAL COUNCIL

During 2013 the Essex Cultural Council received and disbursed \$3870.00 from the Massachusetts Cultural Council. The Massachusetts Cultural Council is a state agency that promotes excellence, access, education and diversity in the arts, humanities and interpretive sciences to improve the quality of life for all Massachusetts residents and contribute to the economic vitality of our communities.

In keeping with MCC guidelines 10 grants were funded.

Essex Council on Aging	A Musical Journey Through the Years
Burnham Public Library	Summer Reading Program, Pirates
Burnham Public Library	Sparky's Puppets
Chorus North Shore	Honors Youth Concert
Essex Shipbuilding Museum	After School Art in the Shipyard
Elem School, PE	Chinese Ribbon Dance Workshop
Elem School, Art	Accepting Differences, Mural Artist
Essex PTO	Sound of Silence Science Program

Individuals and organizations who would like to bring enriching programs to our community for FY2015 can submit grants to the council by Oct 15, 2014. Please check our local criteria at: <https://www.mass-culture.org/lcc>.

We encourage and welcome new members. For information contact Chairperson Peggy Duff, 978-768-6706.

Respectfully submitted,  
Peggy Duff, Chair  
Members: Erica Funkhouser, Jack Gale,  
Jean Grobe, Jenney Harkness, Georgeann  
Richards, Betsy Vicksell

## FIRE DEPARTMENT

The Essex Fire Department consists of 45 on-call Firefighters and EMTs who respond to both fire and medical emergencies. The Department responded to 196 fire calls and 229 medical calls for a total of 425 calls during 2013. In addition, 79 residential fire inspections were completed, as well as quarterly fire inspections of restaurants, businesses, town buildings and other commercial properties. In order to help ensure the safety of our children, fire drills and safety demonstrations were conducted at the Essex Elementary School and at Lil' Sprouts of Essex.

There were some significant changes during 2013. In June, the dispatch responsibilities for the Essex Fire Department moved to the newly constructed Essex County Regional Emergency Communications Center in Middleton. With funds approved at the Annual Town Meeting, we completed the purchase of a used aerial Ladder truck and made necessary modifications to the Fire Station to allow the vehicle to fit. This used, 1997 Seagrave 100-foot aerial ladder truck also has a 1500 GPM pump and 300 gallons of water. Prior to delivery, it was refurbished, painted, serviced and certified. This "new" vehicle will serve the Town for many years to come.

In September longtime Firefighter Gordon "Sonny" Thompson retired after many years of dedicated service to the Town of Essex and the Fire Department.

Members of the Essex Fire Department attended various training classes and meetings this year. Chief Doucette regularly attended the following meetings: Cape Ann Emergency Planning Team (Chairperson), Essex County Regional Communication Center Fire Advisory Board, Essex Elementary School Safety Committee, Essex County Fire Chiefs, Town Building Committee, and Town Safety Committee. Firefighter Jon O'Bryan completed the 320-hour Firefighter Recruit Training and obtained his Firefighter I/II certification, and Firefighter Ed Neal obtained his certification as an Emergency Medical Technician. Department members Chief Daniel Doucette, Deputy Keith Carter, Lieutenant Travis Good and Lieutenant David Thompson completed Incident Safety Officer Training and obtained certification.

Additional trainings that occurred during the last year include:

CPR	Emergency vehicle Operations
EMT Continuing Education	Pump/Drafting Training
RIT Training	Ice/ water Rescue
Blasting Safety	CMR Training
Driver Training	Ladder Training
Confined Space Training	Auto Extrication

The Board of Engineers wishes to thank the men and women of the Department for their dedication and continued hard work. We also want to thank the Regional Dispatcher Center and

the Essex Police Department for their professional manner in handling emergency calls and Lyons Ambulance Service for providing us with Advanced Life Support (ALS). And finally, many thanks to the Residents of Essex for their continued support.

Respectfully Submitted,  
Board of Fire Engineers

Fire Chief Daniel Doucette  
Deputy Fire Chief Ramie Reader  
Deputy Fire Chief Keith Carter

## HARBORMASTER

The Essex Harbor personnel were very busy throughout the season. We had the traditional calls for service for motor vessels which had broken down, or had fuel related issues. The team continued to be challenged with the aging larger Boston Whaler which was donated to our agency from the Massachusetts Environmental Police. The boat is a mid-1980's vintage, and it is well worn in every aspect. The vessel hull has been introducing water into the hull for quite some time now. When this happens, it compromises the integrity of the hull, it makes the vessel very heavy, and it literally slowly sinks further over time into the water while at the dock. You can see the stern of the boat go further into the water as the season goes on. I have informed the Selectmen and the Finance Committee of this situation and at some point in the near future, we will need to take this vessel out of service and replace it with another vessel. The vessel has far exceeded its life expectancy with the Environmental Police and then servicing the Town of Essex as our emergency patrol boat.

The outboard required a major repair to the gear case during the past summer. This one repair was very expensive and just about exhausted the repair budget for the whole year. As a mechanical device, parts do wear out and need to be replaced from time to time. Other than that, the outboard seems to have been performing well. As the years go on and as other parts wear out, I will be looking at options to replace that outboard rather than to keep putting money into an outboard which is getting older.

One of the biggest challenges that our staff has been dealing with, is the shallow water during outgoing and low tides. The lack of dredging has caused enormous problems with not only boats running aground, but also with getting our Harbormaster boat out of the marina area. There were several tides which were so low that we could not get the Harbormaster boat out between Perkins Marine and Essex Marina due to lack of water. This is a great concern because if our services were needed further out in the Essex River, our boat would not have been able to respond. We would have needed to load up the smaller Boston Whaler, and tow that to Conomo Point to launch it there. I sincerely appeal to everyone to support the funds needed to put a dredging project into action. There are limited funds which are available to communities in Massachusetts to support dredging projects like ours.



There are so many people, including our Harbormasters, who depend on providing a level of service to everyone who uses the Essex River. This includes fishermen, the Essex River Cruise boat, the recreational boats that launch from Town Landing, as well as the vessels from the three marinas whose livelihood depends on this activity. During an emergency, we do not have the luxury of waiting until the tide changes and comes back in. Emergencies happen during all tides and at all different times of the day and night. Due to the lack of funding, I will be re-exploring instituting a water usage fee which many communities have in place to plan for dredging needs, as well as capital expenses, within the Harbormaster budget such as for a boat or outboard motor. Dredging can be very expensive, but I believe that we should have a funding source in place which can help financially with the costs of dredging or the purchasing a new boat or motor without solely depending on the limited funds from within the operating budget.

We have been addressing complaints about boats violating the “No Wake” areas. This has been ongoing, and we have been enforcing this common violation. The wakes that are made greatly contribute to the degradation of the marsh walls, and when boaters are speeding through these areas, it can create a serious safety situation for other boaters, swimmers, and others who are on the water. Water St. and Conomo Point are the two areas that our patrols have been focusing on. I am planning on adding to our warning devices in select locations to warn boaters not to create a wake. Our patrols will be actively enforcing this violation.

I want to thank the Harbormaster staff who have worked diligently to provide the level of service that we do for our community, and I look forward to increasing the patrols on the river, as well as on Chebacco Lake where we have been actively increasing our visibility due to complaints of erratic operation there. I would also like to thank the Essex Board of Selectmen, and Town Administrator Brendhan Zubricki for their support and for their guidance throughout the year. I also want to encourage everyone who utilizes the Essex River to keep safety in mind, and to report any unsafe situations that you observe. Keep in mind that I am actively promoting our transient moorings for guests or friends who are looking for a place to keep their boat for a day at a time, or a longer period of time. The cost is \$25.00 per day, and the locations of the moorings provide some of the most spectacular views of Conomo Point, Hog Island, and Crane’s Beach.

On behalf of our Department, we hope that you have great health, and have a safe boating season for 2014.

Respectfully submitted,  
Chief Peter G. Silva

## HISTORICAL COMMISSION

The mission of the Essex Historical Commission [“EHC”] is to identify, document, and protect Essex’s historic resources, to increase public awareness of Essex’s heritage and the value of historic preservation. To do so with not only the guidance and counsel of the Massachusetts Historical Commission, but also by interacting with other Town Boards and Committees. In addition, the EHC maintains inventories of culturally significant structures, conducts related research initiatives, and posts timely notices in the local press, as well as enforces the Demolition Delay By-Law.

The EHC is currently putting together the final draft of the Historic Properties Survey Plan. This survey plan will give us an accurate and comprehensive guide of the Town's existing inventory of cultural resources. With this guide, the EHC can develop more detailed and specific information for each property identified as a priority.

The EHC is also working with the Community Preservation Committee to restore and replace the cast iron fence of the Spring Street Cemetery. The Cemetery was established in 1852 and over the years, part of the fence and gate (160 feet) was possibly donated to the war effort or damaged and removed. The EHC is currently working to replace this fence with exact components cast from the sections of fence still remaining.

Given the historical significance of our Town Hall, the EHC is working in conjunction with the architects and Massachusetts Historic Commission overseeing the renovations and ongoing improvements to the building.

For further information on Historical Commission projects and meeting times, please visit the Town's website.

Respectfully submitted,  
Richard Stevens, Chairman

## T.O.H.P. BURNHAM PUBLIC LIBRARY

The T.O.H.P. Burnham Library remains a cornerstone of the Essex community. We offer programs for all ages and supply resources to enhance our lives and assist in the role of giving everyone a chance to succeed.

The Library offered over 60 programs in the 2013 calendar for all ages. Each was very well attended from 8-16 in book group for adults to 173 signing up for summer reading. Weekly story hours may have 12-15 youngsters enjoying stories and crafts. All programming is free. Museum passes are very popular as admission costs increase. The Library has Peabody Essex Museum, Wenham Museum, Museum of Fine Arts, and Aquarium reduced cost passes available. The Kindle and Nook E-readers (1 each) circulate with preloaded books and our audiobook collection of over 1500 titles for adults and children continues to grow in popularity.

Social media and the Town website play a new and active role in the Library as information sources. You can now join us on Facebook to stay current with the library happenings. April has seamlessly integrated this into her job. It is a goal to implement a Library website in the coming year. A television was added to the Library to display announcements and pictures in an effort to use less paper. It is used for meetings and for the enjoyment of movies, as we obtained a license to show current titles.

The Friends of the T.O.H.P. Burnham Library had an active year. The Board approved a cosmetic renovation to the Library in October. What began as a request for new shelving, ended up as a full renovation with the Library closed for six weeks. We embarked on a renovation that replaced shelves, carpet, paint, lights, shades, computers, and the Library table is being refurbished too. This huge undertaking would not have been possible without the overwhelming support of

individuals, Friends, Trustees, and the bequest of Doris Witherell. A wonderful way to be remembered is through a bequest to the Friends of the Library. Love or hate the building, together we begin on the road to make our Library/Town Office Building a place we can be proud of. Drying the basement, replacing doors, a server room, fixing the HP ramp and creating a HP restroom will be monumental.

Budget is at the forefront of any Town department. The Library has been on the positive side while many other towns have had major cuts. We continue to grow, thanks to the support of the Finance Committee. We are an important part of our community. The Mass Board of Library Commissioners administers a State Aid to Public Libraries Program. The program is voluntary and yearly Essex has been awarded funding of approximately \$1300, which primarily supports the technology in the library.

Volunteers are an important asset to the everyday workings of the Library. I thank them for their dedication and assistance. Students from the high school can be seen helping at programming or assisting as pages to fulfill community service hours required to graduate. The Library strives to meet the ever changing needs of a community, and through communication we will shape our future.

Respectfully submitted;  
Deborah French, Director

## THE LONG TERM PLANNING COMMITTEE

During 2013, the Long Term Planning Committee focused on the preparation of a report to the Select Board which will list Community-Defining Resources, identify threats to these critical aspects of Essex life and recommend ways in which those threats might be mitigated. The report will summarize planning work done over the last decade, and the recommendations will make every effort to be inclusive of the best thinking that has been done by Town residents and their consultants.

During 2013, members of the LTPC also assumed leadership roles in several additional planning projects, acting as the Town's representative for the assembly of a Task Force to work with the National Wildlife Federation in identifying ways in which climate change will affect the Town, and also for a planning study for improvements to the Main Street Town Landing.

Respectfully submitted,  
Andrew St John, Chairman

## METROPOLITAN AREA PLANNING COUNCIL: NORTH SHORE TASK FORCE

*Beverly, Danvers, Essex, Hamilton, Gloucester, Ipswich, Manchester by the Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield and Wenham*

During 2013, the North Shore Task Force took part in a variety of activities, including:

- Holding a regional forum with the North Suburban Planning Council on the progress made in planning and implementing renewable energy projects in both the North Suburban and North Shore Task Force sub regions; presentation of information and technical assistance available to town and cities interested in moving forward with municipal clean energy projects.
- Reviewing and offering input into a variety of regional transportation programs, including the Transportation Improvement Program, the Unified Planning and Work Program and the Regional Transportation Plan, as well as opportunities to participate in Transportation Demand Management and Suburban Mobility programs.
- Hosting a regional information forum for North Shore communities on the anticipated traffic, tourism and environmental impacts of the Suffolk Downs Casino proposal as well as a review of Massachusetts statutes governing the siting of both casinos and slots parlors.
- Working with the Great Marsh Coalition to produce the Coalition's second annual Climate Adaptation and Mitigation Conference; presented an overview of MAPC's Regional Climate Change Adaptation Strategy and projected impacts to the MAPC region.
- Collaborating with the Brookings Institute, North Shore United Way, North Shore Community Development Coalition to present the Confronting Suburban Poverty Workshop at the Salem Five Community Conference Room in Salem.
- Presenting the Revitalization of Downtown Beverly Forum in conjunction with the City of Beverly, Beverly Main Streets and Montserrat College of Art.
- Developing and presenting the joint North Suburban Planning Council/North Shore Task Force Regional Planning and Public Health Forum in Wakefield, looking at the intersections between public health, land use and zoning, development design, and pedestrian and bike mobility safety.

## OPEN SPACE COMMITTEE

The Essex Open Space Committee's mission is to preserve our varied landscapes, especially those with significant ecological, scenic and/or historic value, for passive public use, recreational enjoyment, and for undisturbed wildlife habitat.

The Committee's trail guide, *Essex Outdoors*, did a brisk business over the spring and summer, disappearing from distribution points around town and hopefully, helping people discover previously unfamiliar corners of our landscape. A reprint is in the works and will be available in early 2014.

The committee's **2007 Open Space and Recreation Plan** was approved by the Department of Environmental Protection (DEP) for a base period of five years, and was subsequently granted a two-year extension, meaning the plan will 'expire' in 2014. The reasons to have a current, valid plan are at least two-fold: first to have a thorough assessment of town's physical assets to allow for informed planning and decision-making and second to allow committees in town to apply for grants where a current Open Space Plan is often a pre-requisite. For these reasons, the committee has begun work on an update which will result in a new document with an active life of five years. We do not think we have the necessary expertise to complete this task unassisted but we are resolved to complete as much of the work ourselves as we can; once those steps are finished, or nearly so, we will have good handle on the remainder: how much help we need and of what sort.

The committee made its inaugural appearance at Clam Fest in the fall of 2013 with an aim to raise awareness of the Open Space Committee's mission and current projects; we were able to engage with a broad cross-section of attendees and judged the experience well worthwhile.

The Open Space Committee is working to ensure that the Town of Essex is well positioned to advocate effectively on behalf of open space, natural land and conservation, for the benefit of all. We welcome new members and associates, and encourage anyone interested in finding out more to contact Julie Scofield (978-768-7852); [jmscofield@comcast.net](mailto:jmscofield@comcast.net)).

Respectfully submitted,  
Julie Scofield Chair, Leslie Burns, Tamson  
Gardner, Lysa Leland

## PERSONNEL BOARD

The Personnel Board continues to be comprised of the Selectmen (since early fiscal year 2010). Highlights of the major Personnel Board actions taken over the past fiscal year include the following:

- The setting of the Wage & Salary scale prior to last year's Annual Town meeting.
- Various approvals of individual requests from Town employees under the Personnel Rules & Regulations and union contracts.

We look forward to serving the Town in the coming year.

Respectfully submitted,  
Jeffrey D. Jones, Chairman  
Lisa J. O'Donnell  
Susan Gould-Coviello

## PLANNING BOARD

Westley Burnham, S. Sturgis Crocker V, Dexter Doane, Kimberly Drake, William French, Jason Heath and Corey Jackson volunteer their time as Members of the Town of Essex Planning Board.

The Planning Board is responsible for reviewing Preliminary and Definitive Subdivision Plans, Site Plan Review Applications, ANR Applications, Special Permit Applications and when necessary, Building Permit Applications.

Throughout the year, during regularly scheduled meetings, Board Members discuss a variety of topics which may be of interest to the Board. Often the Board discusses Chapter VI of the Town of Essex Bylaws which is about Zoning Regulations, the Rules and Regulations Relative to Subdivision Control, what the Board may propose as a Warrant Article at an Annual Town Meeting and the future goals of the Board.

Board Members also volunteer their time to represent the Planning Board with other Town of Essex Committees such as the Long Term Planning Committee, the Conomo Point Committee, the Town Building Committee, the CPA Fund Committee and the Centennial Grove Committee.

In May 2013 a vacancy remained unfulfilled on the 2013 Town Ballot for one open seat on the Planning Board. The Planning Board notified the Board of Selectmen of the vacancy and in June the Planning Board and the Board of Selectmen appointed S. Sturgis Crocker V (Skip) to fulfill the seat for the remainder of the electoral year.

There will be three open seats on the upcoming 2014 Town Ballot: one four-year term and two five-year terms.

The Planning Board met twenty two times in 2013. The Board regularly meets on the first and third Wednesday evening of each month. Meetings are typically held at the T.O.H.P. Burnham Library and begin at 7:30 p.m. Meeting dates are posted on the Town Web Site and at Town Hall. All Meeting Agendas are posted by the Town Clerk at Town Hall.

Following the 2013 Town Elections, Planning Board Members appointed Kimberly Drake as Chair and Westley Burnham as Vice Chair and Corey Jackson was appointed Clerk and William French was appointed Vice-Clerk. Throughout the year it is the responsibility of the Chair to work with the other Town Departments, Town Council and the Planning Board Administrative Assistant.

The Administrative Assistant for the Planning Board is a part time employee. Office Hours may be found on the Town Web Site or by contacting Town Hall. The Planning Board encourages everyone to consult the Building Inspector's Office at the beginning of your planning process so the Building Inspector or the Assistant Building Inspector may assist you with determining what path your project will be required to follow.

During regularly scheduled meetings this year the Planning Board met with the Building Inspector ten times for discussions and to review/approve Building Permit Applications.

The Board and the Building Inspector discussed zoning, new laws, the Town of Essex Bylaws and specific Essex properties.

This year the Building Permit Applications presented to the Board included the construction of a barn, the construction of two new garages, the construction of two new dwellings, and the construction of a dwelling on an existing footprint and the modification of a single family dwelling to a two family dwelling.

In 2013, the Planning Board reviewed eight ANR Applications. This year two of the applications were withdrawn without prejudice by the applicants. Six of the applications involved changing lot lines or taking an existing parcel and creating two new parcels.

The Board participated in thirteen informal discussions with citizens who requested time with the Board to discuss a specific issue. Many of these discussions were for ongoing concerns and were continued over the course of numerous meetings.

In January and February, the Board reviewed the Preliminary Subdivision Plan and Application for a TBD Essex Park Drive Subdivision. In February, the Board unanimously voted to approve the Preliminary Subdivision Plan Application for the land located off of Essex Park Drive. The plan showed a maximum build-out potential creating twenty seven new lots. Representatives of the Conservation Commission attended the Public Hearing on January 16<sup>th</sup>, and for the record, they shared their comments. The Board of Health hand delivered a letter outlining their comments and the Department of Public Works also shared their comments with the Board in a letter.

There was a Public Hearing in April for the adoption of an updated Appendix B – Special Permits with the correction of minor edits and scrivener errors; the incorporation of an updated Special Permit Application Form, an updated list of fees for Special Permit and Site Plan Review Applications and for the adoption of a new Site Plan Review Application Form. The Board unanimously approved the changes and agreed the new information would be adopted by the Board. The updated forms, fees, applications and directions regarding the requirements for applications may be found on the Town Web Site or a booklet may be purchased at the Office of the Town Clerk or at the Planning Board Office.

In March, there was a Public Hearing for the proposed Warrant Article for the Amendment to the Town of Essex Bylaws of a Central Conomo Point Zoning District and at the 2013 Town Meeting, the necessary majority of citizens voted in favor of creating a Central Conomo Point Zoning District.

On August 7<sup>th</sup>, the Board voted to Approve with Recommendations the Preliminary Subdivision Plan for land located in the Central Conomo Point Zoning District. The Conservation Commission, the Fire Chief and the Police Chief shared written comments and suggestions with the Planning Board.

The Board will write a Decision regarding the Definitive Subdivision Plan and Application for the Central Conomo Point Zoning District which was recently reviewed during a Public Hearing in October.

At the 2013 Special Town Meeting held in November, the necessary majority of citizens voted in favor of a Warrant Article to amend Section 6-3.4.2 of the Bylaws, Uses Requiring Special Permit, by adding a use to be known as “Medical Marijuana Treatment Center/Registered Marijuana Dispensary”, and to amend Section 6-2.2 of the Town of Essex Zoning Bylaws, Definitions, by adding a Definition: Medical Marijuana Treatment Center or Registered Marijuana Dispensary.

The Board would like to thank Simone Early for being a valuable Member of the Planning Board in 2012-2013.

All Planning Board Meetings are open to the Public and the Planning Board welcomes your participation. All documents, plans, meeting minutes may be reviewed by any citizen upon request with the Planning Board Office.

Respectfully submitted,  
Kimberly Drake, Chair

## PLUMBING & GAS INSPECTOR

One hundred and sixty-four plumbing and gas permits were issued in 2013:

- Seventy-eight plumbing permits and
- Eighty-six gas permits.

Please contact the Board of Health office at 978-768-7614 to schedule inspections.

Respectfully submitted,  
Richard Corriere

## POLICE DEPARTMENT

The Police Department had a very busy year during the 2013 year. The administrative offices operated out of the donated trailer for the first year, which proved to be an incredible improvement. Issues of privacy and simple operational activities have been greatly improved with this piece of equipment. My old office has now become an office that the Detectives work out of, and it is used as our interview room. This is greatly important, and it is necessary as we close in to reach State Certification for our department. Sergeant Paul Francis has been working diligently as the Certification Manager which is a huge time consuming endeavor, but one which will pay great



dividends for our department and our community. This process has forced our department to go through every policy and procedure and rule and regulation and bring it up to date, and into compliance with the more than 150 standards. Being certified or accredited is symbolic of an agency's commitment to professional excellence in the workplace. Quite simply, it means that the Essex Police Department has agreed to adopt the Commission's standards as a way of doing business, and the Commission's standards are considered best business practices for police departments, administratively and operationally. It is important to recognize that although the trailer has been a great addition to our department, a new facility is necessary in the near future.

Cybercrime and crimes related to identity theft have taken an uptick. Unfortunately, as technology has improved, so do the methods of how hackers and criminals take advantage of citizens. Our department has tried to educate the public on privacy matters, and suggested how to protect themselves and their personal information against people who could use this information in an unlawful way. The Detectives were busy year round with a variety of crimes which needed to be investigated. They were also busy issuing firearms licenses. The number of people who were requesting licenses more than doubled what we traditionally processed in past years. We believe that this was due in part to the concerns about gun control and restricting licensure. Unfortunately, the large volume of processing these licenses is not only present here, but throughout the Commonwealth. We are encouraging license holders to come in to renew their licenses 3 months prior to its expiration in order for processing delays which have been lengthy and frequent.

We have been challenged by the loss of one of our full time officers. Officer Justin Zwicker recently left the department and joined the Beverly Police Department. Officer Zwicker was very active with the school, and was our Child Seat Technician. We were thankful for the good work by officer Zwicker, and we were fortunate for the relationships that he developed within the school, and we are currently active preparing Reserve Officer Alexander Edwards to attend the police academy in March. He will fill the vacancy left by Officer Zwicker. During the 2013 year, our department was faced with the absences of several Reserve Officers. We greatly depend on the services that the Reserve Officers perform. Because of some of these absences of the Reserves, it put a strain on the budget and the schedule because the budget depends greatly on part-time labor. We have worked very hard to find quality Reserve Officers to fill these spots, and to focus on a solid field training program to prepare them for the responsibilities out on the road, which has been led by Detective Tom Shamshak.

In June of 2013, we transitioned from our regular dispatching services, and joined the Regional Dispatch Center located in Middleton. We have been working on the many changes which took place in order to get that up and running. Many people have asked "what new phone numbers do we call". The simple answer is "the same phone numbers that you did before". The only two Police phone numbers that people should use to contact the police are "978-768-6628" (business related or non-emergency), or "911" (emergency only).

The climate of police work dramatically changed during this past year. During the Boston Marathon bombing in Boston, Essex Officers Sergeant Paul Francis and Detective Ryan Davis, who are also members of the Cape Ann Regional Response Team (CARRT) which services the Cape Ann area and beyond, were engaged in the active search for the bomber in Watertown.

Their team was one of the teams responsible for clearing homes, vehicles, and the area in very close proximity of where the bomber was located in the boat. The CARRT has been very actively training and preparing on a regular basis for emergencies such as the one that they were involved in in Watertown. During the year 2013, I had the privilege of serving as the President of the Essex County Chief's Association. On the day of the bombing and the following search for the suspects, I was home listening to the events unfolding live over the radio in Watertown, knowing that our officers were there serving in their capacity. I was organizing a contingency of support from every police department in Essex County. The support was by way of manpower and equipment to provide to the Boston and Watertown police departments. Every Chief in Essex County was united and willing to send manpower and resources to their location. I salute Sergeant Francis and Detective Davis for their assistance and for the service that they provided that day.

During the end of 2013, our department literally took on a new look with respect to our uniforms. The officers were very excited about introducing a new look to present to the community. The police department uniform colors changed to a dark blue, from the long time French blue color. There was also a dramatic change in the patch which is worn on every sleeve of each officer, and which represents not only the department, but the community as well. Our patch took on a completely new design which included dramatic differences in colors, shape, and the backdrop, in which we tried to capture the shipbuilding heritage of Essex. We are thankful for the many wonderful comments and acknowledgements from citizens, both from Essex and from afar.

There have been many incidents which are too great in numbers to include in this writing which occurred during the year, but I would like to encourage all homeowners and businesses to take proactive measures to protect your businesses and your homes. Please lock your vehicles and your homes, don't leave keys, laptops, and valuables in your vehicles, and consider installing a home or business security system to protect your family and your valuables. You may also get a discount on your homeowner's insurance premium.

I would like to personally thank all of the residents and business owners who we proudly serve every day, for their continued support of the Police Department. I would like also thank the Essex Board of Selectmen, and our Town Administrator, Brendhan Zubricki, for their support and direction thorough out this busy year.

Respectfully submitted,  
Police Chief Peter G. Silva

During 2013, the Essex Police Department logged the following incidents. This is a breakdown of the type of incident responded to or reported.

209A	24	MV Towed	64
Alarm (Fire)	83	MVA	79
Alarm Security	182	MVA Fatal	0
		MVA Hit and Run	9
Ambulance Calls	229	M/V Abandoned	1
Animal Calls	165	M/V Disabled	33

Area Checks	4,650	M/V Stop by Cruiser	1,211
Arrests	37	M/V Theft	3
Assault	19	Manslaughter Negligent	0
Burglary B&E	11	Misc. Investigation	150
By-Law Violation	7	Marijuana Violation	66
Check Well-being	25	Noise Complaint	48
Complaint General	1,217	Ongoing Investigations	347
Dead Body	5	Offense Against Family or Child	33
Disorderly Conduct	32	Operating Under the Influence	11
Disturbance – General	94	Possession of Controlled Substance	12
Domestic	102	Property Damage	21
E- 9-1-1- Calls	375	Report from Other Police Dept.	102
Emergency 209A Requests	9	Report Received	2,498
Erratic Operation	107	Road Condition Complaints	65
Fire Calls	300	Robbery	2
Forcible Rape	0	Runaways	7
Forgery and Counterfeit	3	Sex Offender Registration	6
Fraud	42	Sex Offense Except Rape	1
General Services	1,096	Shellfish Enforcement	12
Harbormaster Activity	72	Shoplifting	4
Harassment	48	Stolen License Plate	4
Illegally Parked M/V	350	Suicide or Attempted Suicide	5
Incapacitated Person	7	Summons Received	62
Kidnapping	0	Suspicious Activity	198
Larceny Except M/V	38	Tenant Landlord Dispute	29
Liquor Laws	7	Threats	18
Littering/Trash	9	Trespass	18
Lost or Found Property	61	Vacation Watch	47
Missing Person	8	Vandalism	22
Murder	0	Warrant Received	27
		Wires Down	33

## MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT

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

Throughout 2013, MERSD made significant progress in fulfilling its goals as outlined in the Strategic and District Improvement Plans. Highlights include focusing resources and time to establish the District as a leader in innovative and inclusive instructional practices that meet the needs of all learners, developing systems to support the belief system of whole child education, institutionalizing a philosophy of inclusion, tolerance and cultural awareness both locally and globally, and managing resources efficiently and innovatively to support educational program quality within confines of Proposition 2.5. In 2012, the Manchester-Essex Regional School District (MERSD) was awarded a Community Innovation Challenge grant for a project entitled “Regionalizing Services for Students with Dyslexia.” This project focused on the planning and implementation of a regional grade 4-5 program for students with dyslexia and language-based learning disabilities. This program was successfully launched in fall 2012 and MERSD’s net cost avoidance resulting from the program in year one was approximately \$165,000. In 2013, the MERSD was awarded additional CIC funds for an expansion of this program to the middle school level. This project, entitled “Expanding Regional Services for Students with Dyslexia” resulted in the expansion of the Intensive Reading and Written Language (IRWL) program to grade 6. In implementing the grade 6 program this year, the MERSD hired a special education teacher for grade 6 and realized efficiencies by cutting a teaching assistant and redeploying current staff for reading tutorials and speech and language services. The program currently serves six students and anticipates \$177,000 in cost-avoidance for the 2013-2014 school year.

In preparing the FY15 tentative budget the MERSD identify that there are several financial challenges facing the district. The Manchester Essex resident student population has grown 24% or 281 students in six years. This is greater than the current student population of the Essex Elementary school. This multi-year shift in enrollment, combined with a decline in the number of school choice students, has caused non-discretionary spending to increase while revenue has declined. As outlined at the Tentative Budget Public Hearing on December 11, 2013, the district is facing three structural issues: (1) declining school choice revenue, (2) dependency on reserve funds, and (3) funding of long-term liabilities/OPEB (Other Post-Employment Benefits). These will require difficult choices to be made. Enrollment growth and the diversification of the student body are key drivers in our budget development. For the past three years, the district has been successful at balancing its goal of addressing the impact of increased resident enrollment with the need to maintain a low assessment for the towns. In contrast to the three year average of 4.8% annual assessment for fiscal years 2008-2011, in successive years we have worked to make targeted increases to staff to maintain class size ratios. At the same time, we have introduced programs to address the changing needs of our students while maintaining an average annual assessment to towns of 2.0%. This was accomplished through increased Chapter 70 funds from the state, use of reserve monies and internal reductions, and reorganizations to achieve efficiencies. Although we continue to seek internal efficiencies in order to maintain class size and program offerings, we have reached a point where the overarching budgetary issues must be addressed. The District remains committed to a collaborative approach to budget planning, working cooperatively with the Boards of Selectman and Finance in both Essex and Manchester in order to

provide one another with on-going progress reports of our planning process and working to mutually find solutions.

In addition to wrestling with budget challenges, the District has also begun the process of facility planning. In the spring of 2013 an elementary facilities assessment was conducted by Habeeb & Associates. The study was performed at the district's request to verify and to provide additional information to an internal review conducted during the 2011-2012 school year. As mapped in the District Improvement Plan, we are working to assess short-term costs of maintaining the two elementary schools as well as working to develop a multi-year budget and a timeline for identifying the long-term options for the elementary schools. The Habeeb study determined that each of our elementary school buildings has exceeded its useful life and require a plan of action to address the structural and programmatic needs of the district. The annual cost to maintain the Manchester Memorial, built in 1950, and Essex Elementary, constructed in 1958, is expected to increase significantly in the next five years. It is imperative that MERSD formulate a long-term plan to address our declining elementary school facilities in order to responsibly manage costs and to provide students with a safe and environmentally sound learning environment.

This important policy decision has an impact on students, parents, and the community at large. In order to determine our future course of action, the School Committee has launched a task force/study committee to review the educational implications of the academic program and to gather public input on possible solutions. The MERSD administration and School Committee will engage community members in this conversation as it seeks members for the task force and will continue to inform the school and town populations about this process on its website, at scheduled meetings, and through email.

In July of 2013, the MERSD administrative team welcomed two new principals to the Middle High School. After an extensive search, Mr. Steven Guditus (Middle School) and Ms. Patricia Puglisi (High School) joined MERSD as new members of the leadership team of MEMHS. Throughout the process, both Ms. Puglisi and Mr. Guditus impressed the committee with their energy, intellect, professionalism, knowledge of curriculum and instruction, and experience. With their proven track record in instructional leadership and vision of excellence, and commitment to continual improvement, they have already instilled collaborative child-centeredness approach and improved home communications to the Middle High School.

Taking a proactive team approach, the MERSD team of administrators and faculty works to educate each child from his/her own readiness level in order to facilitate the intellectual, social and emotional growth process. We look at the whole child when determining student academic, social and emotional needs. There are many measures of success, and we are committed to helping each individual child achieve his/her potential. The success of the Manchester Essex Regional School District is a community effort! On behalf of the faculty and staff of MERSD, I extend my sincere appreciation to the residents of the communities of Manchester and Essex for their unwavering support of our student and our schools.

Pamela Beaudoin, Superintendent of Schools

## ESSEX ELEMENTARY SCHOOL

Essex Elementary School enrolled 270 students in kindergarten through grade 5. The K-5 classrooms average nearly 21 students per class. EES maintains a wide range of support services including reading, math, guidance, special education and health services. Beyond the academics, elementary students receive instruction in art, music, physical education, computer applications, and Spanish. EES continues to support and utilize a modern, up-to-date library and integrates technology into instruction throughout the building each and every day. The computer lab is used on a daily basis and there are two wireless mobile computer labs and classroom based projectors. The total number of interactive white boards is 18. Funding for this technology came from district funds, the Spaulding Foundation, and the Enrichment Fund. The Activboards™ are located in each classroom and are used throughout the entire school day. These Activboards™ are also equipped with an Activote™ system. Students use a remote to give instant feedback to the classroom teacher, and this assessment system provides immediate information for the teacher to adjust the lesson as needed.

Last year, the Essex Elementary School Council developed and presented a school improvement plan that follows a new format to demonstrate consistency between Manchester Memorial Elementary School and Essex Elementary School. The two schools have been working to arrive at a consistent academic and social experience to prepare their students for a common middle school experience. The School Councils and administration have been working toward goals that align with the overall district plan, while reflecting the different personalities and needs of each school community. Some of the recent goals of the Essex Elementary School Improvement Plan focus on using student performance data to make educational decisions, continuing to implement the Response to Intervention model to support students, coordinating opportunities for parent volunteerism, working to improve the climate of recess, and continuing to improve upon our safety protocols.

Student safety is a top priority for the district. Essex Elementary School has developed a lockdown procedure to ensure safety for students and staff should a dangerous situation arise during the school day. All staff has been trained in this procedure, and practice drills are held annually. The district has also purchased a security system for the front door. This provides a secure access so that school personnel can monitor who is in the building at all times. Cameras were installed outside the building and throughout the hallways to provide additional security. The Safety Team will continue to review safety protocols and revise our practices as needed. We thank Chief Silva and Chief Doucette for working closely with the school administration on maintaining a safe school.

The 2013 MCAS results show that proficiency (and higher) in all grades/subjects was greater than the state average. Some specific performance levels by grade/subject were below the state average. This causes us to take a deeper look at the data and develop strategies for improvement in these areas. I am happy to report that our daily interventions through Response to Intervention (RTI) are having a positive effect on MCAS scores. In looking at specific students who participated in small group instruction through RTI, we noticed that their scores on MCAS showed improvement. As a school, we look at MCAS data as one aspect of a larger picture. Students participate in daily classroom assessments, AIMSweb tests (skill-based tests that are compared to state norms), and Fountas and Pinnell Benchmark Assessments (reading comprehension and

fluency). These assessments, as well as daily teacher observations help us to better know each child as a learner.

In closing, the sense of community that exists at Essex Elementary School is second to none. The PTO does an outstanding job in raising monies for our school. The Spaulding Education Fund has contributed as well by providing awards for our Guided Reading Books and a grant for visiting authors. This year, with support from PTO and Spaulding Education Fund, the book One Hen was purchased for every family at Manchester Memorial School and Essex Elementary School. The book was read throughout the school and students participated in a variety of activities. One Hen has a great message that focuses on financial responsibility, personal initiative, global awareness, and giving back. Students were treated to a wonderful musical assembly with a score written by a talented musician to depict the story. This was an excellent collaboration between Memorial School and Essex Elementary that involved families in a shared book experience. The school meetings we hold reinforce the school's core values of caring, respect, responsibility, honesty, and achievement that carry beyond school walls into the community. Each meeting focuses on one core value, with students participating in performances to demonstrate their understanding of the meaning of this attribute. Students are recognized for exhibiting these core values and their names go up on the wall in the cafeteria. These school meetings are excellent community building activities. Special important experiences for our fifth grade students including Project Adventure, ballroom dancing, and a trip to Merrowvista, New Hampshire, help to make their final year at EES one to be remembered. In closing, EES provides an excellent quality of education for our students in a warm, nurturing environment where every staff member is invested in teaching the whole child.

Jennifer M. Roberts, Principal Essex Elementary School

## MEMORIAL ELEMENTARY SCHOOL

Manchester Memorial Elementary School (MMES) has 449 students enrolled in pre-school through grade 5 this school year. The K-5 classrooms average roughly 21 students per class. MMES offers all of its students a wide range of activities and academics in our effort to educate the "whole" child. MMES consistently performs among the top schools in the state on the Massachusetts Comprehensive Assessment System (MCAS). All students participate in weekly classes in wellness (PE/Health), music, art, library/research, technology, and foreign language (grades 2-5). Students in the upper grades are able to take instrumental music lessons, and/or join our school chorus. Our students enjoy a number of enrichment programs that are sponsored by our PTO including musical/dance performances and academic enrichment presentations. Last year, our newly formed mathematics team placed in the top 10% of all schools in the nation, which led to a team that doubled in size this year!

The 2013-2014 school year is one that has been marked by the implementation and fine-tuning of many curricula changes that were put in place last school year. MMES is implementing *Everyday Mathematics – Common Core* Edition and *Write Steps*, which are both fully aligned to the Common Core Curriculum. Memorial School is also implementing a Response to Intervention (RTI) model this year to support students in reading. In this model, data is collected on all students three times a year to gauge their reading growth and progress. The data that is collected is analyzed to identify students that are "at-risk" and short-term interventions are implemented.

Students that receive interventions are closely monitored to ensure they make accelerated growth to close the gap between their own performance and that of their peers.

Student safety is a top priority for our district. MMES has implemented a “Stay Put” (lockdown) procedure to ensure safety for students and staff should a situation arise during the school day where we need to keep all staff and students safely where they are. All staff has been trained in this procedure, and practice drills are held at least twice per year. The district has also installed a security system for the building including security cameras and card access stations. Additionally, classroom doors were replaced with modern safety doors and exterior doors have been replaced. In addition, the Manchester Police Department has been an active partner in our desire to have the safest school buildings possible forming a collaborative partnership with MERSD.

Many improvements were made to the physical plant and grounds at MMES through a combination of grant and budget funds. Due to our growing enrollment and programmatic needs, the current school building is running short on space. A clerical room and two locker rooms were renovated completely to make room for student service delivery spaces (Occupational Therapy, Physical Therapy, Intensive Reading and Written Language, and Instrumental Music). We were also able to install a state-of-the-art fire alert system along with a number of much needed renovations to a handful of our classroom spaces. The most obvious improvement is the newly paved driveway that was desperately in need of replacement.

The School Council developed and presented a school improvement plan that follows a format to demonstrate consistency between Manchester Memorial Elementary School and Essex Elementary School. The two schools have been working to arrive at a consistent academic and social experience to prepare their students for a common middle school experience. The School Councils and the Administration will be working towards goals that align with the overall district plan while reflecting the different personalities and needs of each school community.

Finally, Memorial School is very fortunate to have a high level of supportive, parent involvement in our school. As a result of PTO support and efforts, we have maintained many Memorial School traditions and have raised money to enrich the educational experience for our students.

John Willis, Principal Memorial Elementary School

## DISTRICT CURRICULUM & TECHNOLOGY OFFICE

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

As new state and federal mandates continue to be implemented as a result of the Race to the Top (RTTT) legislation, a major focus this past year has been on the final transition to the Common Core State Standards, fulfilling the requirements of the new educator evaluation model, developing District Determined Measures and participating in the field testing of a new national



assessment known as PARCC (Partnership for the Assessment of Readiness for College and Careers). All of these areas have required extensive training for staff and that work has been done through teacher professional development days, extended Wednesday sessions, faculty meetings, committee meetings and through MERSDU. This acronym stands for Manchester Essex Regional School District University and it represents a partnership with Endicott College, where MERSD teachers provide graduate level instruction to other MERSD staff. This onsite professional development program has been well received by staff with over 20 educators having already participated. Nurturing partnerships with local and state agencies such as this is important to the continued growth and development of our organization. Another exciting partnership that has emerged this year has to do with STEM education.

STEM, which is an acronym for Science, Technology, Engineering and Math is a major focus at the national, state, regional and local level. At the state level, MERSD worked on the team that was part of Governor Patrick's STEM Council in the development of the Massachusetts State STEM Plan 2.0. Regionally, MERSD is very involved with the Northeast STEM Network which is working to: 1) increase the number of Massachusetts students who participate in programs that support careers in fields related to science, technology, engineering and mathematics; 2) increase the number of qualified STEM teachers; and 3) improve the STEM educational offerings available in public and private schools and to increase the awareness and interest in STEM careers. Finally, at the local level, MERSD is a working partner in STEM<sup>2</sup> which is a venue for PreK-12 public education, higher education, and private industry to collaborate with the purpose of supporting STEM in the elementary classroom. The network functions as an educators' forum to provide "local legs" to the Federal STEM Strategy and innovative resources for meeting the goals of the Massachusetts Plan for STEM Excellence. The network is focused on developing instructional STEM leaders through high-quality professional development, disseminating research-based best practices, and creating industry network opportunities.

By continuing to nurture partnerships at the local, regional and state level, we are able to provide opportunity, which is one of the most important components of any child's education.

Scott Morrison, Director of Curriculum & Technology

## MANCHESTER ESSEX REGIONAL MIDDLE SCHOOL

A cornerstone of MERMS is a commitment to the middle school model. As such, teacher teams meet several times per week focusing on students' progress and planning interdisciplinary experiences for students.

In the sixth grade, students had a smooth transition from fifth grade. As a school, we will continue to examine the elementary-to-middle school transition and how to strengthen it for both students and parents/guardians. Students in sixth grade participated in a fundraiser/awareness walk to help an orphanage in Haiti, which was in desperate need of financial assistance after the earthquake in 2012. Students further explore their learning styles and self-awareness in sixth grade by meeting and making new friends, connecting with classmates and teachers, tackling organizational challenges of middle school, using planners more effectively, and learn great self-advocacy and independence skills in a supportive, nurturing environment. The sixth grade has focused on

developing a positive culture in the grade and focused on developing awareness, understanding interpersonal skills and respect for one another and understanding personal learning styles.

The seventh grade has worked to develop grade-wide activities such as a grade-level Quiz Bowl, to provide an opportunity for students to have fun and demonstrate their knowledge and understanding, a Mock Greek Olympics, collaboration on Study Skills, a Middle East Summit, and field trip to the Museum of Science and a trip to view *The Ender's Game* in a study of science fiction. The seventh grade team continues the work of understanding learning styles and independence by further providing structure with organization, study skills and use of the student planner.

The eighth grade continues the focus on growing independence and self-awareness. Students are provided with several opportunities to see learning come alive by attending an annual trip to the North Shore Music Theater to view a musical production of Charles Dickens' *A Christmas Carol*, a trip to Boston University to experience *Cooking Up Culture*, to better understand the cultural diversity, and by taking the class trip to Washington, DC. On this trip, students experience both social and emotional growth, as well as independence, and experience learning come alive by exploring both the city itself and various museums.

The middle school guidance department has started a new school success group, OTMP (Organization, Time Management and Planning), in which our guidance counselor, Mr. O'Maley works with at-risk students in small group settings. These groups are grade-specific, and significant collaboration between classroom teachers and guidance occur to make supports consistent for students. These supports help students track assignments, manage classroom materials, manage time, and plan task execution. In addition, Mr. O'Maley continues to team-teach Literacy class with sixth graders to continue work with conflict resolution, peer relationship-building and developing a positive school culture. Finally, guidance works closely with the eighth grade team in explore high school preparation and exploration, with all students learning about Essex Technical High School. The guidance program hopes to expand this informational program to include visits beginning in seventh grade.

The MERMHS Health Room continues to focus on stress reduction for students and staff alike. The nurse and health teachers have collaborated successfully and focus on using the *Wild Divine* software program and utilizing mindfulness training. Our nurse, Mrs. Aldrich, works with students on stress management and reduction, and holds individual sessions in her office using research-based techniques such as EFT (Emotional Freedom Technique, or "tapping.").

The MERMHS Green Team continues to have great success this past year. Students have implemented various initiatives that include communicating "Green Tips of the Week" to the parent/guardian community, maintaining the waste-management system in the lunch room, conducting community service in the Cape Ann community and attending regional and national conferences to present and share best practices that occur here at MERMHS, such as the Green Ribbon Award from the U.S. Department of Education.

The Student Services Department at the Middle School continues to grow and better support students of all backgrounds in the towns of Essex and Manchester. The middle school currently

houses three specialized programs: the SAIL program (Social/Emotional Program), the SWING program (Severe Special Needs Program) and IRWL program (Language-Based Disability Program). In addition, staff have gone through extensive training with the new Aspen student management and have completed a successful CPR (Coordinated Program Review), providing some considerations for continual growth.

The MERMHS library continues to grow its resources available to students. The library has grown its collection of eBooks to exceed 700 eBooks, and has added 200 new hard-cover books to meet the needs of the common Core State Standards and student interests. In addition, the library has purchased two new EBSCO databases: the History Reference Center and the Literary Reference Center for both staff and student needs. These databases complement the Gale and Britannica databases that are funded by the Massachusetts Board of Library Commissioners (MBLC). The library also organized several speakers in the past year, including author Steve Kluger, poet-in-residence Alex Charalambides, alcohol awareness program Save-a-Life Tour, artist-in-residence Master Bing and author/illustrator John Rocco & Joy Primiano. In addition, the annual school-wide book fair occurred in mid-December, with The Book Shop of Beverly Farms providing a wide variety of book options for students to consider.

Our arts and music programs continue to provide opportunities for students to explore their passions in the arts. Sixth graders explore graphic design, printmaking, photoshop, nature squares, stained glass, balance and experimentation; seventh graders have spent time completing work for the NOAA Endangered Special Art Contest. Students participated by showcasing their understanding of protecting one or more endangered threatened species from the Northeast United States. Eighth graders spent time exploring social justice with an understanding of the struggles of child educational advocate Mlalala and creating collages and value studies of Mlalala's work. Students' work will be showcased at the House of Seven Gables in Salem in spring 2014. The band and chorus programs continue to thrive at the Middle School, with spring concerts having several hundred students participating. Students have performed at the eighth grade end-of-year celebration, as well as at the Northeastern Junior District Music Festival. Master Bag Piper Elliot Smith was also invited to join MERMHS music classes as a guest performer in general music and chorus classes. General music classes continue to explore rhythm and percussion with class drum circles and improvisation.

The physical education and health departments continue to grow, expand, and support our students. In physical education, eighth grade students broke the record for highest cylinder stack and experienced a new unit on weight training. In the sixth grade, students experienced a new unit on yoga and cardiovascular fitness. Seventh graders learned about Tai Chi and the basics of ultimate Frisbee. The health program is thrilled to have been provided with additional classroom time that allows all students to spend more time exploring the main themes of happiness, social-emotional health, daily action plans, taking care of one's body, doing for others, connecting with others, having a positive attitude on life, and building interpersonal skills and relationships. In addition, the eighth grade is now receiving a thorough and effective overview of reproductive system anatomy, function and health.

The English teachers work closely with one another to align their curriculum with literature, grammar, and vocabulary, as well as, critical thinking, writing, poetry and literary analysis. The

eighth grade welcomed a student teacher to the classroom. In Social Studies, students have utilized a new online Geography textbook in the sixth grade, experienced a Project-Based Learning Environment (PBL) to explore Ancient Civilization, and explore World History in eighth grade. In addition, the seventh grade welcomed a student teacher for the fall of 2013. The Foreign Language Department has begun to use “Go Animate,” which allows students to create new material in the form of animated videos to practice understanding and pronunciation. In March, students celebrated International Week. Students were invited to visit classes and share experiences about culture history and food. The math department continues to align to the Common Core State Standards (CCSS), and have adopted a new textbook series to help with this, *Math Connects* from McGraw-Hill. In addition, in order to better meet the needs of all learners, the seventh grade math program expanded from one to three levels of math, and the eighth grade math program expanded from two to three levels of math. The Science Department continues to effectively spiral their curriculum and works closely with the *Know Atom* curriculum project-based learning and labs to help science come alive; the curriculum is further supplemented through the expansion of Engineering into the seventh and eighth grades as exploratory rotation for students.

Our extracurricular program and offerings continue to support student interests, in the form Homework Club, STEM Club, Journalism Club, Student Council, Card-Making Club, Password Club and Chess Club.

The entire Manchester-Essex Regional Middle School looks forward to a wonderful 2014!

Steve Guditus, MERMS Principal

## MANCHESTER ESSEX REGIONAL HIGH SCHOOL

Manchester Essex Regional High School has continued to evolve in an effort to prepare students for the modern, technological globally-connected world they will face following graduation. We continue to work to assist students to gain valuable skills focused on creating, evaluating and analyzing that will help them to find later successes.

The students at Manchester Essex Regional High School continue to achieve at high levels. Ninety three percent of the Class of 2013 moved onto to post-secondary academic options. One percent moved onto the military; while, 5.6% of the students chose alternate options such as travel during a gap year. One hundred twenty six students took Advance Placement courses during the 2012-2013 school year. Those students took 261 AP course ending exams with 92% of the students scoring 3 – 5 (levels that are deemed acceptable for college credit). MERHS students also did very well on the Commonwealth’s competency exam, MCAS. Eighty-nine percent of students achieved proficient or advanced scores on the English Language Arts exam. Eighty-two percent of students achieved proficient or advanced in Mathematics.

During the 2013 – 2014 school year, Manchester Essex Regional High School adopted two school-wide goals. The faculty is continuing to focus on instructional practices that will expand strategies to meet the needs of all learners. Faculty members are collaborating regularly to implement new methods for differentiating instruction within the classroom. The faculty members

are also engaging in conversations concerning appropriate forms of assessment and our beliefs about grading at the high school level. This collaborative work is essential to continuous improvement at the high school.

The second goal for this school year is the determination, implementation and calibration of District Determined Measures as required by the Educator Evaluation System. Teachers are working together to determine level-aligned common assessments to measure students' learning growth. Ultimately, these measures will be utilized as part of the evaluation system to determine a teacher's effort impact on student learning and will provide data for teacher reflection. Again, teachers are working collaboratively to determine and implement the best measures of student growth.

In an effort to provide a trusted, adult contact for every student in the high school, the high school faculty has implemented a new advisory program, Advisory 2.0. The program matches groups of twelve students to one faculty or staff member. These groups meet approximately two times per month to discuss topics not readily part of the high school curriculum such as stress management, communication skills, and drug/alcohol awareness. Workshop Wednesday provided an opportunity for students to pick from one of forty-five different three hour seminars. The seminars were led by faculty and community members. Seminars included things such as car maintenance, knitting, cooking, Mandarin Chinese, financial management, wreath making, and more.

Students continue to enroll in rigorous course loads at the high school level. The core curriculum is enhanced by engaging electives. Students in the Global Issues course are working on raising money to support Stop Hunger Now as part of an authentic learning opportunity. As part of the Green Scholars program, students are working on a variety of programs to promote environmental sustainability projects that will benefit not only the high school, but also the entire Cape Ann community. This program provides real-world learning opportunities for students. Green Team student members have been hard at work implementing various initiatives and maintaining their presence within the school. For example, the group developed and implemented a reformed waste-management system in the lunch room. The many efforts and initiatives of the team have directly helped gain MERHS the Green Ribbon award through the U.S. Department of Education and have named it among the greenest schools in the region. In addition to the countless awards won for the program, the Green Team Director was awarded environmental teaching awards from New England Environmental Education Alliance and Alliance for Climate Education.

The School Council at the high school level is having a productive year. The Council is reviewing the high school's Chemical Health Policy. Having reviewed a variety of policies from surrounding high schools and colleges, and having met with the local police chiefs from Essex and Manchester, the Council is writing a policy focused on student chemical health education and safety.

Home-school communication has been improved at Manchester Essex Regional High School through the implementation of a weekly family newsletter. The weekly newsletter contains information about all facets of the high school. It is emailed, posted and tweeted on a regular basis

so that all high school stakeholders have access to its information. In addition, regular open office hours are held two times per a month in the high school principal's office.

Students continue to participate in a large variety of co-curricular, extra-curricular and athletic programs. Last spring, both the girls' tennis team and the sailing team won state championships. During the fall of 2014, the girls' cross country team won the state championship.

In November approximately fifty middle/high school students attended a conference in Worcester focused on combating bullying in our schools. The Stop Bullying Conference was designed to help students develop skills to take back to their schools to prevent bullying amongst students. Faculty members served as chaperones during the one day conference.

Our Veterans' Day speaker for our annual Veterans' Day program was Lieutenant Colonel (Retired) Robert Visnick of Rockport. The Lieutenant Colonel. served as an Air Force JAG Corps member, serving as an attorney for twenty years and deployed around the world during his twenty year career. He delivered a patriotic speech. Members of the Manchester American Legion joined us for the ceremony. The band and chorus provided music.

For the fifth consecutive year, MERHS invited the senior citizens of Essex and Manchester to the high school for a holiday luncheon provided by the students. The residents enjoyed a turkey dinner and listened to holiday music provided by the high school band and chorus. Student Council members served as waiters and waitresses during the afternoon festivities. Approximately 80 people were in attendance.

MERHS/MERMS held their annual toy drive to benefit Pathways for Children in Gloucester. The student body, as well as the faculty, donated more than \$5,000 worth of toys. We were the largest donor to participate in this year's toy drive. Additionally, the student body/faculty conducted a food drive of nonperishable food to benefit the Open Door Food Pantry, also located in Gloucester. Both drives were extremely successful and meaningful.

Patricia Puglisi, MERHS Principal

## NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT

Daniel R. O'Connell, Superintendent-Director  
North Shore Regional Vocational School District

Mr. George R. Harvey, Chairman, Essex Representative  
North Shore Regional Vocational School Committee

### **Merger Update**

PMA Consultants & Construction Services, Owners Project Manager (OPM) along with the Design Partnership of Cambridge, Project Architects, continue to guide the new District School

and Building Committee through the MSBA and construction process. The District completed negotiation of a Guaranteed Maximum Price (GPM) for the project with Gilbane Building Company, the Construction Manager at Risk Firm.

The team, led by the District School and Building Committees has advanced the project through early site, concrete foundation and steel packages to occupancy of phase one Farmstead Buildings. The team is currently overseeing the completion of the 330,000 square foot Academy Building and working towards a new school occupancy date of September 2014.

Over the past year, the Owners Project Manager (OPM) and New District, under the Construction Manager at Risk Delivery Process, have completed the following major milestones:

- Completed and occupied the new Animal Science/Vet Tech Building
- Completed and occupied the new Maintenance Building
- Completed and occupied the new Small Engine and Classroom Building
- Completed and occupied the new Horse Barn and Tack Room Addition
- Completed and occupied the new Animal Barn (Small and Large Animal Housing and Procedures Room)

The Main Academy Building construction started the new year 2014 approximately 75% complete. Exterior envelope, windows and roof are substantially complete along with interior walls, cabinetry and ceiling grids, mechanical, electrical, plumbing and fire protection elements. Painting, floors and finishes are underway.

The District continues to review construction progress, potential change orders, and the buyout of Furniture, Fixtures and Equipment. The project remains on schedule for occupancy in September of 2014.

The North Shore Technical High School website ([www.nsths.net](http://www.nsths.net)) will continuously update all merger progress in the future.

### **Administration**

The North Shore Regional Vocational School District Committee, comprised of one member appointed to represent each member community, is the governing body of the School District. The Superintendent-Director and the administrative team carry out the policies of the District School Committee and oversee the daily operation of the school.

### **Enrollment**

Student enrollment as of October 1, 2013 is 463. Students cite the interpersonal relationships with teachers, counselors, and administrators, and the vocational/career area programs as the reasons for application.

Students participate in programs in Automotive Technology, Automotive Collision Repair and Refinishing, Carpentry, Cosmetology, Culinary Arts, Design and Visual Communications, Electricity, Graphic Communications, Health Assisting, Information Technology Services, Machine Tool Technology, and Masonry and Tile Setting.

## **Curriculum**

The **Mathematics Department** is significantly into the transition of its program of study to be consistent with the Common Core expectation of Massachusetts high schools, which is a quantitative reasoning approach to using and understanding mathematics. During the summer of 2012 and 2013, the Mathematics Department began the process of revising its curriculum and mapping it to the Common Core Standards. It is expected that curriculum mapping will be finished during the 2014 -2015 school year. In addition, district-wide common assessments in all courses were created to be administered once per trimester.

The **Science Department** implemented an on-going effort to develop the 9th-12th grade curriculum in a manner that is laboratory based and supports our students' success and career choices. For example this year, we have added a new Honors Biotechnology course that is laboratory based, averaging 50% laboratory during class time. All science courses are aligned with the Massachusetts Science Frameworks, and for the 9th and 10th grade classes, are sequenced in a manner to prepare students for the MCAS test.

The **English Department** implemented a curriculum with significant new material this year as we continue to map the curriculum to the Common Core State Standards, a process which should be completed by the summer of 2014. All four years are skills based, emphasizing close reading, supported writing, informative speaking and discussions that encourage listening and teamwork. Ninth grade students have an additional one-period English class during their exploratory week, and tenth grade students learn test-taking strategies once a week during their career education. This gives teachers and students valuable extra time to focus on improving writing skills in preparation for the MCAS ELA test. Both ninth and tenth grade classes continue to emphasize writing strategies, including the "Writing with Colors" program. Since 2008, our Advanced and Proficient rating in English has gone from 70% to 97%, a 27% increase. In addition, district-wide common assessments in all courses were created to be administered once per trimester along with multiple open response-style check-points for students in grades nine and ten.

The **Social Studies Department** has revised their scope and sequence to conform to the History Curriculum Frameworks and school schedule. Students now have the option to take three or four years of social studies depending on whether they choose to take a foreign language. These changes reflect much revision and adhere to the new state frameworks. New initiatives focus on adding critical thinking and writing into the students' assignments, and teaching history from a global perspective through which trends and philosophies are traced across cultures. By developing an integrated approach, students will realize the interdependence of world nations and cultures, rather than studying countries or time periods in isolation. In addition, district-wide common assessments were created in all courses to be administered once per trimester.

Our **Title I Program** is a federally funded initiative providing supplemental reading instruction for qualifying students. Direct instruction is the program's focus in order to strengthen students' comprehension, fluency and vocabulary skills. This instruction is provided in a small group setting. Students are assigned to reading class for two or three weekly sessions (based upon assessment results). Selection of incoming ninth grade students for the Title I program is based upon the spring placement test and fall comprehension test results. Placement for subsequent



grades is determined by end of the year assessments and general classroom performance. Parent outreach and involvement is an essential program component.

### **MCAS Review**

In 2012, Massachusetts was given a waiver for Adequate Yearly Progress. In response, the DESE has implemented a new system, which is based on narrowing proficiency gaps and incorporates Accountability & Assistance Levels. All Massachusetts public schools are now categorized as Level 1 to Level 5 with regard to Accountability & Assistance Level. Level 1 is reserved for the highest performing and Level 5 for the lowest performing. Overall, North Shore Technical High School did extremely well on a cumulative level on the 2012 MCAS. In order to be “On Target” a school needs a minimum of a “75” on the Cumulative Progress & Performance Index. North Shore Technical High School scored as follows:

All Students	92
High Needs	90
Low Income	90
Students with Disabilities	90
White	92

North Shore Technical High School exceeded the “Target” of “75” in all areas which categorizes the school as “Level 1.” In English, NSTHS saw our proficiency level go from 90% to 97% which put the school at or above the “Target” in all areas. Both mathematics and science saw slight declines in proficient and advanced categories but maintained a rating above the “target,” with only five (5) failures in mathematics and six (6) failures in science.

### **School Council**

The School Council is an organization of faculty, parents, students, and business community representatives who meet with the Principal every six weeks during the school year to review programs and activities at North Shore Tech. At each meeting North Shore Tech staff members inform the Council about specific school activities and programs. The Council again updated the three-year School Improvement Plan, 2010-2013, which was developed to carry us toward the new merged Essex Technical High School. The Council also examines the school budget and student handbook and reviews co-curricular activities. The Council’s advice to the Principal assists in the process of program expansion and curriculum improvement. School Council members are actively involved and very supportive of the staff and students at North Shore Tech.

### **General and Program Advisory Committees**

The Program Advisory Committees meet twice per year to discuss suggestions for improving our vocational-technical programs. The Fall Program Advisory met jointly with the Essex Agricultural and Technical High School and included a group meeting at which all members were apprised of the status of the new school design and construction and participated in a session about work-based learning. The instructors from each program use their individual meetings to learn about the latest trends, equipment, materials, techniques, and technology being used in their industry. The design and equipment for each program for the new school was also discussed at the individual program meetings. Improvement in curriculum and delivery of instruction are directly related to these suggestions and industrial standards.

### **Vocational Career and Technical Area**

As our career areas continue to teach the students the necessary technical skills required to ensure that our students are successful members of society, they have, in addition, incorporated higher order thinking skills into their curriculums ensuring our compliance to the MASS Common Core. Our Career Technical Education (CTE) literacy initiative is introducing students to the value of reading technical articles related to their field. The students are incorporating the school wide Writing with Colors initiative to help them identify the important concepts while they read the articles.

This fall, the Department of Elementary & Secondary Education (DESE) visited North Shore Technical High School (NSTHS) and completed a Coordinated Program Review of our CTE Programs. These interviews were used to validate that we were following Chapter 74 and Perkins guidelines. Although we have not received the final report, their exit interview with us was very positive. They also completed a complete safety review of all our programs and this too was positive. Our teachers did an outstanding job representing the wonderful things they are accomplishing with our students.

### **Outside Projects**

The **carpentry, masonry and electrical programs** are building a teen center for the City of Salem. The students are completing work at the Middleton Police Station, and working at the Middleton Department of Public Works site. They have begun to replace the fencing at the Beverly Historical Society and have other educational jobs awaiting them in several of our other communities. They have also been doing electrical work for our neighbor Extra Innings.

Some examples of other projects completed by our CTE programs include:

- Collision Repair - Restored/painted Middleton's Antique police car.
- Culinary Arts - Welcomes senior citizens from the Council of Aging organizations in our district for lunch on Wednesdays. The Log Bridge Inn is open to the public on Thursdays and Fridays.
- Cosmetology - Operates a full service salon every Thursday and Friday.
- Health Assisting – Continues to visit Hogan Rehabilitation in Danvers, Brooksby's Renaissance Village in Peabody and Putnam Farms in Danvers to help develop the student's technical skills. This allows students to receive certifications in Developmental Disabilities, Alzheimer's Care, and prepare for the Certified Nursing Assistant Exam.

### **Technology**

North Shore Technical High School continues to boast 100% participation in Moodle, a Learning Management System and customizable platform for teachers and learners. The Moodle, online classroom, is used to extend the classroom beyond the four walls and the daily schedule. Students can access course work, supplemental materials, assessments, communications and outcomes anywhere, anytime. Teachers are provided with a home page and a means of setting up and distributing all course information. All teachers are building their curriculum, providing resources, posting assignments and grades in their Moodle classroom and using this as a form of communication to students and their parents. Many teachers are now using more interactive applications in their Moodle classrooms such as online quizzes, journals and paperless lessons.

District wide rubrics are shared in Moodle in order to use authentic assessment in many curricular areas.

Google Apps for Education is becoming, more and more, a part of everyday teaching and learning practices at North Shore Tech. Google combines email, chat, documents and scheduling for integrated communication in and out of the building. Students and faculty can access their email and calendars from any computer or mobile device. The use of Google Apps, which is a “cloud” application of Office software and a component of our North Shore Tech Gmail has brought student and teacher collaboration to a whole new level. These applications are being utilized in a variety of curricular areas. All students save school work in the cloud which can be accessed from anywhere and easily transferred into the new school.

Online resources, evaluating and citing sources are introduced to students during the freshman year in the Freshman Literacy curriculum, as well as in the science classroom. The librarian successfully utilizes Noodle Tools (an online research and citation program) for the integration of technology in all grade levels via the Research Paper initiative.

iPads continue to be the device of choice for a 1:1 initiative. iPads are provided to teachers to further pilot the use of this product. Teachers with a love of technology and a passion for nurturing the minds of their students have been discovering creative ways to incorporate the iPad into the daily routine. We have outfitted many classrooms with Apple TV devices to allow teachers to wirelessly project from their iPads. Many of our special education students are benefiting from using the iPad as a tool to access curriculum regardless of their disability. The iPad has worked well with our students having vision and learning disabilities.

The use of data to drive instruction increases yearly at North Shore Tech. Currently, all common assessments are graded in our Test Wiz system. Data is stored in one central location and distributed to teachers and Administration in order to help drive curriculum and instruction.

### **Professional Development**

Professional development activities have focused on the areas of the school improvement plan which address teaching and learning, as well as school safety and climate. A combination of early release time and embedded instructional consultation, along with the use of common planning time was used to create a comprehensive approach to all initiatives.

In addition to these in-school initiatives, faculty members attended a variety of on-site and off-site workshops and conferences, and submitted a review of what was learned and the benefits for North Shore Technical High School. Teachers and administrators attended conferences related to technology, English instruction, mathematics instruction, school-wide literacy, reading, effective inclusion practices, common assessment, curriculum mapping, diversity, bullying and civil rights trainings.

Membership in the Northeast Consortium for Staff Development and in the Salem State College Collaborative Project for Math, Science, and Interdisciplinary Education continues to allow us to share ideas, concerns and materials, while expanding the opportunities for professional development. Some administrators were able to attend the STEM Summit in November.

Major initiatives this year included:

- Curriculum Development and Alignment to the State Standards
- Literacy in the Career and Technical Programs
- District Wide Common Assessments
- Integration of Technology

### **Special Education Department**

There are approximately 140 students at North Shore Technical High School who have been identified as having special needs; they represent 30% of the general student population. Programs and services are provided and administered by a staff comprised of an administrator, department coordinator/team chair, a part-time team chair, eight special education teachers, a speech/language pathologist, a certified reading specialist, a school psychologist, a school adjustment counselor, a behavioral consultant, six instructional aides, and one secretary. All special education staff is highly qualified in accordance with the No Child Left Behind regulations.

The special education program is inclusive in nature. Inclusion classes are offered in all grades and in every major academic subject area. These classes are co-taught by members of the general education and special education staff. In conjunction with this, many special needs students receive academic support services in the Curriculum Support Center, under the direction of the Special Education Administrator. There are also special education staff assigned to many of our vocational programs to provide support and consultation.

When necessary, small group special education classes with modified content in English, Math, Science and Social Studies are provided for students in accordance with their Individualized Education Programs. These classes are taught by teachers with certification in moderate special needs. The curriculum delivered parallels that of the general education courses.

Teachers certified in reading and/or special education provide individualized and small group tutorials to those students with significant deficits in decoding, comprehension and fluency in compliance with their Individual Educational Programs.

The School Adjustment Counselor and the Behavior Specialist provide emotional and behavioral supports to students, in individual and small group meetings, based on the goals in their Individualized Education Programs. Both personnel also provide consultation to special educators, general educators and career/vocational technical educators regarding the emotional and behavioral needs of students in the classroom setting.

The goal of the Special Education Department is to ensure that all students have access to the general education curriculum in the least restrictive setting. High standards are maintained for students with disabilities, so that they can master the content of the Massachusetts Curriculum Frameworks. In addition, students are prepared for high stakes assessments in Math, English, and Science, as well as for vocational competency testing.

At the beginning of the school year, DESE chose North Shore Technical High School as one of nine school districts to participate in the Career Vocational Technical Education and Special Education Leadership Institute. The Assistant Superintendent, the Vocational Director and the Special Education Coordinator participated in the 6-day institute which focused on increasing vocational technical opportunities for students with disabilities contributing to improved results for all students. In order to achieve this, the institute's presentations and discussions focused on effective collaboration, effective inclusive practices and a culture of high expectations with shared responsibility and accountability for students. Each district identified a target area of improvement and an action plan. Our district determined the need for CVTE and general educators to have a more thorough understanding of the IEP disability categories and best practices for meeting the instructional needs of those students. To that end, our project was to develop a tool kit for teachers; a resource manual with an overview of the disability, instructional implications and strategies to help those student achieve success. The Special Education Department was awarded a grant from DESE to pay special educators and vocational educators to develop the manual. This process has been ongoing throughout the fall and is expected to be completed by January 2014. Additionally, a Career and Vocational Educational Specialist from DESE requested that we present this project at the Massachusetts Association of Vocational Administrators Institute for Success summer conference.

The DESE, in accordance with a federal requirement, makes an annual determination in the area of special education for each school district. There are five levels of accountability. Performance is linked to student performance indicators, district progress and performance index reports, and special education compliance. North Shore Regional School District received the highest determination level – Level 1. We were commended by the DESE for our work to ensure high quality education for all students.

The Special Education Department underwent a Coordinated Program Review by the DESE in November 2012. From January through June, 2012, we submitted documents through a web-based system to the Department; in November, a team visited onsite to review records and interview teachers and administrators; parents of special education students were mailed a satisfaction survey. The report of our results was released by the DESE on April 17, 2013. The findings were very positive.

#### **Athletic Department**

All the sports programs have been merged with Essex Aggie and are now run under one athletic budget. This budget is shared with Essex Aggie. Starting in the fall of 2013, all sports teams but one, have been equipped with brand new uniforms with the new school's logo and mascot. They all sport blue and green with the new Hawk logo.

The Boys' & Girls' Basketball teams continue to have a large number of participants.

The school entered into a cooperative program for Hockey with Mystic Valley Charter School out of Malden. There were five members of the hockey team from North Shore and Essex. A North Shore player, Bryan Jackson was selected as the Most Valuable Player.

This fall, the football team finished with an overall record of 7-3 and captured the league championship with a 4-0 league record. The team qualified for the playoffs and played Cathedral High School in the first round. They ended up losing to Cathedral in the final seconds but went on to win their next two games and will compete in the State Vocational football Championship against Blue Hills from Canton. The sportsmanship displayed throughout the season was noted by officials, opposing parents and opposing coaches. Coach Paul Worth was selected as Coach of the Year in the league.

All athletic programs are running well and the participation rate continues to be very high.

### **Career Exploratory**

The focus of the Career Exploratory Program is to familiarize all ninth grade students with North Shore Technical High School's career vocational/technical areas. Mr. Dan Connors, our ninth grade guidance counselor, worked with each of our ninth graders to provide a more individual guidance program. This program includes in depth interest inventories such as Career Cruising, as well as various skills and abilities assessments to help freshmen become aware of their strengths and weaknesses. They are encouraged to get in touch with their values, beliefs, and skills to assist in choosing the best possible career path. In addition to this program, they are supplemented through a freshman seminar class that enhances self-advocacy, problem solving, and self-worth.

Currently, ninth graders explore twelve vocational programs. The exploratory program is designed so each student spends five days, four periods in shop and four periods in academics every other week. This schedule allows for smaller shop classes so that our teachers are able to evaluate students more comprehensively. Students will complete the exploratory program in the early spring and will then re-explore three shops before making their final shop selection.

### **Career Awareness**

Throughout the year, all students participate in a variety of career planning activities in the Career Center. This designated space is utilized by the Guidance Department in collaboration with the CVTE instructors to deliver activities related to career planning. A new requirement for all students to obtain a Certificate of Occupational Proficiency is the development of a Four Year Career Plan.

The following activities were presented in the Career Center:

- Career Match Maker (a component of Career Cruising software)
- Non-Traditional Career Choices
- Four-Year Career Plan Decision Making
- Final Shop Choice
- Career Pathways
- Social Dignity
- Study Skills
- Mock Interviews
- Conflict Resolution
- Career Cluster Research
- Academic/Technical Success
- Stress Management

- Bullying and Cyberbullying
- Organization and Time Management Techniques

Mr. Connors has developed a curriculum specific for the Freshmen Seminar, a new course for 2012-13. All grade 9 students will participate in this trimester course focusing on decision making, workplace readiness, self-determination and conflict resolution.

### **Tech Prep**

Tech Prep, a federally funded program, establishes articulation agreements between high school students and post-secondary institutions. This program develops career pathways that allow for a seamless transition from high school to college programs of study, creating opportunities for high school students to earn college credits.

During the 2012-13 school year, articulations in Auto, ITS, Health, Culinary, Graphics, Electrical and Machine were renewed. Currently there are articulations with Central Maine Community College, Southern Maine Community College, Bunker Hill Community College, Middlesex Community College, Mass Bay Community College, and Benjamin Franklin Institute of Technology.

The Tech Prep Consortium at North Shore Community College (NSCC) provided our students with the following activities:

- College/Career Expo
- On the Spot Admissions
- Pre-engineering Career Day: Machine/Electrical students
- Business Career Day: Cosmetology students
- Graphics Career Day: Graphic/Design-Visual Communications students
- ITS Career Day: ITS students
- Health Career Day: Health students
- Pre-Advising Day
- College Fair
- Professions Speaker Day for Grade 10 students

Tech Prep coordinators meet and collaborate with NSCC discussing seamless transitions upon graduation from North Shore Technical High School to enrollment at North Shore Community College.

### **Dual Enrollment**

Dual enrollment is a program offered to eligible high school juniors and seniors who want to earn both high school and college credits simultaneously by taking courses at publicly funded higher education institutions.

During the 2011-12 school year, three Information Technology Services (ITS) sophomores were accepted into The Academy for Excellence Program (ACE). This program is a collaborative effort between Northeastern University and the Massachusetts Administrators Vocational Association (MAVA). This opportunity was made available to Race to the Top (RTT) Grant recipients. Three students were selected from ITS after an arduous application process. The program began in July

2012 at Northeastern. Upon successful completion of this program students will graduate with eighteen (18) college credits, in addition to their high school graduation requirements. This is a RTT grant funded activity for two of the students and the District is funding the third student.

### **Cooperative Education**

Cooperative Education provides seniors the opportunity to develop academic, technical and employability skills in a work-based setting. Alternating weekly between work and classroom, students with a good academic/technical standing and discipline record may participate in this program. Students participating in this program are paid for their work in their chosen technical field. Students may also participate in internships through this program.

During the 2012-2013 school year, thirty-two (32) junior and senior students went out on co-op. These jobs resulted in full-time employment for graduates not attending post-secondary schools. Presently, the Co-op position is held by the Essex Aggie Career Technical Education Co-op Coordinator who serves both schools. Ms. Leilevre is present at North Shore Technical High School from 8:00 a.m. to 11:00 a.m. Monday to Friday.

### **Senior Placement**

Plans for the graduates of 2013 included the following: 19% attended 4 year colleges, 37% attended 2 year college, and 44% went to work in their technical area.

### **School Adjustment Counselor**

The School Adjustment Counselor is a licensed clinical social worker who works with the at-risk population identified and referred by faculty, administration and parents. Students, seen by the School Adjustment Counselor, present with a wide range of social, emotional and mental health issues. These types of issues may significantly impede a student's ability to function and adequately perform in school.

The decision to discontinue the Peer Mediation Program for 2013-14 was made upon review of the available data (decline in referrals sources, student feedback, faculty and administrative input). Conflict resolution strategies are now covered in the Guidance and Health curriculums.

### **Health Office**

Health services offered at North Shore Technical High School include: first aid, health education, health promotion and prevention of illness in a caring safe environment. Emphasis is to prevent illness and injury, to minimize impairments to learning and to make community/school referrals as appropriate.

In the 2012-2013, school year students and faculty visited the health office approximately 3,687 times, which did not include the flu clinic for faculty and staff. Headaches, general malaise, sore throats, menstrual cramps, and mental health issues were the most frequent complaints that brought students to the health office. Our most serious challenge was the care of three insulin dependent diabetic students.



**Transportation Department**

The Transportation Department has a fleet consisting of thirty eight (38) vehicles, fifteen -71 passenger buses, seven-77 passenger buses, one-18 passenger bus, three buses dedicated to the building trades, three-35 passenger buses, five-32 passenger buses, three 30-passenger buses, and one-8 passenger van. Transportation is provided for students to and from school on a daily basis.

The Transportation Department provides five shuttle buses from Essex Aggie after school to bring the students to North Shore to board the buses for their ride home. Late runs for students that stay after school is available Monday through Thursday and daily for sports and other activities for North Shore Tech and Essex Aggie. Transportation was provided for field trips, off-site activities, sports games, etc. This school year, transportation for North Shore Technical High School and Essex Aggie has been completely merged.

**Adult Education**

Adult Evening Education at North Shore is a self-supporting program that offers approximately sixty (60) vocational-technical classes that enhance the professional and personal lives of the adult members of our communities. The Program serves approximately one thousand adult students that participate in a wide variety of courses. Popular fields of study include: computers, health, construction, machine technology, culinary, automotive, business and personal finance. A number of courses have State approval for professional and trade license preparation, for example Journeyman and Masters Electrician License, Plumbing Apprenticeship Tiered Training, Manicuring and Auto Damage Appraisal License.

The Adult Education Program has recently initiated the development of online course capabilities. It is our hope to market professional development online options for teachers and other professionals in the near future. Furthermore, our new online registration option continues to be very popular with our adult students, now representing nearly three quarters of our total registrations.

**Business Office**

The Department of Revenue has certified the amount in our unencumbered excess and deficiency funds available July 1, 2013 at \$508,950.00.

The Fiscal 2015 Budget preparation for Essex North Shore Agricultural & Technical School District is currently in process. The preparation for the next year's budget poses many challenges. Some of those challenges include unknowns and/or undetermined items such as utility costs, enrollment, staffing and health care to name a few. Administrators and staff members from both districts have been working together to merge the cultures and programs to create a fiscally sound budget to present to our school committee in February.

On April 30, 2013, we had our third annual benefits fair. This year we rolled out through Colonial Life the opportunity for employees to purchase supplemental insurance policies. With that also came the benefit of a college tuition savings plan. We continue to offer employee benefits at no direct cost to the District.

The field work for the fiscal year 2013 audit report is complete and I expect a draft report any time. The final report will be available in January. If you would like to obtain a copy of the report, please contact the business office at 978.762.0001 x227 or via email at mznamierowski@nsth.net.

Respectfully submitted,  
North Shore Regional Vocational School Committee

Beverly	Mr. Dean Porteous
Boxford	
Danvers	Mr. Russell Fravel
Essex	Mr. George R. Harvey, Chairman
Gloucester	Ms. Melissa J. Teixeira
Hamilton	Mr. David W. Ketcham
Lynnfield	Dr. Paul Anderson
Manchester-by-the-Sea	Mr. Joseph Sabella
Marblehead	Mrs. Marcia Sweeney, Vice Chairman
Middleton	Mrs. Ellen Weitzler
Nahant	
Rockport	Mr. Bruce Perkins
Salem	Mr. Thomas St. Pierre
Swampscott	Mr. William Jackson
Topsfield	Ms. Trudi Perry
Wenham	Mr. William O. Nichols, Secretary

## ACTION INC.

I want to thank the Town of Essex and its residents for their continued support for Action, Inc. Our programs continue to serve Essex families and individuals in need. The people of Essex are among our most energetic and generous supporters of Action's Project Uplift Holiday Toy Drive. The program was a big success again this year. With the generous support of several Essex residents and businesses and others, we were able to provide toys and clothing to some 700 children region-wide. The students at the Essex Elementary School joined in this year and brought in an extra bounty of toys that helped to brighten the Christmas Holiday for many less fortunate children.

During the past year, 105 Essex families received services through Action's programs. 71 Essex households received Fuel Assistance to help with their home heating bills with an average benefit of \$900. In addition, 12 Essex residents received energy conservation measures and heating system work on their homes through programs sponsored by National Grid and the Department of Energy, making their homes more energy efficient.

Our Benefits and Support and Job Training departments provided training as Home Health Aides and assistance with obtaining housing and benefits such as food stamps and Mass Health to 14 Essex families.

Our Homecare Program provided care to eight (8) elderly Essex residents totaling more than 1,600 hours of service to help them maintain their independence. The dollar value of this service was \$34,000.

Essex resident Courtney Lane continued to represent the Town of Essex on Action's Board of Directors. I thank her for her dedication and service throughout the year.

Action, Inc. is continuing to make all of Action's services accessible to Essex residents in 2014. We truly appreciate the continued support of the Town of Essex and the generosity of our many donors who reside in Essex.

Sincerely  
Timothy L. Riley, Executive Director

## HAWC

### HEALING ABUSE WORKING FOR CHANGE

Founded in 1978, the mission of HAWC is to create social change by taking action against personal and societal patterns of violence and oppression. HAWC provides services and support to victims of domestic abuse residing in the 23 cities and towns on the North Shore in order that they may make informed, independent decisions about their futures.

HAWC provides free, comprehensive services to victims of domestic violence and their children including: a 24-hour hotline, emergency shelter, advocacy in courts, police departments and healthcare settings; trauma recovery counseling for adults and children; support groups; economic stability services; relocation and rental assistance; prevention education in schools and communities. HAWC has five office locations (Lynn, Salem, Gloucester, Beverly and Ipswich) with HAWC staff out-stationed in hospitals, police departments, courts and schools. HAWC's 24 paid staff and 80 volunteers (after 40 hours of training) provide the following free and confidential services:

HAWC's staff, Board, volunteers, and community-wide partners envision a world where relationships are built upon mutual respect and partnership and where home is a place of nurturing and renewal. Our work is rooted in an empowerment model and we view domestic violence in the context of other social oppressions (racism, classism, sexism, heterosexism, etc.) with the goal of altering social norms and public policies that support them. HAWC staff members reflect the racial, ethnic, sexual orientation, gender and linguistic backgrounds the diverse communities we serve. All staff and volunteers have been trained in best practices for serving clients in same sex relationships.

Community-wide knowledge about the tactics of perpetrators prepares everyone to recognize the warning signs of abuse and how to get help. Domestic abuse takes many forms but its goal is always the same: to control one's partner. Tactics of control include emotional, physical, economic, social and sexual abuse, name-calling, belittling, stalking, isolating one from family and friends, intimidation, and threats of harm are all abusive, whether they involve physical violence or not.

In Fiscal Year 2013, HAWC provided the following free services:

- 3791 hotline calls answered 24 hours a day by HAWC staff and volunteers
- 459 support group sessions in English and Spanish
- 1,327 individual advocacy sessions in our Lynn, Salem, and Gloucester offices
- 2,491 legal advocacy sessions in courts throughout Essex County
- 13 families were provided with safe shelter
- 401 hospital based advocacy sessions to patients at North Shore Medical Center
- 431 crisis intervention sessions to victims of crime through a collaboration with the Beverly Police Department
- 56 high risk victims with homicide prevention advocacy. Their cases were reviewed 562 times by Homicide Prevention Teams in Lynn, Salem, and Gloucester
- 58 Parent/Child Trauma Recovery sessions to families experiencing abuse through a collaboration with Mass General for Children at North Shore Medical Center

Essex residents served by HAWC in FY 2013 (HAWC served a total of 7 Essex residents):

- 6 residents called HAWC's 24 hour hotline 34 times
- 5 residents received individual advocacy services 23 times
- 1 resident attended 1 support group 1 time
- 1 resident received hospital based advocacy services 1 time
- 2 residents received legal advocacy services 2 times
- 1 resident received advocacy at Beverly Police Department 1 time.

*If you or someone you know is living in fear of their partner, please call HAWC's 24-hour, toll-free hotline at 800-547-1649. Contact and understanding from a person outside the abusive relationship is often the one most important lifeline for a person getting free from abuse. The more you know the more you see. You can become part of the solution.*

## NORTHEAST BEHAVIORAL HEALTH

Northeast Behavioral Health provides a wide range of services to Essex residents, including mental health and substance abuse counseling, assisting victims of crime and sexual assault and education about HIV/AIDS.

The following is the number of unduplicated by month mental health and substance abuse clients from Essex who received services from NBH during our fiscal year 2013, the time period July 2012 through June 2013.

July 2012	46	January 2013	52
August 2012	48	February 2013	43
September 2012	56	March 2013	46
October 2012	41	April 2013	46
November 2012	43	May 2013	49
December 2012	44	June 2013	52

Thank you for your continued support.  
Stephen J. Surpitski, Director of Budgets and Contracts

## SENIORCARE, INC.

### 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.

SeniorCare supported services were provided to 209 Essex elder residents last year. Of those served, 18 elders received case management services. 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, are provided when needed. The cost of this service for Essex elders during this year was estimated to be \$7,200.00.

### **Homemaking, Chore, Personal Care, Home Health, Nursing Services, other Home Care Services**

Eighteen Essex elders received one or more of the above named services on a monthly basis during the year. Homemaking services include light housekeeping, errands and meal preparation. Personal care service provides a home health aide to assist frail elders with personal hygiene, ambulation, and transfers. Total cost of these services is approximately \$64,922.00.

### **Nutrition Program**

Thirty-three Essex residents were served 3,857 home delivered meals in FFY 2013. Additionally a bi-monthly congregate meal was served at the Council on Aging totaling 304 meals for 45 Essex elders. Nutrition Education services were provided as well. The total cost of this Nutrition Service to Essex elders for this year was estimated to be over \$24,814.00.

### **Outreach**

SeniorCare granted \$1,247.00 to the Essex Council on Aging to provide Outreach to community elders. 262 elders received 262 contacts through Outreach services. Elders were contacted by volunteer outreach workers to inform them of services that are available and how to access them.

### **Other Services**

Other services that were provided to Essex elders included information and referral, personal emergency response systems, transportation, adult day health services, nursing home pre-screening, caregiver counseling, Alzheimer's coaching and the services of the Nursing Home Ombudsman Program, which advocates on behalf of elders in nursing homes and rest homes. The cost of these programs is estimated to be \$11,473.00.

Total costs for services provided to elders of Essex in FY 2013 are estimated to be \$109,656.00.

Sincerely,  
Scott M. Trenti, Executive Director

## SHELLFISH CONSTABLE

First and foremost, I would like to thank my Assistant Constables: Steve Hartley, Dick Sargent, and Peter Wilson. Without their fine efforts and outstanding work, the past year would have not have run so smoothly.

During the year 2013, many changes have appeared affecting the local shellfishing industries. The volume of shellfish harvested declined a bit. This can be attributed to several factors: more demand for the local product, less shellfish around, and lastly, an infestation of the predatory green crab. What and where the effects of this will be on the industry is still to be determined. As I speak, local and State agencies are testing and collecting data on this issue. More information will be available in the future, but not at this time of writing. On the immediate level, I feel netting could be a partial solution. Remember, over 4,000 pounds of shellfish were harvested at America's Flat aqua project next to Robbins Island. This could again be feasible, but only as a large scale volunteer project. This could be accomplished with no loss of digging time. It could be implemented during five-day rain closures.

As usual, I would like to state that all Shellfish Department vehicles are still up and running at this time.

Once again I am looking forward to serving the Essex shellfishing industry again in 2014. I hope that it will be a safe and profitable year for everyone involved.

Respectfully submitted,  
William J. Knovak

## TOWN ACCOUNTANT

The following reports of the accounts of the Town of Essex for the Fiscal Year 2013 are submitted in compliance with Section 61 of Chapter 41 of the General Laws of Massachusetts. Contained herein are statements of: Fund Equity, Debt Schedule, Cash Receipts, Appropriations and Expenditures, and Combined Balance Sheet. A copy of the audited financial statements is available in the Town Accountant's office.

Certified 'Free Cash' amounts at July 1, 2013, which reflect FY13 operations, are:

General Fund	\$ 944,949.
Water Enterprise	\$ 268,238.
Sewer Enterprise	\$1,625,998.

Respectfully submitted,  
Roxanne F. Tieri

FUND EQUITY JUNE 30, 2013

General Fund:	1,587,584
Water Fund:	268,288
Sewer Enterprise Fund:	1,819,119
Special Revenue Fund Equity:	
Ambulance Fund	305,530
Ball Field Restoration Gift	931
Board of Health Gift	84
Board of Health - Health Revolving	209
"        " - Public Nurse Revolving	1,012
"        " - Triathlon Revolving	2,116
Boardwalk - Seaport Grant	35,072
Care of Impounded Dogs	140
Centennial Grove Revolving	1,587
Chapter 40 Sec 53G Consulting Fees	3,082
Chapter 90 Highway	(78,719)
Community Preservation Fund	280,921
Conomo Point Picnic Tables Gift	100
Council on Aging Gifts	3,836
Cultural Council Grants	4,627
Emergency Dispatch Grant	(1,920)
Essex Holiday Festival	2,616
EYC Department Gift	183
EYC Park Improvement Gifts	6,006
Fire Department Gift	(19)
Harbormaster Gift	1,134
I-Net Grant - Comcast	20,000
Insurance Revolving	2,120
Library Grant	10,211
Parking Lot Construction	6,140
Police Gift	3,136
Sale of Real Estate Fund	5,266,303
Senior Care Grant	312
Senior Center Project	408
Septic Repair Program	194,618
Town Hall Renovations	74,274
Town Hall Roof Repair	24,375
Town Technology Fund	34,233
War Memorial Restoration Gift	1,636

Waterways Improvement	22,117	
Wetlands Protection	35,468	
Total Special Revenue Funds		6,263,879
Trust Funds:		
Luther T. Burnham	96,715	
Albert Cogswell	72,163	
Conservation Fund	21,074	
T.J. Coolidge	35,429	
Municipal Building	24,929	
Ryder Estate	176,490	
Selectmen's Trust	2,571	
Cemetery Perpetual Care	201,275	
Cemetery Flowers	4,601	
Cemetery Lot Care	26,125	
Cemetery Lot Sale	2,157	
O.P.E.B. Trust	15,321	
Stabilization Fund	657,170	
Total Trust Funds		1,336,020
Total Fund Equity:		11,274,890

DEBT SCHEDULE JUNE 30, 2013

Outstanding Maturing Debt:		
DPW Facility	100,000	
Fire Truck	35,000	
Water Treatment Plant	160,000	
Water Storage Tank	120,000	
Septic Title V	320,707	
Sewer Eastern Bank Bond	935,000	
Sewer MWPAT	15,411,506	
Total Bonds Payable		17,082,213
Permanent Notes:		
DPW Facility - State House Note	117,700	
Water Mains	137,000	
Total Permanent Notes		254,700
Total Long Term Debt Payable		17,336,913



**CASH RECEIPTS**  
**JULY 1, 2012 - JUNE 30, 2013**

**TAXES AND EXCISE**

Personal Property	187,511	
Real Estate	11,229,937	
Tax Title	24,791	
Motor Vehicle	520,405	
Boat Excise, Unreserved	4,449	
Room Occupancy	9,647	
Penalties and Interest	69,712	
		<hr/>
		12,046,452

**CHARGES FOR SERVICES**

Municipal Lien Fees	4,650	
Other Departmental	3,750	
Private Detail Administrative Fees	5,141	
RMV Fees	6,270	
Appeals Board	600	
Planning Board	10,031	
Rental of Town Property	577,366	
Transfer Station	162,270	
		<hr/>
		770,078

**LICENSES AND PERMITS**

Alcoholic	16,550	
Board of Health	23,474	
Building	74,907	
Cable TV	568	
Clam	22,347	
Dog Licenses	6,664	
Electrical	11,932	
Firearms Permits	1,838	
Fire Department Permits	10,407	
Gas/Plumbing	6,830	
Licensing Board	6,515	
Moorings	32,668	
Town Clerk Licenses	270	
		<hr/>
		214,970

OTHER		
Earnings on Investments	9,140	
Parking Tickets	9,330	
Fines	5,780	
Sale of Surplus Property	1,246	
Miscellaneous	<u>7,323</u>	32,819

FEDERAL & STATE REVENUE		
Cultural Council	3,882	
CPA State Match	11,454	
Council on Aging Grants	5,271	
DPW - Chapter 90	157,192	
Election - Polling Hours	1,132	
Library - LIG/MEG	2,636	
FEMA - Storm Damage	1,992	
DCR Seaport - Boardwalk Grant	105,000	
MAPC - Bike Rack	1,946	
Medicare Part D	11,498	
Police - E911 Grant	34,256	
Fire - Equipment Grant	<u>2,500</u>	338,759

CHERRY SHEET REVENUE		
Cherry Sheet Assessments	(29,154)	
Elderly Exemptions	1,506	
Loss of Taxes, State Land	8,242	
Government Assistance	207,087	
Veterans Exemptions	16,985	
Veterans Benefits	<u>7,720</u>	212,386

SPECIAL REVENUE FUNDS		
Ambulance	82,278	
Board of Health - Gifts, Revolving	9,874	
Cemetery Lot Sales	1,503	
Centennial Grove Revolving	3,415	
Comcast - Franchise fee	14,545	
Community Preservation Fund	45,629	

Council on Aging - Gifts	377	
Council on Aging - Senior Care	1,128	
Fire Department - Gift	225	
Holiday Festival Gifts	2,310	
Insurance Claims < \$20,000	587	
MIIA - Asbestos Abatement	1,135	
Police - Gifts	150	
Sale of Real Estate Fund	5,267,949	
Septic Repair Program - Loans	48,123	
Waterways Fund	4,449	
Wetlands Protection	<u>3,037</u>	5,486,714

#### TRUST FUNDS

Burnham Trust	277	
Cemetery Flowers	15	
Cemetery Lot Care	8,616	
Cemetery Perpetual Care	1,815	
Cogswell Trust	206	
Coolidge Trust	101	
Conservation Fund	63	
Municipal Building Trust	71	
O.P.E.B. Trust	15,321	
Ryder Trust	503	
Selectmen's Trust	7	
Stabilization Trust	<u>3,841</u>	30,836

#### WATER ENTERPRISE FUND

Water Rates	680,376	
Other Charges	4,368	
Penalties and Interest	12,775	
Investment Income	773	
Water Betterment Principal	12,404	
Water Betterment Interest	<u>4,267</u>	714,963

# SEWER ENTERPRISE FUND

Sewer Rates	558,485	
Tax Title	2,793	
Connections and Other Charges	8,403	
Penalties and Interest	15,389	
Investment Income	1,221	
Sewer Betterment Principal	781,541	
Sewer Betterment Interest	198,594	
		<u>1,566,426</u>

TOTAL REVENUE	<u><u>21,414,403</u></u>
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# OTHER NON REVENUE CASH RECEIPTS

Borrowing - Renewal	137,000	
Collector and Deputy Fees	14,052	
Cancelled Payments	5,460	
Due to Verizon	208	
Due to Comm. Of MA - Firearms Permits	5,388	
MERSD Reimbursement for Telephone	1,666	
Payroll Deductions Withheld	403,188	
Tailings	250	
Police & Fire Detail	72,369	
		<u>639,581</u>

TOTAL CASH RECEIPTS	<u><u>22,053,984</u></u>
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FISCAL YEAR 2013 APPROPRIATIONS REPORT						
	Forward from FY12	Final Budget	Expended YTD	Yr End Balance	Encumbrance	Closed to Unreserved
	\$	\$	\$	\$	\$	\$
Moderator Stipend		100.00	100.00	-	-	-
Moderator Expense		20.00	-	20.00	-	20.00
Moderator	-	120.00	100.00	20.00	-	20.00
Selectmen Admin Asst Salary		53,441.00	53,441.00	-	-	-
Selectmen Stipend		3,000.00	3,000.00	-	-	-
Selectmen Temporary Clerical		1,000.00	676.36	323.64	-	323.64
Sick/Vac Payout - Retiring Employees		5,500.00	-	5,500.00	-	5,500.00
Selectmen Procurement/Advertising		1,200.00	982.88	217.12	-	217.12
Town Meeting Audio/Visual Services		2,500.00	2,187.94	312.06	-	312.06
Selectmen Office Supplies		900.00	886.02	13.98	-	13.98
Selectmen Dues & Meetings		2,000.00	1,315.26	684.74	-	684.74
A11/11-15-10FTM Town Bldg Feasibility Study	5,000.00	5,000.00	-	5,000.00	5,000.00	-
A11/11-14-11FTM Conomo Pt Appraisals	13,850.00	13,850.00	-	13,850.00	13,850.00	-
A27/07ATM Historic Records Preservation	2,990.19	2,990.19	934.86	2,055.33	2,055.33	-
A18/11-14-11FTM Town Costs for Events	8,112.40	8,112.40	4,278.64	3,833.76	3,833.76	-
Board of Selectmen	29,952.59	99,493.59	67,702.96	31,790.63	24,739.09	(0.00)
						7,051.54
Town Admin Salary		111,600.00	111,600.00	-	-	-
Sick Leave Buyback		2,884.00	2,861.76	22.24	-	22.24
Town Admin Seminar Fees		750.00	665.00	85.00	-	85.00
Town Admin Expenses		1,000.00	622.50	377.50	-	377.50
Town Admin Travel		2,000.00	1,989.48	10.52	-	10.52
Town Admin Dues & Memberships		800.00	652.00	148.00	-	148.00
Town Administrator	-	119,034.00	118,390.74	643.26	-	643.26
Fin Comm Expenses		410.00	152.00	258.00	-	258.00
Fin Comm Reserve Fund		45,759.34	-	45,759.34	-	45,759.34
Finance Committee	-	46,169.34	152.00	46,017.34	-	46,017.34
Town Accountant Salary		38,081.00	38,081.00	-	-	-
Town Accountant Clerical		5,284.00	4,267.34	1,016.66	-	1,016.66
Town Acct Seminar Fees		300.00	299.00	1.00	-	1.00
Audit & GASB: Professional Services		30,000.00	30,000.00	-	-	-
Software Support Fee		6,890.00	6,860.70	29.30	-	29.30
Town Acct Telephone		400.00	386.28	13.72	-	13.72
Town Acct Office Supplies		960.00	941.67	18.33	-	18.33
Town Acct Travel		300.00	139.28	160.72	-	160.72
Town Acct Dues & Memberships		100.00	80.00	20.00	-	20.00
A13/11-19-12FTM Unpaid Bills		336.00	336.00	-	-	-
Town Accountant	-	82,651.00	81,391.27	1,259.73	-	1,259.73
Assessors Clerical		37,296.00	36,667.08	628.92	-	628.92
Assessor Stipend		14,358.00	14,358.00	-	-	-
Assessor Junior Clerk		10,475.00	5,817.40	4,657.60	-	4,657.60
Software Support		5,933.23	-	5,933.23	-	5,933.23
Mapping		27,000.00	2,050.00	24,950.00	-	24,950.00
Assessor Consulting Services		25,000.00	24,000.00	1,000.00	-	1,000.00
Assessor Legal Exp		1,000.00	1,000.00	-	-	-
Assessor Telephone		525.00	407.50	117.50	-	117.50
Assessor Office Supplies		2,710.60	2,132.28	578.32	85.40	492.92
Assessor Expenses		1,183.58	1,183.58	-	-	-
Assessor Dues & Memberships		217.59	190.00	27.59	-	27.59
Encumbered Mapping		24,900.00	24,900.00	-	-	-
Enc Assessors - Consulting Services		3,600.00	-	3,600.00	-	3,600.00
Assessors	28,500.00	154,199.00	112,705.84	41,493.16	85.40	41,407.76
Treasurer/Collector Salary		68,554.00	68,554.00	-	-	-

FISCAL YEAR 2013 APPROPRIATIONS REPORT							Forward from FY12	Final Budget	Expended YTD	Yr End Balance	Encumbrance	Closed to Unreserved
Collector Clerical								42,000.00	41,839.20	160.80		160.80
Sick Leave Buyback								982.00	-	982.00		982.00
Ch 41 Sec108P Treasurer stipend (A12/11-3-08FTM)								1,000.00	1,000.00	-		-
Treas/Coll Copy Machine Exp								250.00	-	250.00		250.00
Treas/Coll Seminar Fees								802.00	802.00	-		-
Payroll Processing								6,465.00	5,812.30	652.70		652.70
Financial Advisory Services								2,575.00	2,000.00	575.00		575.00
Collector Legal Exp								5,200.00	5,200.00	-		-
Tax Title Exp								4,800.00	2,032.84	2,767.16	2,767.16	-
Bank Fee								1,235.00	1,235.00	-		-
Treas/Coll Telephone								600.00	449.31	150.69		150.69
Treas/Coll Postage								9,200.00	8,356.95	843.05		843.05
Treas/Coll Office Supplies								10,010.00	9,597.24	412.76		412.76
Treas/Coll Travel								1,000.00	711.78	288.22		288.22
Treas/Coll Dues & Memberships								298.00	240.00	58.00		58.00
Interest due on Property Tax Abatements (ATB)								1,000.00	1,000.00	-		-
A11/11-19-12STM OPEB Trust								15,000.00	15,000.00	-		-
Treasurer/Collector							-	170,971.00	163,830.62	7,140.38	2,767.16	4,373.22
Legal Expense								37,769.99	37,769.99	-		-
Legal Expense - Conomo Point								343,618.20	339,860.25	3,757.95		3,757.95
Legal							-	381,388.19	377,630.24	3,757.95	-	3,757.95
Personnel Officer Salary								12,400.00	12,400.00	-		-
Personnel Bd. Expenses								500.00	-	500.00		500.00
Personnel Board							-	12,900.00	12,400.00	500.00	-	500.00
Town Website Support/Maintenance								4,500.00	4,320.00	180.00		180.00
Internet Service								2,000.00	935.28	1,064.72		1,064.72
Notification System Support								5,000.00	4,510.00	490.00		490.00
Network Equip & Maint								3,000.00	3,000.00	-		-
A2/11-15-10FTM Computer Hardware/Software							4,499.59	4,499.59	4,499.59	-		-
Internet/Network							4,499.59	18,999.59	17,264.87	1,734.72	-	1,734.72
A6/07FTM Town Website							1,533.10	1,533.10	-	1,533.10	1,533.10	-
Website							1,533.10	1,533.10	-	1,533.10	1,533.10	-
Town Clerk Salary								55,146.00	55,146.00	-		-
Training Expense								912.39	912.39	-		-
Town Clerk Copy Machine								384.55	368.47	16.08		16.08
Town Clerk Office Supplies								754.29	754.29	-		-
Parking Tickets								1,406.00	1,406.00	-		-
Dog Licenses								232.77	232.77	-		-
Town Clerk Dues & Memberships								85.00	85.00	-		-
Encumbered Parking Tickets							126.00	126.00	126.00	-		-
Town Clerk							126.00	59,047.00	59,090.92	16.08	-	16.08
Election Wages								4,080.00	3,978.19	101.81		101.81
Ballots								320.00	320.00	-		-
Voting Lists								10.74	10.74	-		-
Town Meeting Expenses								76.17	67.78	8.39		8.39
Election Expenses								5,167.09	5,124.09	43.00		43.00
Elections							-	9,654.00	9,500.80	153.20	-	153.20
Registrars Stipends								1,350.00	1,323.43	26.57		26.57
Registrars Printing								500.00	500.00	-		-
Registrars Supplies								1,800.00	1,713.49	86.51		86.51
Registrars							-	3,650.00	3,536.92	113.08	-	113.08

FISCAL YEAR 2013 APPROPRIATIONS REPORT

Forward from FY12

Final Budget

Expended YTD

Yr End Balance

Encumbrance

Closed to Unreserved

Licensing Board Clerical Salary	2,480.00	2,480.00	-	-	-	-
Licensing Bd. Expenses	175.00	143.60	31.40	31.40	-	31.40
<b>Licensing Board</b>	<b>2,655.00</b>	<b>2,623.60</b>	<b>31.40</b>	<b>31.40</b>	<b>-</b>	<b>31.40</b>
Conservation Agent	7,096.00	1,984.71	5,111.29	5,111.29	351.05	5,111.29
Conservation Commission Clerical	15,710.00	10,762.25	4,947.75	4,947.75	-	4,947.75
Software Maintenance	900.00	-	900.00	900.00	-	900.00
Telephone	520.00	512.09	7.91	7.91	-	7.91
Conservation Comm. Expenses	1,098.00	236.41	861.59	861.59	-	861.59
Conservation Comm. Dues & Memberships	250.00	231.00	19.00	19.00	-	19.00
<b>Conservation Commission</b>	<b>25,574.00</b>	<b>13,726.46</b>	<b>11,847.54</b>	<b>11,847.54</b>	<b>351.05</b>	<b>11,496.49</b>
Planning Board Clerical	12,038.00	9,919.67	2,118.33	2,118.33	140.42	1,977.91
Planning Bd Telephone	393.89	393.89	-	-	-	-
Notices	1,500.00	391.50	1,108.50	1,108.50	-	1,108.50
Technology	331.11	-	331.11	331.11	-	331.11
Planning Bd Expenses	550.00	490.10	59.90	59.90	-	59.90
<b>Planning Board</b>	<b>14,813.00</b>	<b>11,195.16</b>	<b>3,617.84</b>	<b>3,617.84</b>	<b>140.42</b>	<b>3,477.42</b>
Appeals Board Clerical	1,279.00	401.20	877.80	877.80	-	877.80
Appeals Bd Expenses	1,000.00	461.34	538.66	538.66	217.50	321.16
<b>Zoning Board of Appeals</b>	<b>2,279.00</b>	<b>862.54</b>	<b>1,416.46</b>	<b>1,416.46</b>	<b>217.50</b>	<b>1,198.96</b>
Conomo Point Clerical Salary	2,480.00	2,480.00	-	-	-	-
Conomo Point Stipend	150.00	150.00	-	-	-	-
A5/12ATM Management of Conomo Pt Real Estate	50,000.00	31,085.00	18,915.00	18,915.00	-	-
A1/11-3-08FTM Subdivision Plan - Conomo Point	650.00	650.00	-	-	-	-
A10/11-14-11FTM Develop N. Conomo Pt Subdiv	18,990.29	11,932.78	7,057.51	7,057.51	-	-
A3/12ATM C.P. Waterfront Access Design	50,000.00	50,000.00	-	-	2,037.41	0.00
A4/12ATM Improvements to Southern Conomo Pt.	70,000.00	67,962.59	2,037.41	2,037.41	-	0.00
<b>Conomo Point</b>	<b>192,770.29</b>	<b>164,260.37</b>	<b>28,009.92</b>	<b>28,009.92</b>	<b>2,037.41</b>	<b>0.00</b>
Prior Year Encumbrance Open Space Exp	475.00	-	475.00	475.00	-	-
<b>Open Space</b>	<b>475.00</b>	<b>475.00</b>	<b>475.00</b>	<b>475.00</b>	<b>475.00</b>	<b>-</b>
Town Property Custodian	18,331.00	18,258.24	72.76	72.76	-	72.76
Town Hall Custodian - Snow Removal	2,256.00	331.10	1,924.90	1,924.90	-	1,924.90
Town Hall Electricity	7,238.60	6,344.26	894.34	894.34	-	894.34
Town Hall Heating Fuel	18,000.00	17,959.31	40.69	40.69	-	40.69
Town Hall Water Usage	850.00	652.40	197.60	197.60	-	197.60
Town Hall Sewer Usage	1,700.00	1,021.05	678.95	678.95	-	678.95
Town Hall Office Machines	3,000.00	1,398.12	1,601.88	1,601.88	-	1,601.88
Senior Center Systems Inspection/Maintenance	5,000.00	3,343.88	1,656.12	1,656.12	-	1,656.12
Selectmen Telephone	2,000.00	1,718.40	281.60	281.60	-	281.60
Town Hall Office Supplies	12,000.00	11,240.04	759.96	759.96	-	759.96
Town Property Expenses	6,372.75	6,372.75	-	-	-	-
Reserve Fund Transfer - Conomo Point Subdiv De	70,239.36	70,239.36	-	-	-	-
Blanket Liability Insurance	336.64	336.64	-	-	-	-
Encumbered Town Hall Electric	88.65	88.65	-	-	-	-
Enc Town Property Expense	6,798.04	142,483.65	8,429.35	8,429.35	-	8,429.35
<b>Town Property</b>	<b>150,913.00</b>	<b>142,483.65</b>	<b>8,429.35</b>	<b>8,429.35</b>	<b>-</b>	<b>8,429.35</b>
Town Report	4,000.00	4,000.00	-	-	-	-
<b>Town Report</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Police Chief Salary	92,699.00	92,699.00	-	-	-	-
Police Officer Salaries	421,630.00	420,439.52	1,190.48	1,190.48	-	1,190.48

FISCAL YEAR 2013 APPROPRIATIONS REPORT						Forward from FY12			Final Budget			Expended YTD			Yr End Balance			Encumbrance			Closed to Unreserved		
Police Clerical									35,139.00			35,037.33			101.67						101.67		
Part-Time Police									102,643.00			100,567.67			2,075.33						465.12		1,610.21
Police Matron									500.00			-			500.00								500.00
OT Extra Investigation									11,030.00			9,824.39			1,205.61								1,205.61
Shift Coverage OT									45,157.00			40,861.28			4,295.72								4,295.72
Incidental OT									33,120.00			33,110.11			9.89								9.89
Safety Officer OT									390.00			386.16			3.84								3.84
Prisoner Callout OT									5,208.00			4,703.16			504.84								504.84
Night Differential									23,986.00			23,976.16			9.84								9.84
Holiday OT									21,961.00			20,194.17			1,766.83								1,766.83
Court Detail OT									7,907.64			3,751.92			4,155.72								4,155.72
Sick Leave Buyback									81,772.00			80,551.88			1,220.12								1,220.12
Educational Stipend									14,405.00			14,267.89			137.11								137.11
Inservice Training									500.00			-			500.00								500.00
Police ambulance training									10,513.99			10,513.99			-								-
Firearms Training Expenses									1,008.00			200.00			808.00								808.00
Ambulance Training Expenses									7,127.00			604.99			6,522.01								597.01
Inservice Training Expenses									380.36			275.00			105.36								105.36
Police Seminar Fees									1,066.00			1,066.00			-								-
National Crime Information									5,072.00			5,072.00			-								-
Drug & Alcohol Testing									4,367.29			4,003.67			363.62								363.62
Police Telephone									3,828.20			3,828.20			-								-
Police Beeper/Radio Repairs									1,056.00			1,000.00			56.00								56.00
Bapern									6,477.52			6,477.52			-								-
Prisoner Lockup									3,450.00			3,447.91			2.09								2.09
Police Office Supplies									40,790.00			39,931.06			858.94								858.94
Police Vehicle Fuel & Maint									6,074.00			6,073.41			0.59								0.59
Police Supplies									10,202.00			10,063.98			138.02								138.02
Police Uniform Allowance									1,802.64			1,779.00			23.64								23.64
Police Travel Exp									3,000.00			2,751.94			248.06								248.06
Police Dues & Memberships									3,687.11			3,553.45			133.66								133.66
A15/11-14-11FTM Modular Unit Setup									37,000.00			-			37,000.00								-
A7/11-19-12STM Replace Cruiser w/Sale or trade									15,500.00			-			15,500.00								-
A8/11-19-12STM Police Body Armor									6,966.00			6,700.00			266.00								-
A17/11-14-11FTM Repeater and Radios									6,724.50			6,724.50			-								-
A9/11-19-12STM Police Detail Deficit									551.00			551.00			-								-
Encumbered Police Part time labor									7,292.80			7,292.80			-								-
Enc. Police Sick Leave Buyback									160.00			160.00			-								-
Enc. Police - Telephone									1,165.90			1,165.90			-								-
Enc Police - Vehicle Fuel and Maintenance									1,090,889.31			1,003,606.96			87,282.35								87,282.35
Police									19,822.81			19,822.81			-								20,413.21
ECO Labor									201,633.00			198,152.26			3,480.74								3,480.74
ECO Training									7,270.00			6,765.74			504.26								504.26
ECO Administrative Stipend									4,437.00			4,420.00			17.00								17.00
ECO Insurance									25,394.00			24,484.03			909.97								909.97
ECO Retirement Bd Assessment									26,904.47			26,435.67			468.80								468.80
ECO FICA									8,060.53			8,060.53			-								-
Drug & Alcohol Testing									150.00			150.00			-								-
ECO Telephone									959.00			559.53			399.47								399.47
ECO Office Expenses									4,091.00			4,078.78			12.22								12.22
ECO Uniforms									630.00			625.40			4.60								4.60
ECO									279,529.00			273,731.94			5,797.06								5,797.06
Fire Clerical									9,334.00			9,297.60			36.40								36.40
Fire Fighters									72,675.00			61,531.50			11,143.50								11,143.50
Fire Engineers Stipends									10,774.00			3,797.00			6,977.00								6,977.00
Fire Inspection Stipends									6,497.00			2,267.46			4,229.54								4,229.54



FISCAL YEAR 2013 APPROPRIATIONS REPORT				Forward from FY12	Final Budget	Expended YTD	Yr End Balance	Encumbrance	Closed to Unreserved
Forest Fire Fighters					1,938.00	-	1,938.00		1,938.00
Fire Training					16,473.00	5,358.57	11,114.43		11,114.43
Fire Training Expense					619.57	602.00	17.57		17.57
Fire Dept Electricity					16,756.55	16,027.61	728.94		728.94
Fire Dept - Heating Oil					8,310.77	8,280.73	30.04		30.04
Fire Dept Water Usage					950.00	462.12	487.88		487.88
Fire Dept Sewer Usage					1,000.00	585.19	414.81		414.81
Fire Station Repair & Maint					7,341.80	4,306.40	3,035.40	3,035.40	0.00
Fire Equip Repair & Maint					9,953.99	9,757.25	196.74		196.74
Forest Fire Equip					3,401.30	3,390.25	11.05		11.05
Equipment Lease - Ferrara Intruder II Pump Truck					38,652.00	38,652.00	-		-
Fire Dept Telephone					3,071.25	3,071.25	-		-
Fire Dept Pagers					4,687.21	4,687.21	-		-
Fire Dept Gas					518.33	518.33	-		-
Fire Dept Office Supplies					1,186.00	657.98	528.02		528.02
Fire Dept Vehicle Fuel					8,480.43	8,358.23	122.20		122.20
Fire Dept Other Expenses					8,700.00	8,657.00	43.00		43.00
Fire Prevention					1,391.19	1,361.17	30.02		30.02
Fire Dept Uniforms					9,858.81	9,858.81	-		-
Fire Dept Dues & Memberships					2,172.80	2,079.90	92.90		92.90
A10/11-19-12STM Fire Station Roof Repairs					15,000.00	13,000.00	2,000.00	2,000.00	-
A23/12ATM Aerial Ladder Truck					190,000.00	188,449.96	1,550.04	1,550.04	0.00
Encumbered Fire Dept Electricity				680.89	680.89		-		-
Encumbered Fire Dept Pagers				187.50	187.50		-		-
Encumbered Fire Dept Uniforms				11,330.00	11,330.00		-		-
Fire				12,198.39	461,941.39	417,213.91	44,727.48	6,585.44	38,142.04
Ambulance Labor					28,101.00	19,806.36	8,294.64		8,294.64
Ambulance Training					18,411.00	15,814.08	2,596.92		1,574.08
Ambulance Training Expense					6,406.90	6,256.90	150.00	1,022.84	1,574.08
Ambulance Repair & Maint					1,693.10	1,489.56	203.54	150.00	203.54
Third Party Ambulance Billing Services					9,250.00	6,893.03	2,356.97		2,356.97
Ambulance Supplies					9,000.00	8,841.24	158.76		158.76
Affiliation and License Fees					2,250.00	2,250.00	-		-
Ambulance				-	75,112.00	61,351.17	13,760.83	1,172.84	12,587.99
Bldg Inspector Salary					12,480.00	12,480.00	-		-
Asst Bldg Inspector Salary					4,368.00	4,368.00	-		-
Bldg Inspector Clerical					2,709.00	1,715.13	993.87		993.87
Bldg Inspector Training					500.00	216.81	283.19		283.19
Bldg Inspector Telephone					400.00	392.54	7.46		7.46
Bldg Inspector Expenses					800.00	539.45	260.55		260.55
Building Inspector				-	21,257.00	19,711.93	1,545.07	-	1,545.07
Plumb Inspector Salary					5,481.00	5,481.00	-		-
Plumb Inspector Expenses					200.00	99.98	100.02		100.02
Plumbing Inspector				-	5,681.00	5,580.98	100.02	-	100.02
Elect Inspector Salary					5,481.00	5,481.00	-		-
Elect Inspector Expenses					150.00	99.98	50.02		50.02
Electrical Inspector				-	5,631.00	5,580.98	50.02	-	50.02
Emergency Management Stipend					300.00	-	300.00	300.00	-
Emergency Management Expenses					1,250.00	1,138.00	112.00		112.00
Emergency Management Dues & Memberships					150.00	-	150.00		150.00
Emergency Management				-	1,700.00	1,138.00	562.00	300.00	262.00
Animal Inspector Salary					3,606.00	1,803.00	1,803.00	1,803.00	-

FISCAL YEAR 2013 APPROPRIATIONS REPORT							Forward from FY12	Final Budget	Expended YTD	Yr End Balance	Encumbrance	Closed to Unreserved
Animal Inspector							-	3,606.00	1,803.00	1,803.00	1,803.00	-
Dog Officer/Animal Control Officer								3,606.00	3,606.00	-	-	-
Animal Control Expenses								2,300.00	900.00	1,400.00	-	1,400.00
Dog Officer/Animal Control Officer							-	5,906.00	4,506.00	1,400.00	-	1,400.00
Harbormaster Deputy								5,058.00	2,322.89	2,735.11	-	2,735.11
Harbormaster Assistants								11,160.00	10,725.96	434.04	-	434.04
Harbormaster Boat Repairs								5,300.00	4,591.18	708.82	-	708.82
Pier & Float Maint								1,650.00	1,409.71	240.29	-	240.29
Drug & Alcohol Testing								470.00	470.00	-	-	-
Mooring Permit Exp								2,900.00	2,616.64	283.36	-	283.36
Harbormaster Fuel & Oil								2,330.00	2,236.50	93.50	-	93.50
Buoys								2,300.00	2,138.50	161.50	-	161.50
Harbormaster Uniform Allowance								1,490.61	1,471.69	18.92	-	18.92
Incidental Fees and Expenses							2,091.75	259.39	259.39	-	-	-
Encumbered Harbormaster Incidental Expenses							2,091.75	2,091.75	-	2,091.75	-	2,091.75
Harbormaster							2,091.75	35,009.75	28,242.46	6,767.29	-	6,767.29
Shellfish Constable Salary								39,497.00	39,497.00	-	-	-
Shellfish Deputy Salary								7,118.00	5,834.19	1,283.81	216.96	1,066.85
Shellfish Boat Repairs								1,090.00	744.60	255.40	-	255.40
Shellfish Telephone								356.54	353.10	3.44	-	3.44
Shellfish Truck & Fuel Expense								2,500.00	2,500.00	-	-	-
Shellfish Expenses								518.46	518.46	-	-	-
Shellfish Uniform Allowance								125.00	125.00	-	-	-
Shellfish Dues & Memberships								200.00	185.33	14.67	-	14.67
Shellfish							-	51,315.00	49,757.68	1,557.32	216.96	1,340.36
MERSD Assessment								6,329,146.00	6,329,145.96	0.04	-	0.04
MERSD							-	6,329,146.00	6,329,145.96	0.04	-	0.04
No Shore Reg Vo Tech School Assessment								74,630.00	73,741.00	889.00	-	889.00
North Shore Regional Vo Tech							-	74,630.00	73,741.00	889.00	-	889.00
Hwy Superintendent Salary								75,421.00	75,421.00	-	-	-
Hwy Asst Superintendent Salary								34,862.00	34,862.00	-	-	-
Hwy Clerical								26,391.00	25,493.57	897.43	-	897.43
Hwy Foreman								57,546.00	57,324.80	221.20	-	221.20
Hwy Operators								121,430.00	118,836.80	2,591.20	-	2,591.20
Stormwater Compliance								1,500.00	426.65	1,073.35	-	1,073.35
Grounds Maintenance								18,640.00	15,263.80	3,376.20	-	3,376.20
Hwy OT								6,541.00	4,427.90	2,113.10	-	2,113.10
Sick Leave Buyback								2,669.00	2,622.95	46.05	-	46.05
Hwy Electricity								4,000.00	3,288.06	711.94	-	711.94
Hwy Water Usage								1,223.57	1,223.57	-	-	-
Hwy Small Equipment Repair								2,300.00	2,107.16	192.84	-	192.84
Bridge Repair								669.00	669.00	669.00	-	669.00
Highway Equipment Lease								26,698.00	26,697.91	0.09	-	0.09
Hwy Seminar Fees								600.00	600.00	-	-	-
Monitoring Wells								5,500.00	5,200.00	300.00	-	300.00
Stormwater Compliance Expenses								10,417.00	2,785.40	7,631.60	5,700.00	1,931.60
Hwy Drug & Alcohol Testing								950.00	655.00	295.00	-	295.00
Tree Removal								10,000.00	9,476.50	523.50	-	523.50
Hwy Telephone								2,200.00	1,948.91	251.09	-	251.09
Hwy Fuel								5,500.00	4,951.80	548.20	-	548.20
Hwy Office Supplies								2,500.00	2,124.81	375.19	-	375.19

FISCAL YEAR 2013 APPROPRIATIONS REPORT						
	Forward from FY12	Final Budget	Expended YTD	Yr End Balance	Encumbrance	Closed to Unreserved
Gounds Maintenance		10,617.00	10,561.51	55.49		55.49
Playground Maintenance		9,367.00	9,300.09	66.91		66.91
Hwy Truck Exp		30,500.00	29,651.75	848.25		848.25
Highway Maintenance		86,792.43	84,446.67	2,345.76		2,345.76
Hwy Tools & Supplies		3,000.00	2,949.81	50.19		50.19
Hwy Other Maintenance		7,000.00	6,937.44	62.56		62.56
Hwy Clothing Allowance		1,760.00	1,760.00	-		-
Hwy Dues & Memberships		750.00	742.00	8.00		8.00
Enc. Highway Electric	107.80	107.80	107.80	-		-
Prior Year Encumbrance Highway Maint	9,815.00	9,815.00	9,814.98	0.02		0.02
Highway	9,922.80	577,266.80	552,012.64	25,254.16	5,700.00	19,554.16
Snow Removal OT		22,218.69	22,218.69	-		-
Snow Removal Contractors		8,900.00	8,900.00	-		-
Snow Removal Other Expenses		59,687.10	59,687.10	-		-
Snow and Ice	-	90,805.79	90,805.79	-	-	-
Street Lighting		13,521.40	13,521.40	-		-
Encumbered Street Lighting	533.81	533.81	533.81	-		-
Street Lighting	533.81	14,055.21	14,055.21	-	-	-
Recycling Coordinator		13,685.00	11,801.33	1,883.67	124.00	1,759.67
Recycling Center Electricity		2,308.00	1,772.48	535.52		535.52
Trash Contract		164,080.00	150,046.64	14,033.36		14,033.36
Recycling Contract		19,000.00	16,693.23	2,306.77		2,306.77
Hazardous Waste Disposal		5,101.00	3,929.46	1,171.54		1,171.54
Inspection Services		655.00	500.00	155.00		155.00
Recycling Telephone		418.00	402.18	15.82		15.82
Recycling Sticker Printing		700.00	565.00	135.00		135.00
Recycling Maintenance		1,305.00	1,075.96	229.04		229.04
Encumbered Transfer Station Part time labor	56.00	56.00	56.00	-		-
Enc. Transfer Station Electric	47.85	47.85	47.85	-		-
Recycling	103.85	207,355.85	186,890.13	20,465.72	124.00	20,341.72
WW Legal Exp		201.58	201.58	-		-
Wastewater Legal	-	201.58	201.58	-	-	-
Cemetery Labor		20,213.00	17,070.38	3,142.62		3,142.62
Cemetery Clerical		3,900.00	3,833.92	66.08		66.08
Cemetery Part-Time		15,052.00	10,642.07	4,409.93		4,409.93
Cemetery OT		2,989.00	2,287.43	701.57	299.00	402.57
Cemetery Electricity		350.00	138.93	211.07		211.07
Cemetery Repair & Maintenance		5,500.00	1,847.75	3,652.25	3,516.00	136.25
Cemetery Materials		3,310.00	3,078.85	231.15		231.15
Small Equipment		2,000.00	1,880.08	119.92		119.92
Encumbered Cemetery Electricity	3.75	3.75	3.75	-		-
Cemetery	3.75	53,317.75	40,783.16	12,534.59	3,815.00	8,719.59
Sanitarian/Administrator		71,496.00	71,496.00	-		-
BOH Clerical		43,590.00	43,149.80	440.20		440.20
BOH Nurse		9,055.00	7,068.80	1,986.20		1,986.20
BOH Seminar Fees		665.00	665.00	-		-
BOH Advertising		550.00	-	550.00		550.00
BOH Contracted Services		3,500.00	3,147.35	352.65		352.65
BOH Water Testing		500.00	415.00	85.00		85.00
BOH Telephone		900.00	849.60	50.40		50.40
BOH Postage		350.00	344.83	5.17		5.17
BOH Office Supplies		2,000.00	1,388.82	611.18		611.18

FISCAL YEAR 2013 APPROPRIATIONS REPORT						
	Forward from FY12	Final Budget	Expended YTD	Yr End Balance	Encumbrance	Closed to Unreserved
BOH Expenses		1,181.00	903.19	277.81		277.81
BOH Travel		2,000.00	1,683.40	316.60		316.60
BOH Dues & Memberships		654.00	654.00	-		-
Board of Health	-	136,441.00	131,765.79	4,675.21	-	4,675.21
Social Service Agencies		2,502.00	1,768.00	734.00		734.00
Social Service Agencies	-	2,502.00	1,768.00	734.00	-	734.00
COA Clerical Salaries		1,898.00	164.26	1,733.74	227.00	1,506.74
Van Driver Wages		8,260.00	6,240.19	2,019.81		2,019.81
Physicals for Van Drivers		1,025.00	765.00	260.00		260.00
Vehicle Gas and Maintenance		6,100.00	2,020.58	4,079.42	4,079.42	-
COA Expenses		2,900.00	2,650.75	249.25		249.25
Encumbered CoFA clerical part time	1,096.12	1,096.12	1,096.12	-		-
Encumbered CoFA Van Drivers	958.75	958.75	958.75	-		-
Council on Aging	2,054.87	22,237.87	13,895.65	8,342.22	4,306.42	4,035.80
Veterans Assessment		14,127.00	13,012.53	1,114.47		1,114.47
Veterans Ordinary Benefits		20,000.00	10,390.72	9,609.28		9,609.28
Veterans	-	34,127.00	23,403.25	10,723.75	-	10,723.75
Centennial Grove Sanitation Facilities		3,500.00	2,300.00	1,200.00		1,200.00
Grove Maintenance		1,000.00	1,000.00	-		-
Centennial Grove	-	4,500.00	3,300.00	1,200.00	-	1,200.00
Library Director		45,414.00	45,245.20	168.80		168.80
Library Assistants		25,929.00	22,201.00	3,728.00		3,728.00
Library Copier		455.00	-	455.00		455.00
Library Telephone		805.39	805.39	-		-
Library Office Supplies		954.61	953.03	41.58		41.58
Library Materials		20,000.00	18,363.28	1,636.72		1,636.72
Library Travel		132.00	130.52	1.48		1.48
MVLC Membership		12,412.00	12,367.00	45.00		45.00
Library	-	106,142.00	100,065.42	6,076.58	-	6,076.58
Administrative						
Printing		1,000.00	550.00	450.00		450.00
Administrative Expenses		500.00	74.38	425.62		425.62
Historical Commission	-	1,500.00	624.38	875.62	-	875.62
Memorial Day Expenses		900.00	858.32	41.68		41.68
Memorial Day	-	900.00	858.32	41.68	-	41.68
Bond Principal		105,000.00	105,000.00	-		-
MERSD Debt Assessment - Principal		535,621.18	414,988.97	120,632.21		120,632.21
A36/12ATM Septic Betterment Debt		26,242.00	26,242.00	-		-
Debt Principal, General Fund	-	666,863.18	546,230.97	120,632.21	-	120,632.21
Bond Interest		11,272.00	11,271.20	0.80		0.80
MERSD Debt Assessment - Interest		346,715.82	346,715.82	-		-
Interest Short Term Note		15,000.00	3,764.04	11,235.96		11,235.96
Debt Interest, General Fund	-	372,987.82	361,751.06	11,236.76	-	11,236.76
Retirement Bd Assessment		300,465.00	294,568.93	5,896.07		5,896.07
Retirement	-	300,465.00	294,568.93	5,896.07	-	5,896.07
Workers Comp		15,249.74	7,867.32	7,382.42		7,382.42

FISCAL YEAR 2013 APPROPRIATIONS REPORT						
	Forward from FY12	Final Budget	Expended YTD	Yr End Balance	Encumbrance	Closed to Unreserved
Unemployment Claims		15,000.00	492.53	14,507.47		14,507.47
Workers Compensation and Unemployment	-	30,249.74	8,359.85	21,889.89	-	21,889.89
Health Insurance		522,864.00	412,116.00	110,748.00		110,748.00
Health Insurance	-	522,864.00	412,116.00	110,748.00	-	110,748.00
FICA		60,100.00	58,642.84	1,457.16		1,457.16
FICA	-	60,100.00	58,642.84	1,457.16	-	1,457.16
Sub total General Fund	\$ 138,256.64	\$ 13,199,025.14	\$ 12,479,999.90	\$ 719,025.24	\$ 149,211.44	\$ 569,813.80
CAPITAL PROJECTS						
Chapter 90						
Parking Lot	\$ 6,140.00	\$ 155,917.27	\$ 234,636.48	\$ (78,719.21)	\$ (78,719.21)	
Boardwalk - Seaport Grant	\$ 24,189.55	\$ 105,000.00	\$ 94,117.91	\$ 6,140.00	\$ 6,140.00	
Town Hall - Roof Repair	\$ 24,375.06	\$ 24,375.06	\$ 24,375.06	\$ 35,071.64	\$ 35,071.64	
Senior Center	\$ 3,422.05	\$ 1,560.37	\$ 1,560.37	\$ 24,375.06	\$ 24,375.06	
Town Hall Renovations		\$ 137,000.00	\$ 62,726.04	\$ 407.68	\$ 407.68	
Sub total Capital Projects	\$ 58,126.66	\$ 397,917.27	\$ 393,040.80	\$ 61,549.13	\$ (12,724.83)	\$ -
COMMUNITY PRESERVATION						
Hearse House Preservation	\$ 440.96			\$ 440.96	\$ 440.96	
Headstone Restoration	\$ 3,500.00			\$ 3,500.00	\$ 3,500.00	
Historic House Survey		\$ 12,000.00		\$ 12,000.00	\$ 12,000.00	
Walking Tour		\$ 20,000.00	\$ 12,780.00	\$ 7,220.00	\$ 7,220.00	
CPA Administration		\$ 2,145.00		\$ 2,145.00	\$ 2,145.00	\$ 2,145.00
Sub total Community Preservation	\$ 3,940.96	\$ 34,145.00	\$ 12,780.00	\$ 25,305.96	\$ 25,305.96	\$ 2,145.00
WATER ENTERPRISE						
Water Superintendent Salary		12,570.00	12,570.00			
Water Asst. Superintendent Salary		43,576.00	43,576.00			
Water Clerical		18,772.00	18,517.40	254.60		254.60
Water Part-time		8,360.00	4,090.38	4,269.62		4,269.62
Water Operator/Tech		35,089.00	34,819.96	269.04		269.04
Water Operator		133,572.00	132,955.10	616.90		616.90
Water Overtime		18,000.00	16,953.15	1,046.85		1,046.85
Water Sick Leave Buyback		3,168.00	2,765.10	402.90		402.90
Water Health Insurance		47,988.00	37,165.52	10,822.48		10,822.48
Water Workers' Comp		3,355.68	3,355.68			
Water Retirement Bd Assessment		38,522.00	37,765.25	756.75		756.75
Water FICA		4,738.00	3,298.64	1,439.36		1,439.36
Water Electricity		42,294.32	41,291.01	1,003.31		1,003.31
Water Truck Lease		4,265.00	4,264.75	0.25		0.25
Sludge Removal		11,370.00	10,445.93	924.07		924.07
Water Seminar Fees		1,200.00	1,180.00	20.00		20.00
Water Drug & Alcohol Testing		550.00	110.00	440.00		440.00
Water Well Cleaning		24,000.00	19,639.00	4,361.00		4,361.00
EPA & State Mand. Testing		4,200.00	3,522.39	677.61		677.61
Water Contracted Services		7,000.00	5,255.00	1,745.00		1,745.00
Water Backflow Testing		2,000.00	1,955.00	45.00		45.00
Water Telephone		2,874.76	2,874.76			
Water Fuel		7,800.00	6,502.74	1,297.26		1,297.26
Water Office Supplies		6,000.00	5,423.28	576.72		576.72
Water Vehicle Expense		8,000.00	6,785.79	1,214.21		1,214.21
Water Tools & Supplies		3,700.00	3,484.61	215.39		215.39
Chemicals		90,000.00	74,740.37	15,259.63		15,259.63
Lab Supplies		3,000.00	2,480.15	519.85		519.85
Water Other Maintenance		25,930.00	24,446.04	1,483.96		1,483.96
Water Materials		3,500.00	3,322.42	177.58		177.58

FISCAL YEAR 2013 APPROPRIATIONS REPORT									
	Forward from FY12	Final Budget	Expended YTD	Yr End Balance	Encumbrance	Closed to Unreserved			
Meter Reading Units		10,000.00	9,700.00	300.00			300.00		
Pipe Fittings & Meters		9,925.24	6,741.23	3,184.01			3,184.01		
Water Uniform Allowance		1,320.00							
Water Dues & Memberships		2,600.00	2,578.00	22.00			22.00		
Water Liability Insurance		11,550.00	11,003.53	546.47			546.47		
Water Bond Principal		30,000.00							
Water Bond Interest		12,300.00	12,300.00						
Water - Principal and Interest on Short Term Note		13,556.00	13,555.81	0.19			0.19		
A28/13ATM Water Meter Unit Replacement		20,000.00	19,400.00	600.00			600.00		
A31/12ATM Backhoe	29,700.00	29,700.00	29,500.00	200.00			200.00		
Encumbered Water Operator labor	131.80	131.80							
Enc. Water Electricity	2,366.12	2,366.12							
Encumbered Water Well Cleaning	3,200.00	3,200.00							
Encumbered Water Fuel	75.00	75.00							
Encumbered Water Other Maintenance	4,000.00	4,000.00							
Sub total Water Enterprise Fund	39,472.92	766,118.92	706,762.07	59,356.85	453.74		58,903.11		
SEWER ENTERPRISE									
Sewer Superintendent Salary		12,570.00	12,570.00						
Sewer Asst. Superintendent Salary		8,716.00	8,716.00						
Sewer Clerical		17,817.00	17,574.98	242.02			242.02		
Plant System II/WW Tech		35,089.00	34,819.96	269.04			269.04		
Sewer Operator/Tech		34,805.00	34,255.00	550.00			550.00		
Sewer Overtime		15,000.00	12,090.93	2,909.07			2,909.07		
Sewer Sick Leave Buyback		1,200.00	1,182.35	17.65			17.65		
Sewer Health Insurance		27,436.00	26,105.27	1,330.73			1,330.73		
Sewer Workers Comp		1,365.00		1,365.00			1,365.00		
Sewer Retirement Bd Assessment		19,261.00	18,882.62	378.38			378.38		
Sewer FICA		2,369.00	1,853.14	515.86			515.86		
Sewer Electricity		26,000.00	24,116.28	1,883.72			1,883.72		
City of Gloucester Usage Charge		317,836.00	313,275.30	4,560.70			4,560.70		
Sewer Backflow Testing		700.00	700.00						
Sewer Telephone		1,600.00	1,536.76	63.24			63.24		
Sewer Fuel		4,000.00	2,478.57	1,521.43			1,521.43		
Sewer Office Supplies		6,700.00	5,661.76	1,038.24			1,038.24		
Sewer Vehicle Expense		3,000.00	2,645.37	354.63			354.63		
Sewer Tools & Supplies		8,000.00	6,753.73	1,246.27			1,246.27		
Sewer Chemicals		6,200.00	5,090.00	1,110.00			1,110.00		
Sewer Other Maintenance		55,240.00	50,883.04	4,356.96			4,356.96		
Sewer Materials		1,116.59	1,116.58	0.01			0.01		
Sewer Uniform Allowance		440.00	440.00						
Sewer Dues & Memberships		283.41	283.00	0.41			0.41		
Sewer Liability Insurance		4,200.00	3,060.16	1,139.84			1,139.84		
MWPAT Debt Adm & Orig Fees		23,982.00	23,980.28	1.72			1.72		
Sewer Bond Principal		1,115,333.00	1,115,332.08	0.92			0.92		
Sewer Bond Interest		145,267.00	145,266.07	0.93			0.93		
A26/13ATM Sewer Lift Station Grinding Device		25,000.00	18,754.33	6,245.67			6,245.67		
A19/11-14-11FTM SCADA System	6,605.00	6,605.00	5,710.00	895.00			895.00		
A31/12ATM Backhoe	29,700.00	29,700.00	29,500.00	200.00			200.00		
Encumbered Sewer Operator labor	131.80	131.80							
Encumbered Sewer Electricity	1,192.26	1,192.26							
Encumbered Maintenance	7,500.00	7,500.00							
Sub total Sewer Enterprise Fund	\$45,129.06	\$1,965,655.06	\$1,933,457.62	\$32,197.44	\$6,514.55		\$25,682.89		
GRAND TOTAL ALL FUNDS									
	\$ 284,926.24	\$ 16,362,861.39	\$ 15,526,040.39	\$ 897,434.62	\$ 168,760.86		\$ 656,544.80		

Town of Essex  
Combined Balance Sheet  
June 30, 2013

<b>Assets</b>	<b>General</b>	<b>Special Revenue</b>	<b>Capital Projects</b>	<b>Enterprise</b>	<b>Trust &amp; Agency</b>	<b>General Long-Term Obligations</b>	<b>Total</b>
Cash and Investments	\$ 11,688,854						\$ 11,688,854
Cash - Due to/Due from Other Funds	(9,866,612)	6,218,946	104,090	2,142,443	1,401,133		-
Receivables		535			-		535
Personal Property Taxes	5,156						5,156
Real Estate Taxes	144,185						144,185
Allowance for Abatements & Exemp.	(196,785)						(196,785)
Tax Liens Receivable	571,753	188		16,662			588,603
Deferred Taxes/Betterments	-			12,699			12,699
Taxes In Litigation Receivable	167,534	904		40,192			208,630
Betterment Assessments, Apportnd		-		4,017			4,017
Betterment Assessments Unappor	92,215	186,288		10,697,005			10,975,508
Excises	50,310						50,310
Departmental				482,228			482,228
Intergovernmental			-		-		-
Other Assets - Tax Possessed	27,814						27,814
Amount to be Provided						17,199,913	17,199,913
<b>Total Assets</b>	<b>\$ 2,684,424</b>	<b>\$ 6,406,861</b>	<b>\$ 104,090</b>	<b>\$ 13,395,246</b>	<b>\$ 1,401,133</b>	<b>\$ 17,199,913</b>	<b>\$ 41,191,667</b>
<b>Liabilities and Fund Equity</b>							
<b>Liabilities</b>							
Warrants Payable	\$ 206,503	\$ 8,754	\$ 45,559	\$ 59,153	\$ 2,533		\$ 322,502
Accounts Payable	640				75,380		76,020
Details Payable					(10,643)		(10,643)
Deferred Revenue - Property Taxes	(47,444)						(47,444)
Deferred Revenue - Other	909,626	187,915		11,251,807			12,349,348
Notes Payable	-		137,000	-			137,000
Accrued Payroll Withholdings	22,186						22,186
Due To Other Funds				-			-
Other Liabilities	5,329						5,329
Bonds Payable						17,199,913	17,199,913
<b>Total Liabilities</b>	<b>\$ 1,096,840</b>	<b>\$ 196,669</b>	<b>\$ 182,559</b>	<b>\$ 11,310,960</b>	<b>\$ 67,270</b>	<b>\$ 17,199,913</b>	<b>\$ 30,054,211</b>
<b>Fund Equity</b>							
Retained Earnings				\$ 1,894,236			\$ 1,894,236
Reserved for Encumbrances	149,211			-			149,211
Reserved for Expenditures	277,079	107,834		190,000	14,300		589,213
Reserved for Special Purposes	695	6,016,266	(78,469)	50	1,319,563		7,258,105
Unreserved	1,160,599	86,092					1,246,691
Bonds Authorized						600,000	600,000
Bonds Authorized and Unissued						(600,000)	(600,000)
<b>Total Fund Equity</b>	<b>\$ 1,587,584</b>	<b>\$ 6,210,192</b>	<b>\$ (78,469)</b>	<b>\$ 2,084,286</b>	<b>\$ 1,333,863</b>	<b>\$ -</b>	<b>\$ 11,137,456</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 2,684,424</b>	<b>\$ 6,406,861</b>	<b>\$ 104,090</b>	<b>\$ 13,395,246</b>	<b>\$ 1,401,133</b>	<b>\$ 17,199,913</b>	<b>\$ 41,191,667</b>

## TOWN CLERK & BOARD OF REGISTRARS

During the calendar year 2013, the Office of the Town Clerk along with the Board of Registrars assisted with the Annual Town Meeting (May 6 & 7, 2013) and a Special Town Meeting (November 18, 2013) as well as three elections (Special State Primary on April 30, 2013, Local Annual Election on May 13, 2013, and the Special State Election on June 25, 2013).

The Town Clerk and Board of Registrars would also like to thank the Essex poll workers, volunteers, and our staff in a number of departments for all of their hard work and dedication to make each Town Meeting and/or Election seamless.

The Town Clerk continues diligent efforts to catalogue and conserve all of the Town's historical documents and artifacts. The Office received a \$10,000 loss preservation grant to focus on the preservation and cataloguing of road maps, subdivision maps, and applications.

Unfortunately, the Town Clerk's Office will no longer be selling Massachusetts Hunting and Fishing Licenses due to changes within the Division of Fisheries and Wildlife. For more information please call 1-866-703-1925.

### Dog Licensing

398 Dog Licenses issued.

3 Kennel Licenses issued.

### Business Certificates

51 Certificates issued.

### Shellfish Licensing

77 Resident Recreational Shellfish Permits issued.

41 Non-resident Recreational Shellfish Permits issued.

80 Commercial Shellfish Permits issued, of those:

15 Senior Permits issued.

10 Student Permits issued.

6 Sea Worm and Eel Permits issued.

### Vital Records

26 Children were born to Essex residents.

25 Essex residents passed in 2013.

14 Couples filed their marriage intentions in the Town of Essex in 2013.

15 Marriages were recorded in 2013.

*Please remember to register to vote. Many local government decisions are made during Town Meeting and as more people participate, the status of our local affairs will truly represent the will of our residents.*

Respectfully submitted,  
Christina Wright



# 2013 ESSEX TOWN MEETING MINUTES

## 194<sup>th</sup> ANNUAL TOWN MEETING

May 6<sup>th</sup> and 7<sup>th</sup> 2013

The 194th Annual Town Meeting of the Town of Essex was called to order at 7:36 p.m. by Moderator Rolf P. Madsen. A quorum of over 250 voters was present at the time.

The following people were appointed as tellers: Diane Patrican, Priscilla Doucette, Vickie Cataldo, Suzanne Lynch, Betsy Ridge-Madsen, Patricia Soulard, Genevieve Guerin, and Letizia Donati.

*There were no objections to the tellers appointed.*

Following the salute to our National Flag, a moment of silence was observed in memory of Glenn C. Boutchie, Sr., Shirley Duffy, Karin Symmes, Janice Farnham, Sam Hopkins, and Mary Mears.

A moment of silence was observed for the victims of the Boston Marathon bombing, as well as extending our thanks to the Essex emergency, police and medical personnel who aided the City of Boson.

In the name of the Commonwealth of Massachusetts you are hereby directed and warned as the inhabitants of the Town of Essex, qualified to vote as the laws direct, of the Annual Town Election to bring to ballot for the following officers:

Assessor for three years  
Moderator for one year  
Selectman for three years  
Board of Health Member for three years  
Two Constables for one year  
School Committee Member for three years  
Board of Library Trustee for three years  
Two Planning Board Members for five years  
Planning Board Member to fill a vacancy for four years  
Housing Authority Member for five years  
Housing Authority Member to fill a vacancy for one year

AND, to do this by vote on one ballot. The polls will be open on Monday, May 13, 2013 at 7:00 o'clock A.M. and will close at 8:00 o'clock P.M. at the Memorial Fire Station, 24 Martin Street, Essex.

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

*Voted unanimously.*

### ARTICLE 1: ELECTION OF TOWN OFFICERS

Motion made by Jeffrey D. Jones, duly seconded, that the Town authorize the Board of Selectmen to appoint a Surveyor of Bark and Lumber.

*Voted unanimously.*

ARTICLE 2: REPORT OF TOWN OFFICIALS

Motion made by Lisa J. O'Donnell, duly seconded, that the Town receive the Reports of the Town Officials, Boards, and Committees contained in the Annual Town Report.

*Voted by the majority.*

ARTICLE 3: FISCAL YEAR 2014 WAGE AND SALARY SCALE

Motion made by Mark Osburn, duly seconded, that the Town vote to approve the Wage and Salary scale for fiscal year 2014 in accordance with the recommendations of the Personnel Board Report.

*Voted unanimously.*

ARTICLE 4: COMPENSATION OF ELECTED OFFICIALS

Motion made 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 fiscal year 2014 in accordance with the recommendations of the Personnel Board Report.

*Voted unanimously.*

ARTICLE 5: PAYMENTS TO MASSACHUSETTS WATER POLLUTION ABATEMENT TRUST

Motion made by Jeffrey D. Jones, duly seconded, that the Town vote to transfer from the Town Septic Betterment Fund the sum of \$26,291 for the purpose of making necessary payments to the Massachusetts Water Pollution Abatement Trust during fiscal year 2014 in accordance with the terms of repayment for Community Septic Management Program loan funds.

*Voted unanimously.*

ARTICLE 6: REVOLVING FUND FOR ANIMAL CONTROL OFFICER

Motion made by Jeffrey D. Jones, duly seconded, that the Town vote pursuant to Massachusetts General Laws chapter 44, section 53E ½ to reauthorize a revolving fund for the Animal Control Officer for the purpose of compensating the Animal Control Officer for the care of impounded dogs and for reimbursing the Animal Control Officer for all associated expenses. Payments from dog owners seeking to claim impounded dogs shall be credited to the fund and expenditures from the fund shall be authorized by the Board of Selectmen up to a maximum of \$10,000.

*Voted unanimously.*

ARTICLE 7: REVOLVING FUND FOR BOARD OF HEALTH-YOUTH TRIATHLON/EXERCISE PROGRAM

Motion made by David Driscoll, duly seconded, that the Town vote pursuant to Massachusetts General Laws chapter 44, section 53E ½ to reauthorize a revolving fund for the Board of Health for the purpose of purchase of supplies and services as deemed necessary by the Board of Health for the purpose of the planning and execution of an annual youth triathlon or other exercise program. Donations, grants and fees collected for said purpose shall be credited to the fund and expenditures from the fund shall be authorized by the Board of Health up to a maximum of \$12,000.

*Voted by the majority.*

ARTICLE 8: REVOLVING FUND FOR BOARD OF HEALTH – PURCHASE OF SUPPLIES AND SERVICES

Motion made by David Driscoll, duly seconded, that the Town vote pursuant to Massachusetts General Laws chapter 44, section 53E ½ to reauthorize a revolving fund for the Board of Health for the purpose of purchase of supplies and services as deemed necessary by the Board of Health Department for the purpose of health, safety, and/or emergency planning, preparation and education. Donations, grants and fees collected for said purpose shall be credited to the fund and expenditures from the fund shall be authorized by the Board of Health up to a maximum of \$10,000.

*Voted unanimously.*

ARTICLE 9: REVOLVING FUND FOR BOARD OF HEALTH – PUBLIC HEALTH NURSE

Motion made by David Driscoll, duly seconded, that the Town vote pursuant to Massachusetts General Laws chapter 44, section 53E ½ to reauthorize a revolving fund for the Board of Health for the purpose of purchasing supplies, contracted labor, and pharmaceuticals as needed by the Public Health Nurse and for the payment of Public Health Nurse wages. Medicare and other reimbursements relating to said programs and donations for the purpose of purchasing supplies and pharmaceuticals and for public health nurse labor shall be credited to the fund and expenditures from the fund shall be authorized by the Board of Health up to a maximum of \$12,000.

*Voted unanimously.*

ARTICLE 10: CENTRAL CONOMO POINT ZONING DISTRICT

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to amend the Town of Essex Bylaws, Chapter VI, “Zoning”, by inserting a new section, to be numbered as Section 6-12, as shown in Article 10 of the Annual Town Meeting Warrant.

*Discussion on the article ensued.*

*Moderator calls for a standing counted vote: Yes – 194*

*No – 67*

*Motion Passes.*

Motion made by Stuart Pratt, duly seconded, to reconsider Article 10.

*Motion for reconsideration of Article 10 fails.*

ARTICLE 11: FUNDS FOR THE MANAGEMENT OF PROPERTY AT CONOMO POINT

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to raise and appropriate the sum of \$50,000 for the management of property at Conomo Point including but not limited to renovation, demolition, and contents management of structures and maintenance of all outdoor areas.

*Voted by the majority.*

ARTICLE 12: DESIGN CONSULTANT

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to raise and appropriate the sum of \$150,000 to retain the services of a design consultant to develop final construction plans

for waterfront access improvements at northern Conomo Point and for the management of the actual construction of such improvements.

*Motion fails.*

Motion made by Jeffrey Jones, duly seconded, that Article 30 be visited prior to Article 13.

*Motion carries.*

**ARTICLE 30: NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT**

Motion made by George Harvey, duly seconded, that the Town raise and appropriate the sum of \$106,275 to pay the Town's share of the operating cost of the North Shore Regional Vocational School District for the fiscal year commencing July 1, 2013.

*Voted unanimously.*

**ARTICLE 13: WATERFRONT ACCESS IMPROVEMENTS AT CONOMO POINT**

Motion made by Lisa J. O'Donnell, duly seconded, that Article 13 be indefinitely postponed.

*Voted unanimously.*

**ARTICLE 14: SUM OF MONEY FOR PROPERTY APPRAISALS AT CONOMO POINT**

Motion made by Jeffrey D. Jones, duly seconded, that the Town vote to raise and appropriate the sum of \$26,200 for property appraisals at Conomo Point.

*Motion fails.*

*Note to reader: Moderator Rolf P. Madsen recused himself from moderating the next article. Deputy Moderator David J. Lane shall preside over Article 15.*

**ARTICLE 15: FISCAL YEAR 2013 CONOMO POINT LEGAL BUDGET**

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to transfer from General free cash the sum of \$100,000 to be added to the Conomo Point Legal Budget for fiscal year 2013.

*Standing counted vote: Yes – 101*

*No – 119*

*Motion fails.*

*Note to reader: Deputy Moderator David J. Lane returns the meeting to Moderator Rolf P. Madsen. The 2013 Annual Town Meeting is the last meeting that David J. Lane will assist in presiding. Moderator Madsen thanks Lane for his decades of public service to the Town of Essex and the Commonwealth of Massachusetts.*

Motion made by Rolf P. Madsen, duly seconded, to affirm the appointment of Joseph P. Davis III as Deputy Moderator.

*Affirmed by the majority.*

Motion made by Thomas DeMeo, duly seconded, to consider Article 17 prior to Article 16.

*Motion fails.*

ARTICLE 16: DIRECTING THE SALE OF SPECIFIED PROPERTIES AT CONOMO POINT.

Motion made by Thomas DeMeo, duly seconded, to consider Article 16 as written in the warrant.

*Motion fails.*

Motion made, duly seconded, to adjourn the meeting until Tuesday, May 7, 2013 at 7:30 p.m.

*Voted by the Majority.*

The adjourned session of the 194th Annual Town Meeting was called to order on May 7, 2013 at 7:33 p.m.

A moment of silence was observed in memory of William (Bill) Lundy, Sam Hopkins and David E. Trask.

ARTICLE 17: ARTICLE FOR THE CREATION OF A PARK AT NORTHERN CONOMO POINT

Motion made by Thomas DeMeo, duly seconded, that the Town vote to approve the Article for the Creation of a Park at Northern Conomo Point, as shown in Article 17 on the Town Meeting Warrant.

*Motion fails.*

Motion made by Alva Ingaharro, duly seconded, to consider Article 29 before Article 18.

*Motion carries.*

ARTICLE 29: MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT BUDGET

Motion made by Alva Ingaharro, duly seconded, that the Town vote to raise and appropriate the sum of \$6,481,083 to fund the Town's assessment from the Manchester Essex Regional School District - said sum to be calculated solely in accordance with the "Agreement Between the Towns of Essex and Manchester-by-the-Sea, Massachusetts with Respect to the Formation of a Regional School District", as most recently amended, by invoking and approving the provision found in paragraph four of Massachusetts General Laws chapter 71, section 16B allowing District members "to reallocate the sum of their required local contributions to the district in accordance with the regional agreement", for the fiscal year beginning July first, two thousand thirteen.

*Voted Unanimously.*

ARTICLE 18: TO PLACE A NON-BINDING QUESTION REGARDING PROPERTY AT NORTHERN CONOMO POINT ON THE NEXT ANNUAL TOWN ELECTION BALLOT.

Motion made by Elizabeth J. Story, duly seconded, that the Town place the following question on the ballot at the next regular Town election after the Annual Town Election on May 13, 2013: Do you support setting aside all Town-owned land on the headland at Northern Conomo Point, not including any portions of Robbins Island and Beach Circle that a Master Plan for Conomo Point approved by an Annual Town Meeting may indicate could be sold, for a public park and setting aside 70% of the proceeds from the from the sales of Conomo Point lots that were completed on or before June 30, 2013, and 100% of the proceeds of all additional sales that take place after June 30, 2013, or %5,000,000 of all the proceeds, whichever is less, and all revenues from Northern Conomo Point, such as short-term rents, user fees or concessions, for the development and maintenance of this park?

*Motion fails.*  
*Five members of the meeting stood up to challenge the Moderator's declaration.*

*Standing Counted Vote: Yes – 69*  
*No – 124*  
*Motion fails.*

**ARTICLE 19: CONOMO POINT COMMISSIONERS BY-LAW AMENDMENT**

Motion made by Jeffrey D. Jones, duly seconded, to indefinitely postpone this article.

*Voted by the majority.*

**ARTICLE 20: CONOMO POINT LIFEGUARD**

Motion made by Sarah Cushing, duly seconded, to postpone Article 20 indefinitely.

*Motion carries.*

**ARTICLE 21: COLLECTIVE BARGAINING – LOCAL 2905, AFL-CIO**

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to raise and appropriate the sum of \$5,000, to transfer from Water Enterprise user fees the sum of \$2,000, and to transfer from Sewer Enterprise fund user fees the sum of \$1,500, a grand total of \$8,500, for fiscal year 2014, to be distributed by the Town Accountant with the approval of the Board of Selectmen, to fund and implement a collective bargaining agreement between the Town and the American Federation of State, County, and Municipal Employees, Local 2905, AFL-CIO.

*Voted Unanimously.*

**ARTICLE 22: COLLECTIVE BARGAINING**

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to raise and appropriate the sum of \$11,500 for fiscal year 2014 to be distributed by the Town Accountant with the approval of the Board of Selectmen to fund and implement a collective bargaining agreement between the Town and the Police Benevolent Association of Essex, Massachusetts Coalition of Police, International Union of Police Associations, AFL-CIO.

*Voted Unanimously.*

Motion made by Stuart Pratt, duly seconded, to reconsider Article 15.

*Standing Counted Vote: Yes – 111*  
*No – 58*  
*Reconsideration fails.*

**ARTICLE 23: FINANCE COMMITTEE REPORT**

Motion made by Jeffrey Soulard, duly seconded, that the Town vote to appropriate the sum of \$6,044,697 and to a) raise by taxation the sum of \$949,316 for debt repayment, principal and interest; b) transfer from the Cemetery Sale of Lots Fund the sum of \$950 to the Cemetery Budget; c) transfer from the Cemetery Lot Care Fund the sum of \$13,600 to the Cemetery Budget; d) transfer from the Cemetery Perpetual Care Fund the sum of \$700 to the Cemetery Budget; e) transfer from the Wetlands Protection Fund the sum of \$3,500 to the Conservation Commission Budget; f) transfer from free cash the sum of \$277,079 to the Health Insurance Budget, g) transfer from the Ambulance Fund the sum of \$77,093 to the Ambulance Budget; and h) to raise and

appropriate by taxation the sum of \$4,722,459 to be allocated between the salaries and expenses of the Town according to the remaining budget items as indicated in the Finance Committee Report.

*Voted unanimously.*

#### ARTICLE 24: SEWER ENTERPRISE

Motion made by Paul Rullo, duly seconded, that Article 24 be indefinitely postponed.

*Voted unanimously.*

#### ARTICLE 25: SEWER ENTERPRISE FUND BUDGET

Motion made by Paul Rullo, duly seconded, that the Town vote to appropriate the sum of \$1,910,634 for the Sewer Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$801,840 from sewer betterments, the sum of \$150,000 from Sewer Enterprise free cash, and the sum of \$328,911 to be raised by taxation; and b) funds to be allocated between the salaries and expenses of the Sewer Department – \$589,883 from departmental receipts and the sum of \$40,000 from Sewer Enterprise free cash; all as indicated in the Finance Committee Report.

*Voted unanimously.*

#### ARTICLE 26: PURCHASE & INSTALLATION OF A SEWER GRINDING DEVICE

Motion made by Trescott Dewitt, duly seconded, that the Town vote to transfer from Sewer Enterprise free cash the sum of \$25,000 for the purchase and installation of a grinding device to be installed at sewer lift station four in order to upgrade the performance of the station.

*Voted unanimously.*

#### ARTICLE 27: WATER ENTERPRISE FUND BUDGET

Motion made by Paul Rullo, duly seconded, that the Town vote to appropriate the sum of \$684,215 for the Water Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$12,752 from water betterments and the sum of \$41,175 from departmental receipts; and b) funds to be allocated between the salaries and expenses of the Water Department – \$630,288 from departmental receipts; all as indicated in the Finance Committee Report.

*Motion carries.*

#### ARTICLE 28: DRIVE-BY WATER METER READING UNITS

Motion made by Trescott Dewitt, duly seconded, that the Town vote to transfer from Water Enterprise Free Cash the sum of \$20,000 for the purchase drive-by meter reading units for the water distribution system; or take any other action relating thereto.

*Voted by the majority.*

*Note to reader: Article 29 was visited prior to Article 18.*

*Note to reader: Article 30 was visited prior to Article 13.*

#### ARTICLE 31: OBTAINING EASEMENTS FOR FUTURE RIVERWALK ACCESS

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to authorize the Board of Selectmen to acquire, by gift, permanent easements located upon properties identified as Tax Map 37, Lot 25 (82 Main Street) and Tax Map 37, Lot 26 (112 Main Street), which properties are

contiguous to the Essex Causeway, said easements shown on a sketch plan entitled “Essex Riverwalk Main Street Essex, Massachusetts,” dated February 2013, for the purpose of constructing, operating, maintaining, repairing and reconstructing a River Walk, said easements to include the River Walk shown on said plan, and land contiguous thereto, sufficient to allow access thereto and to perform the foregoing purposes, and for the purpose of passage and re-passage by members of the public upon said River Walk, and on such other terms and conditions as are acceptable to the Board of Selectmen.

*Motion carries by declared two-thirds vote.*

*Five members of the meeting stood up to challenge the Moderator’s declaration.*

*Standing Counted Vote: Yes – 134*

*No – 18*

*Motion carries.*

#### ARTICLE 32: APPROPRIATION TO ELIMINATE FEDERAL CHANNEL ENCROACHMENTS

Motion made by Lisa J. O’Donnell, duly seconded, that the Town vote to raise and appropriate the sum of \$50,000 for an engineering consultant to review the present status of the encroachment of structures into the Federal Channel of the Essex River and to work with Town officials and other stakeholders to eliminate encroachments, draft plans for realignment of the Federal Channel, draft plans for reconfiguration of the Federal Channel, and take any other actions to provide all other precursors necessary to apply to the Army Corps of Engineers, the Federal Legislature, or any other entity for Federal dredging assistance against an encroachment-free backdrop, and to authorize the Board of Selectmen to enter into all agreements and to execute any and all instruments as be necessary to affect this vote.

*Motion fails.*

#### ARTICLE 33: ANIMAL CONTROL LAW BY-LAW AMENDMENT

Motion made by Jeffrey D. Jones, duly seconded, that the Town vote to amend the Town of Essex Animal Control Bylaw by deleting the current bylaw, in its entirety, and by replacing it with the text shown in Article 33 of the Annual Town Meeting Warrant.

*Motion carries.*

#### ARTICLE 34: APPROPRIATION FOR A SAFE VESTIBULE FOR FIRE AND POLICE HEADQUARTERS

Motion made by Lisa J. O’Donnell, duly seconded, that the Town vote to raise and appropriate the sum of \$20,000 to design, construct, equip, and furnish a safe vestibule within the Essex Fire and Police Headquarters.

*Voted by the majority.*

#### ARTICLE 35: COMMUNITY PRESERVATION FUND

Motion made by Kimberly Drake, duly seconded, that the Town appropriate or reserve from Fiscal Year 2014 Community Preservation Fund estimated annual revenues, or other available funds, all as specified on the Community Preservation Act Town Meeting Handout, the amounts recommended by the Community Preservation Committee for Open Space Reserve, Historic Resources Reserve, Community Housing Reserve, Budgeted Reserve, administrative expenses, and specific projects.

*Voted unanimously.*



ARTICLE 36: LOCAL MEALS EXCISE TAX

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to accept G.L. c. 64L, § 2(a) to impose a local meals excise.

*Motion carries.*

ARTICLE 37: NORTHEAST MASSACHUSETTS MOSQUITO CONTROL AND WETLANDS MANAGEMENT DISTRICT

Motion made by David Driscoll, duly seconded, that the Town vote to renew its membership and to participate in the Northeast Massachusetts Mosquito Control and Wetlands Management District for a minimum of three years, pursuant to Chapter 258 of the Acts of 1958, as amended by Chapter 410 of the Acts of 1996, G.L. c. 252, ss. 5 and 5A, and other applicable laws, subject to an assessment through a reduction in Cherry Sheet revenue in an amount to be determined annually by the District Commissioners, and to authorize the Board of Selectmen and the Board of Health to enter into all agreements and to execute any and all instruments as may be necessary to affect this vote.

*Motion fails.*

ARTICLE 38: DEFRAY OPERATIONAL EXPENSES FOR REMAINDER OF FISCAL YEAR 2013

Motion made by Jeffrey Soulard, duly seconded, that Article 38 be indefinitely postponed.

*Voted unanimously.*

ARTICLE 39: FINANCE COMMITTEE RESERVE FUND

Motion made by Jeffrey Soulard, duly seconded, that the Town vote to transfer from free cash the sum of \$127,921 to be used to replenish the Finance Committee's Reserve Fund for the remainder of fiscal year 2013.

*Motion carries.*

ARTICLE 40: UNPAID BILLS FROM PREVIOUS FISCAL YEARS

Motion made by Jeffrey Soulard, duly seconded, that Article 40 be indefinitely postponed.

*Voted unanimously.*

ARTICLE 41: URGING FROM THE TOWN FOR CONSTITUTIONAL AMENDMENTS

Motion made by Phyllis Leland, duly seconded, that we, the citizens of Essex, Massachusetts, respectfully urge the Congress of the United States to pass an amendment to the Constitution that would affirm that corporations are not entitled to the constitutional rights of human beings, and that both Congress and State governments may place limits on both political contributions and spending from any source.

*Motion carries.*

Motion made and duly seconded to dissolve the meeting at 11:21 p.m.

*Voted Unanimously.*

EXHIBIT A – FULL TEXT OF WARRANT ARTICLES WHICH WERE REFERENCED  
WITHIN THE MINUTES

ARTICLE 10

To see if the Town will vote to amend the Town of Essex Bylaws, Chapter VI, “Zoning”, by inserting a new section, to be numbered as Section 6-12, as follows; or take any other action relating thereto.

**6-12 Central Conomo Point Zoning District.**

**6-12.1. Purpose:** The purpose of the Central Conomo Point Zoning District (“CCPZD”) is to facilitate the subdivision of the central portion of the previously developed area north of Robbins Island Road while minimizing disruption to the existing historical building configuration.

**6-12.2. Establishment:** The CCPZD is a zoning district shown on the Town’s Zoning Map (see Exhibit 1) that includes a portion of land north of Robbins Island Road located along Robbins Island Road and Beach Circle. The CCPZD is subject to all provisions of Chapter VI of the Essex bylaws except as specifically defined below.

**6-12.3. Definitions:** In addition to the definitions set forth in Section 6-2.2 of the Zoning By-Law, the following definitions shall apply only in the CCPZD:

**Seasonal Cottage** – A detached principal structure with a residential dwelling unit, other than a mobile home, of 1½ stories or fewer, to be used for seasonal occupancy only between April 15 and October 15 of any given year.

**Floor Area, Gross** – The area of all floors located within the principal structure enclosed within exterior walls, including the thickness of the walls. Unfinished or finished storage areas, attics, or basements more than 50% above the ground within the principal structure, shall be included as floor area.

**Floor Area Ratio (FAR)** – The ratio of the Gross Floor Area of all principal structures on a lot divided by the lot area.

(Example: 2,500 SF Gross Floor Area / 5,000 SF lot area = FAR .5)

**Lot Area** – The area(s) of a lot above the mean high water elevation.

**Lot Building Coverage** – The percentage of the lot area covered by the area of all principal and accessory buildings or structures with roofs. (Example: 1,000 SF roof area / 5,000 SF lot area = 20% Lot Building Coverage)

**Impervious Surface Coverage** – The percentage of the lot area covered by impervious surface. (Example: 1,000 SF impervious surface / 5,000 SF lot area = 20% Impervious Surface Coverage)

**Right-of-Way Width** - The minimum right of way width for a new or established street within the CCPZD shall be at least 25 feet.

#### **6-12.4. Permitted Principal Uses:**

A. Seasonal Cottages – Seasonal Cottages are permitted as of right, but use and occupancy shall be limited to seasonal use only between April 15 and October 15 of any given year.

B. Storage – Storage buildings or structures are permitted as a principal use provided they: 1) meet the dimensional regulations listed in Table 1 at Section 6-12.6(E); and 2) are restricted to non-commercial storage uses of any type.

C. Municipal Park and Recreational - Municipal uses, including but not limited to, parks, playgrounds, off-street parking facilities and public recreational areas, are permitted as of right as a principal use.

#### **6-12.5. Permitted Accessory Structures and Uses:**

A. Accessory Buildings or Structures – Accessory Buildings or Structures are permitted as of right, subject to the following limitations:

- a maximum of two Accessory Buildings and/or Structures per lot;
- total gross floor area of all Accessory Buildings and/or Structures on each lot shall not be greater than 576 SF;
- maximum permitted height of 15 feet.
- minimum side or rear yard setback of 5 feet.

B. Home Occupations – Home Occupations are permitted as of right, subject to the following additional limitations:

- No more than one employee who does not reside in the building or structure;
- No more than one commercial vehicle shall be parked on the property;
- No external display or sale of goods or services shall be permitted.

#### **6-12.6. Dimensional and Density Regulations:**

A. General Requirement: Except as provided under Section 6-12.5.A., all lots, new construction and reconstruction of or additions, alterations or extensions to any principal or accessory buildings or structures shall comply with the dimensional regulations listed in Table 1 at Section 6-12.6(E).

B. Exceptions: This Section contemplates that new lots will be created through a subdivision to accommodate the principal and accessory buildings or structures in the CCPZD existing at the time of adoption of this Section. The following exceptions to the dimensional regulations in Table 1 at Section 6-12.6(E) shall apply within the CCPZD:

1. Lots - New lots approximating the currently shown lease areas may be created for the following areas to accommodate the existing buildings, structures and parking areas:

*Robbins Island Road:*

Assessor's Map 19, Lot 68B, provided that, if it becomes owned in common with Map 19, Lot 68A, such combined lot shall have a minimum lot area of 2,500 square feet and a minimum frontage of 25 feet. Map 19, Lot 68B shall not, by itself, be a buildable lot.

Assessor's Map 19, Lot 77, provided such lot shall have a minimum lot area of 4,000 square feet and a minimum frontage of 40 feet.

*Conomo Point Road:*

Assessor's Map 19, Lot 97, provided such lot shall have a minimum lot area of 4,500 square feet and a minimum frontage of 40 feet.

2. Structures and Parking Areas - New lots complying with the lot area and frontage requirements in Table 1 at Section 6-12.6(E), and the lots for which exceptions from such requirements are provided in Section 6-12.6(B)(1), may be created within the areas of the CCPZD to accommodate the existing buildings, structures and parking areas, even if the new lot lines render the existing buildings, structures or parking areas nonconforming.

C. Regulation of Nonconforming Lots, Structures, and Parking Areas: The lots for which exceptions are made in Section 6-12.6(B)(1), and the existing structures and parking areas that do not comply with the dimensional requirements listed in Section 6-12.6(E), Table 1, are hereby deemed to be lawful nonconforming lots and lawfully existing nonconforming structures and parking areas. Future reconstruction, alterations, extensions and/or additions to such nonconforming lots and structures are subject to the following:

1. As-of-Right Changes:
  - (a) Any reconstruction, alteration, extension or addition to an existing residential structure that does not either: (i) create a new nonconformity, or (ii) increase or intensify any existing nonconformity, shall be permitted as-of-right.
  - (b) On a nonconforming lot (i.e., a lot subject to Section 6-12.6(B)(1)), any reconstruction, alteration, extension or addition to an existing residential structure that extends beyond the existing footprint, or that results in an increase in gross floor area or height, even if the Table 1 dimensional requirements are met, shall be deemed to increase or intensify the existing nonconformity of the lot, and shall not be permitted as-of-right.
2. Special Permit Changes:
  - (a) Any reconstruction, alteration, extension or addition to an existing residential structure that increases or intensifies an existing nonconformity, but does not create a new nonconformity, may be allowed by the Planning Board by a special permit, provided that the Planning Board finds that such reconstruction, alteration, extension or addition is not substantially more detrimental to the neighborhood than the existing structure.

(b) For an existing non-residential structure on a conforming lot, any reconstruction, alteration, extension or addition that complies with the dimensional requirements in Table 1 may be allowed by the Planning Board by a special permit, provided that the Planning Board finds that such reconstruction, alteration, extension or addition is not substantially more detrimental to the neighborhood than the existing structure.

3. Variance Changes:

(a) Any reconstruction, alteration, extension or addition to an existing residential structure that creates a new nonconformity shall require a variance from the Board of Appeals.

(b) Any reconstruction, alteration, extension or addition to an existing non-residential structure on a non-conforming lot, and any such reconstruction, alteration, extension or addition to an existing non-residential structure on a conforming lot that does not comply with the dimensional requirements in Table 1, shall require a variance from the Board of Appeals.

D. Merger: Within the CCPZD, adjoining lots that are held in common ownership shall retain their status as separate lots, and shall not be deemed to have merged into a single lot for purposes of zoning solely on the basis of such common ownership.

E. Table of Dimensional Regulations:

**Table 1 – Dimensional Regulations – Permitted As-of-Right for all Principal Uses:**

<b>Dimensional Controls</b>		
1	Minimum Lot Area (square feet)	5,000
2	Minimum Frontage (feet)	40
3	Minimum Front Yard Setback (feet)	5
4	Minimum Side Yard Setback (feet)	5
5	Minimum Rear Yard Setback (feet)	10
6	Maximum Height (feet)	15
7	Maximum Floor Area Ratio (%)	30%
8	Maximum Lot Building Coverage (%)	25%
9	Maximum Impervious Surface Coverage (%)	30%
10	Maximum Number of Stories	1.5

*EXHIBIT 1 – ZONING MAP DISTRICT FOR CENTRAL  
CONOMO POINT*



## ARTICLE 16

### Article for Directing the Sale of Specified Properties at Conomo Point

To see if the Town will vote that when any existing leases expire for the following lots listed below, as shown on the Town of Essex Assessors' Maps, that said lots shall be transferred from the Conomo Point Commissioners for purposes of lease to the Board of Selectmen for the purpose of conveyance, and further, to direct the Board of Selectmen to convey all of said lots, after said plan has been duly recorded with the Registry of Deeds, and to authorize the Board of Selectmen to enter into all agreements and to execute any and all instruments as may be necessary or convenient on behalf of the Town to affect said conveyance, subject to terms and conditions as the Board of Selectmen deem appropriate; or take any other action relating thereto.

Map 24, Lot 1	Map 24, Lot 2	Map 24, Lot 3	Map 24, Lot 4
Map 24, Lot 5	Map 24, Lot 6	Map 24, Lot 7	Map 24, Lot 8
Map 24, Lot 9	Map 24, Lot 10	Map 24, Lot 11	Map 24, Lot 12
Map 24, Lot 21	Map 24, Lot 22	Map 24, Lot 23	Map 24, Lot 24
Map 24, Lot 25	Map 19, Lot 81	Map 19, Lot 82	Map 19, Lot 83
Map 19, Lot 84	Map 19, Lot 85	Map 19, Lot 86	Map 19, Lot 88
Map 19, Lot 89	Map 19, Lot 91	Map 19, Lot 92	Map 19, Lot 93
Map 19, Lot 65	Map 19, Lot 66	Map 19, Lot 67	Map 19, Lot 68
Map 19, Lot 69	Map 19, Lot 70	Map 19, Lot 71	Map 19, Lot 72
Map 19, Lot 73	Map 19, Lot 74	Map 19, Lot 74 A	Map 19, Lot 75
Map 19, Lot 76	Map 19, Lot 77	Map 19, Lot 78	Map 19, Lot 79
Map 19, Lot 95	Map 19, Lot 96	Map 19, Lot 97	Map 19, Lot 98
Map 19, Lot 99	Map 19, Lot 100	Map 19, Lot 101	Map 19, Lot 102

## ARTICLE 17

### Article for the Creation of a Park at Northern Conomo Point

To see if the Town will vote that when any existing leases expire for the following lots listed below, as shown on the Town of Essex Assessors' Maps, that said lots shall be retained for a public park.

Map 24, Lot 13	Map 24, Lot 14	Map 24, Lot 15 A	Map 24, Lot 15 B
Map 24, Lot 16	Map 24, Lot 17	Map 24, Lot 18	Map 24, Lot 18 A
Map 24, Lot 19	Map 24, Lot 20	Map 24, Lot 26	Map 24, Lot 27
Map 24, Lot 28	Map 24, Lot 29	Map 24, Lot 30	Map 24, Lot 31
Map 24, Lot 32	Map 24, Lot 33	Map 24, Lot 34	Map 24, Lot 35
Map 24, Lot 36	Map 24, Lot 37	Map 24, Lot 38	Map 24, Lot 39
Map 24, Lot 40	Map 24, Lot 41	Map 24, Lot 42	Map 24, Lot 43
Map 24, Lot 44	Map 24, Lot 45		

## ARTICLE 19

To see if the Town will vote to amend the Essex Town Bylaws, Section 2-13 Conomo Point Commissioners:

Delete Section 2-13.8 in its entirety.

Delete in its entirety Section 2-13.13 Section 3: Long-term Leases

In Section 2-13.13 Section 4: Sales, add a new subsection h. as follows:

Provided however, that the Commissioners may not sell any town-owned property in the Northern Conomo Point section of Conomo Point encompassing all town-owned land north of and including Robbins Island Road and Beach Circle, until an Annual Town Meeting approves both 1) a Master Plan for Northern Conomo Point and 2) a Financial Plan for Conomo Point that a) lays out the proposed uses of the proceeds from all land sales at Conomo Point that have already taken place and are anticipated to take place in the future as part of the implementation of the approved Master Plan for Northern Conomo Point, b) proposes a method for segregating revenues from Conomo Point, including but not limited to all lease rents from Northern Conomo Point lots, user fees, and concession receipts, and c) proposes a method and timeline for funding the capital improvements needed to implement the Master Plan for Northern Conomo Point.

### ARTICLE 33

To see if the Town will vote to amend the Town of Essex Animal Control Bylaw by deleting the current bylaw, in its entirety, and by replacing it with the following, to be known as Chapter 4-16; or take any other action relating thereto.

#### **4-16 ANIMAL CONTROL BYLAW**

4-16.1 PURPOSE. The purpose of this bylaw is control of animals to prevent injury to property, persons and animals.

#### 4-16.2 ADMINISTRATION.

a. The Board of Selectmen shall annually appoint an Animal Control Officer who shall be responsible for the enforcement of this bylaw and the General Laws relating to the regulation of animals.

b. For purposes of this bylaw and Massachusetts General Laws, Chapter 140, section 157, the Board of Selectmen shall be the Hearing Authority.

4-16.3 CONTROL OF ANIMALS. No person owning, harboring or having the custody or control of a dog shall permit such dog to enter or remain upon the following property at the time indicated:

a. PUBLIC SCHOOL GROUNDS. No dog shall be allowed upon public school grounds between the hours of 7:30 a.m. and 4:30 p.m., local time, Monday through Friday, during the school year and any special sessions thereof. Dogs shall not be allowed on any school department property while schools in Essex are in session.

b. BEACHES. No dog shall be allowed upon any public beach in Essex during June, July, and August in each year.

c. CEMETERY GROUNDS. No dog shall be allowed upon any cemetery grounds in Essex, at all times of the year.



d. PUBLIC PARKS. No dog shall be allowed in any public park in Essex, at all times of year, except at the Centennial Grove. Supervised dogs on a leash or under the direct control of their owner (not unsupervised dogs) shall be allowed at the Centennial Grove except during June, July, and August in each year, during which months dogs shall not be allowed at the Centennial Grove.

**4-16.3A ROAMING AT LARGE.**

a. No person shall permit a dog owned or kept by them to cause a nuisance to people or other animals or a threat to public safety while roaming at large.

b. Dogs that are, in the judgment of the Animal Control Officer, causing a nuisance to people or other animals or a threat to public safety while roaming at large may be caught and confined by the Animal Control Officer or any police officer of the Town of Essex. A dog so confined may be held for not more than seven days. If the owner or keeper of the dog claims it and pays the sum of \$40 for each day that the dog has been held, the dog shall be returned to its owner or keeper. Any dog not claimed by the owner or keeper within said seven day period may be subject to euthanization or adoption as set forth in Massachusetts General Laws, Chapter 140, sections 151A and 167, as may be amended from time-to-time.

**4-16.3B NUISANCE AND DANGEROUS DOGS**

a. The Animal Control Officer shall investigate all complaints made to the Animal Control Officer, the Town of Essex Police Department, the Board of Selectmen, or the Town Administrator, that any dog owned or kept within the Town of Essex is a Nuisance Dog or Dangerous Dog, as those terms are defined in Massachusetts General Laws, Chapter 140, sections 136A and 157, as may be amended from time to time.

b. The Animal Control Officer shall require that said complaints be in writing and is hereby empowered to make whatever inquiry is deemed necessary to determine the accuracy of said complaint and may make such orders as he or she deems necessary to ensure the protection of public safety and/or to eliminate said nuisance, as provided in Massachusetts General Laws, Chapter 140, section 157, as may be amended from time to time.

c. Any person aggrieved by an order of the Animal Control Officer may request a hearing before the Board of Selectmen. Said request shall be in writing and received by the Board of Selectmen within five (5) business days of the issuance of the Animal Control Officer's order. If no such request is filed within the time specified herein, the order of the Animal Control Officer shall be final.

d. Upon receipt of a timely request, the Board of Selectmen shall convene a public hearing, which shall include an examination of the complainant under oath, to determine whether the dog is a Nuisance Dog or Dangerous Dog. Based on the credible evidence and testimony presented at said public hearing, the Board of Selectmen may affirm the Animal Control Officer's order, reverse and nullify the Animal Control Officer's order, or issue any such order as it deems necessary to ensure the protection of public safety.

and/or eliminate a nuisance, as provided in Massachusetts General Laws, Chapter 140, section 157, as may be amended from time to time. The determination of the Board of Selectmen after a hearing shall be final.

e. Nothing in this By-law is intended to limit or restrict the authority of the Board of Selectmen to act in accordance with G.L. c. 140, §157.

4-16.4 DOGS IN SEASON. Every female dog in heat shall be confined in a building or secure enclosure in such manner that such female dog cannot come into contact with another animal except for planned breeding.

4-16.5 DOG TAGS. All dogs shall wear a collar or similar device with the current dog tags (license) attached.

4-16.6 LICENSING.

a. All dogs 6 months or over must be licensed, individually or via a kennel license, and tagged. The registering, numbering, and licensing of dogs, if kept in the Town of Essex, shall be conducted in the office of the Town Clerk.

b. The annual License Period shall run from April 1st to March 31st of each calendar year.

c. The annual fees to be charged by the Town of Essex for the issuance of licenses for dogs shall be:

Males and Females	\$24.00
Neutered Males and spayed Females*	\$15.00
*(a certificate of neutering or spaying will be required)	

d. Kennels – the owner or keeper of a pack or collection of more than 4 dogs, 3 months old or older, on a single premises, shall obtain one of the below types of kennel licenses, as defined in MGL Ch. 140 S. 136A, and pay the required annual fee.

	<b><u>5 dogs or less</u></b>	<b><u>6 to 10 dogs</u></b>	<b><u>11 or more dogs</u></b>
Commercial Boarding or Training Kennel:	\$100	\$200	\$300
Commercial Breeder Kennel:	\$100	\$200	\$300
Domestic Charitable Corporation Kennel:	No fee if incorporated exclusively for purposes outlined in MGL Ch. 140 S. 137A (c).		
Personal Kennel:	\$ 75	\$150	\$200
Veterinary Kennels:	\$100	\$200	\$300

A Kennel License shall be in lieu of licensing dogs individually.

No Kennel License shall be issued or renewed until the premises have been inspected and approved by the Animal Control Officer.

An owner or keeper of a pack or collection of 4 dogs or less, 3 months or older, on a single premises, may obtain a kennel license in lieu of licensing the dogs individually.

No Commercial Board or Training Kennel, Commercial Breeder Kennel, or Veterinary Kennel Licenses shall be issued unless the applicant demonstrates compliance with any other applicable laws concerning the operation of a business or commercial enterprise from the subject premises.

e. Further, the Town Clerk will charge a late fee of Fifteen Dollars to obtain an individual or Kennel License after July 1st of any calendar year. All money received from issuance of dog licenses by the Town of Essex, or recovered as fines or penalties by said Town under provisions of Chapter 140 relating to dogs, shall be paid into the Treasury of the town and thereafter shall not be paid over by the Town Treasurer to Essex County.

#### 4-16.7 LICENSING OF DANGEROUS DOGS.

a. The Animal Control Officer shall notify the Town Clerk of all dogs that have been designated as Dangerous Dogs in accordance with Section 3B of this Bylaw and/or Massachusetts General Laws, Chapter 140, section 157.

b. The Owner or keeper of any dog(s) designated as Dangerous Dogs in accordance with Section 3B of this Bylaw and/or Massachusetts General Laws, Chapter 140, section 157 which have not been ordered euthanized shall relicense said dog(s) as "Dangerous" within thirty days of such determination. A unique licensing number shall be assigned to a Dangerous Dog by the Town Clerk. That number shall be noted on the town licensing files.

c. The owner or keeper of a Dangerous Dog shall notify within 12 hours the Animal Control Officer if said dog is unconfined, has attacked, another dog or has attacked a human, or has died or has been sold or given away; the owner or keeper shall also provide the Animal Control Officer with the name, address and telephone number of the new owner of the Dangerous Dog.

#### 4-16.8 ENFORCEMENT AND PENALTIES.

a. Allowing Dog to Cause a Nuisance to People or Other Animals or a Threat to Public Safety While Roaming at Large (Violation of Section 3A)

1. In addition the remedy of impoundment as set forth therein, Section 3A of this Bylaw may be enforced by the Animal Control Officer or any police officer of the Town through any means available in law or equity, including but not limited to

criminal indictment in accordance with G.L. c.40, §21, and noncriminal disposition in accordance with G.L. c. 40, §21D, and the Town Bylaws, "Non-Criminal Disposition." When enforced in accordance with G.L. c.40, §21, the maximum penalty shall be \$300.00 and each day a violation exists shall constitute a separate violation.

2. When enforced through noncriminal disposition, the penalties shall be as follows:

First violation:	Written Warning
Second violation:	\$ 100.00
Third and subsequent violations within 12-month period of first violation:	\$ 300.00

3. For purposes of enforcement through non-criminal disposition, any violation of the provisions of this by-law occurring more than 12 months after a first offense shall constitute a new and separate violation.

b. Violation of Order to Restrain Nuisance or Dangerous Dog (Violation of Section 3B)

1. In addition to the remedies set forth therein, Section 3B of this Bylaw may be enforced by the Animal Control Officer or any police officer of the Town through any means available in law or equity, including but not limited to criminal indictment in accordance with G.L. c.140, §157A as may be amended from time-to-time, and noncriminal disposition in accordance with G.L. c. 40, §21D, and the Town Bylaws, "Non-Criminal Disposition." When enforced in accordance with G.L. c.140, §157A, an owner or keeper of a dog who fails to comply with an order of the selectmen or district court shall be punished, for a first offense, by a fine of not more than \$500 or imprisonment for not more than 60 days in a jail or house of correction, or both, and for a second or subsequent offense by a fine of not more than \$1,000 or imprisonment for not more than 90 days in a jail or house of correction.

2. When enforced through noncriminal disposition, the penalties shall be as follows:

First violation:	Written Warning
Second violation:	\$ 100.00
Third and subsequent violations within 12-month period of first violation:	\$ 300.00

3. For purposes of enforcement through non-criminal disposition, any violation of the provisions of this by-law occurring more than 12 months after a first offense shall constitute a new and separate violation.

The Animal Control Officer or any Town of Essex police officer shall seize and impound any dog found outside of its enclosure in violation of this Bylaw or any order issued by the Animal Control Officer, the Board of Selectmen or the Court.

c. Other

The Essex Board of Selectmen may enforce these Regulations or enjoin violations thereof through any lawful process, and the election of one remedy by the Board of Selectmen shall not preclude enforcement through any other lawful means.

**ANNUAL TOWN MEETING**

**November 18, 2013**

The November 18, 2013 Special Town Meeting of The Town of Essex held at the Essex Elementary School Cafeteria was called to order at 7:39 pm by Moderator Rolf P. Madsen. A quorum of over 195 voters were present at the time.

Following the salute to our National Flag, a moment of silence was observed in memory of Town officials and volunteers who have passed since our last meeting: Mildred Oliver, William (Bill) Lundy, Roger Ball, Cynthia Cameron, Elizabeth (Tootie) Angelson and Annette Osborn.

Moderator Rolf P. Madsen, duly seconded, move that the reading of the Warrant be omitted as copies were available to the audience upon check in.

The following people were appointed as tellers: Carolyn Knowlton, Martha Thompson, Genevieve Guerin, Ellen Hull, Sandy Ginn, Elizabeth Guerin, Helen Brown and Lee Bresnahan.

*There were no objections to the tellers appointed.*

**ARTICLE 1 – RENOVATION TO TOWN HALL AND LIBRARY**

Motion made by Lisa O'Donnell, duly seconded that the Town transfer from free cash the sum of \$260,000 for renovations to the Town Hall and Library building at 30 Martin Street in order to improve health, safety, and the working environment.

*Motion carries.*

**ARTICLE 2 – MEMBERSHIP WITH THE NORTHEAST MOSQUITO CONTROL AND WETLANDS MANAGEMENT DISTRICT**

Motion made by Lisa O'Donnell, duly seconded, that the Town vote to renew its membership and to participate in the Northeast Massachusetts Mosquito Control and Wetlands Management District for a minimum of three years, pursuant to Chapter 258 of the Acts of 1958, as amended by Chapter 410 of the Acts of 1996, G.L. c. 252, ss. 5 and 5A, and other applicable laws, subject to an assessment through a reduction in Cherry Sheet revenue in an amount to be determined annually by the District Commissioners, and to authorize the Board of Selectmen and the Board of Health to enter into all agreements and to execute any and all instruments as may be necessary to affect this vote.

*Motion fails.*

**ARTICLE 3 – ENGINEERING CONSULTANT TO REVIEW THE FEDERAL CHANNEL WITHIN THE ESSEX RIVER**

Motion made by Lisa O'Donnell, duly seconded, that the Town vote to transfer from free cash the sum of \$30,000 for an engineering consultant to review the present status of the encroachment of

structures into the Federal Channel of the Essex River and to work with Town officials and other stakeholders to eliminate encroachments, draft plans for realignment of the Federal Channel, draft plans for reconfiguration of the Federal Channel, and take any other actions to provide all other precursors necessary to apply to the Army Corps of Engineers, the Federal Legislature, or any other entity for Federal dredging assistance against an encroachment-free backdrop, and to authorize the Board of Selectmen to enter into all agreements and to execute any and all instruments as be necessary to affect this vote.

*Motion carries.*

#### ARTICLE 4 – ZONING BYLAW AMENDMENT: USES REQUIRING A SPECIAL PERMIT

Motion made by Westley Burnham, duly seconded, that the Town vote to amend Section 6-3.4.2 of the Town of Essex Zoning Bylaws, Uses Requiring Special Permit, by adding a use to be known as “Medical Marijuana Treatment Center/Registered Marijuana Dispensary” as subsection “m” of said Section, and further, to amend Section 6-2.2 of the Town of Essex Zoning Bylaws, Definitions, by adding the definition of “Medical Marijuana Treatment Center or Registered Marijuana Dispensary” as shown in the warrant after the definition of “Lot Measurements” in said Section.

*Standing Counted Vote: Yes: 118*

*No: 35*

*Motion carries.*

#### ARTICLE 5 – ACCEPTANCE OF M.G.L. Ch. 40 § 6A: ADVERTISING TOWN RESOURCES

Motion made by Jeffrey Jones, move that the Town vote to accept G.L. c. 40, § 6A to allow the annual appropriation of a sum of money for the purpose of advertising the Town’s resources, advantages, and attractions; and to raise and appropriate the sum of \$5,000 for said purposes for fiscal year 2014.

*Voted by the majority.*

#### ARTICLE 6 – CONTRACT FOR YOUTH SUMMER CAMP SERVICES

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to authorize the Board of Selectmen to enter into a contract for up to ten years for the provision of youth summer camp services.

*Voted by the majority.*

#### ARTICLE 7 – REMOVAL OF DIRECT FIRE ALARM WIRING FROM UTILITY POLES

Motion made by Daniel Doucette, duly seconded, that the Town vote to transfer from free cash the sum of \$3,000 for the removal from utility poles of direct fire alarm wiring and equipment that is no longer needed.

*Voted unanimously.*

#### ARTICLE 8 – RETENTION OF A CONSULTANT FOR PUBLIC SAFETY COMMITTEE

Motion made by Robert Jerin, duly seconded, that the Town vote to transfer from free cash the sum of \$5,000 to allow the Board of Selectmen to retain the services of a consultant to assist the Essex Public Safety Committee in carrying out the Committee’s charge.

*Voted by the majority.*

ARTICLE 9 - PURCHASE OF ELECTRONIC CONTROL DEVICES FOR POLICE DEPT.

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to transfer from free cash the sum of \$8,400 to purchase electronic control devices for the Police Department.

*Motion carries.*

ARTICLE 10 – RETAIN CONSULTANT SERVICES TO UPDATE OPEN SPACE PLAN

Motion made by Julie Scofield, duly seconded, that this article be indefinitely postponed.

*Voted unanimously.*

ARTICLE 11 – TRANSFER FREE CASH TO TOWN'S OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND

Motion made by Jeffrey Soulard, duly seconded, that the Town transfer from free cash the sum of \$15,000 to the Town's Other Post-Employment Benefits (OPEB) Trust Fund.

*Voted unanimously.*

ARTICLE 12 - FUND A DEFICIT IN THE EMERGENCY MEDICAL DISPATCH GRANT FUND

Motion made by Jeffrey Soulard, duly seconded, that the Town vote to transfer from free cash the sum of \$1,920 to the Emergency Medical Dispatch reimbursable grant fund, to fund a deficit.

*Voted unanimously.*

ARTICLE 13 – FUND AN ANTICIPATED DEFICIT IN ASSESSORS' OVERLAY ACCOUNT

Motion made by Richard Cairns, duly seconded, that Article 13 be indefinitely postponed.

*Voted unanimously.*

ARTICLE 14 – ADD TO THE CONOMO POINT LEGAL BUDGET FOR FY2014

Motion made by Jeffrey Jones, duly seconded, that the Town vote to transfer from free cash the sum of \$150,000 to be added to the Conomo Point Legal Budget for fiscal year 2014.

*Motion carries.*

ARTICLE 15 – TOWN'S STABILIZATION FUND

Motion made by Jeffrey Jones, duly seconded, that Article 15 be indefinitely postponed.

*Voted unanimously.*

ARTICLE 16 – UNPAID BILLS FROM PAST FISCAL YEARS

Motion made by Jeffrey Soulard, duly seconded, that Article 16 be indefinitely postponed.

*Voted unanimously.*

A motion was made and duly seconded to dissolve the Special Town Meeting at 10:02 pm.

*Voted unanimously.*

ATTACHED TO THESE MINUTES: EXHIBIT A - (ARTICLE 4) FULL TEXT OF ARTICLE 4  
AS WRITTEN IN THE WARRANT

I hereby certify that the following is a true copy of the text of Article 4 of the November 18, 2013  
Special Town Meeting as written in the Warrant:

#### ARTICLE 4

To see if the Town will vote to amend Section 6-3.4.2 of the Town of Essex Zoning Bylaws, Uses  
Requiring Special Permit, by adding a use to be known as “Medical Marijuana Treatment  
Center/Registered Marijuana Dispensary” as subsection “m” of said Section, and further, to amend  
Section 6-2.2 of the Town of Essex Zoning Bylaws, Definitions, by adding the following  
definition after the definition of “Lot Measurements” in said Section:

Medical Marijuana Treatment Center or Registered Marijuana Dispensary: a not-for-profit entity  
registered under 105 CMR 725.100, that acquires, cultivates, possesses, processes (including  
development of related products such as edible marijuana-infused products (“MIPs”), tinctures,  
aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers  
marijuana, products containing marijuana, related supplies, or educational materials to registered  
qualifying patients or their personal caregivers. Unless otherwise specified, Medical Marijuana  
Treatment Center or Registered Marijuana Dispensary refers to the site(s) of dispensing,  
cultivation, and preparation of marijuana.

; or take any other action relating thereto.

## TOWN OF ESSEX - ELECTION RESULTS

### SPECIAL STATE PRIMARY – APRIL 30, 2013

The following votes were cast by registered voters of the Town of Essex:

#### **Democratic Primary**

Race: Senator in Congress  
Stephen M. Lynch: 119  
Edward J. Markey: 191  
Blanks: 0

#### **Republican Primary**

Race: Senator in Congress  
Gabriel E. Gomez: 156  
Michael J. Sullivan: 38  
Daniel B. Winslow: 23  
Blanks: 1

528 Voters participated in the April 30, 2013 Special State Primary out of a possible 2485 eligible  
active registered voters.



### ANNUAL TOWN ELECTION – MAY 13, 2013

I hereby certify that the following are the results of the 2013 Annual Town Election of the Town of Essex, Massachusetts, held on May 13, 2013:

**Assessor, for 3 years:**

Kurt A. Wilhelm	507
Blank	113

**Planning Board, for 5 years:**

Corey P. Jackson	114
Scattered	8
Blank	498

**Moderator, for 1 year:**

Rolf P. Madsen	459
Scattered	5
Blank	156

**Planning Board, for 5 years:**

Corey P. Jackson	22
Scattered	4
Blank	594

**Selectman, for 3 years:**

Lisa J. O'Donnell	337
Karin M. Gertsch	262
Scattered	2
Blank	19

**Planning Board, for 4 years:**

Jason Heath	443
Corey P. Jackson	2
Blank	175

**Board of Health, for 3 years:**

Martha T. Mazzarino	455
Scattered	1
Blank	164

**Two Constables, for 1 year:**

Robert P. Bradley	449
Scattered	1
Blank	790

**Regional School Committee, for 3 years:**

James M. Haskell	483
Scattered	1
Blank	136

**Board of Library Trustees, for 3 years:**

Beth Cairns	510
Blank	110

**Housing Authority, for 5 years:**

Harold C. Addison	461
Blank	159

**Housing Authority, fill vac. for 1 year:**

Blank	610
Scattered	10

### SPECIAL STATE ELECTION – JUNE 25, 2013

The following votes were cast by registered voters of the Town of Essex:

Race: Senator in Congress

Gabriel E. Gomez	525
Edward J. Markey	417
Richard A. Heos	3
Scattered	1
Blanks	1

947 Voters participated in the June 25, 2013 Special State Election out of a possible 2181 eligible active registered voters.

Respectfully submitted,  
Christina J. Wright, Town Clerk

## TREASURER/TAX COLLECTOR

The Treasurer/Collector is responsible for collection and investment of all Town Revenue, and is custodian of all additional funds including stabilization funds, trust funds and tax title accounts. The Treasurer/Collector also arranges for adequate funds to cover current obligations and administers these funds on behalf of the Town of Essex to insure all requirements such as payment on bonds and notes, payroll, bills and other remittances are paid in a timely manner.

Thank you for allowing us the opportunity to serve the residents of the Town of Essex.

Respectfully submitted,  
Virginia Boutchie, CMMT, CMMC

### BANK BALANCES

#### GENERAL FUND:

Petty Cash (All Departments)	\$ 695.00
First Ipswich Bank Investment	\$ 79,894.52
Vendor	\$ 11,141.09
Payroll	\$ 6,735.09
Eastern Bank	\$ 231,396.92
Mass Municipal Depository Trust	\$ 118,601.42
Unibank Vendor Account	\$ 52.02
Unibank On-Line Payment Account	\$ 2.90
TD Banknorth	\$ 896,224.96
Unibank/Money Market	<u>\$ 2,118,659.25</u>
Sub-total	\$ 3,463,403.17

#### OTHER FUNDS:

Unibank/Conservation Fund	\$ 22,101.45
First Ipswich Bank/Water Fund	\$ 26,005.72
First Ipswich Bank/Sewer Fund	\$ 21,819.98
Bartholomew-Southern Conomo Point	\$ 5,241,612.87
First Ipswich Bank – Conomo Point Deposits	\$ 25,000.00
Unibank/Water Money Market	\$ 287,760.10
Unibank/Sewer Money Market	\$ 674,838.94
Unibank/VanWyck Low Farms	\$ 73,124.92
Unibank-Ambulance Fund	\$ 276,864.72
First Ipswich Bank/Clerk of Works/Tara Road	\$ 1,773.48
FIB/Ipswich CPA Fund	\$ 26,605.95
Unibank/Cultural Council	\$ 1,739.16
Cape Ann Savings Bank – Stabilization	\$ 312,874.03
Unibank – Stabilization	\$ 344,295.52
Unibank/Essex CPA Fund	<u>\$ 239,944.06</u>
Sub-total	\$ 6,753,862.20

TOTAL GENERAL AND OTHER FUNDS \$11,039,764.07

TRUST FUND BALANCES

Bartholomew – OPEB Trust	
Balance 07/01/12	\$ 0.00
TOE Check #30888 A/11-11/19/12 STM	\$ 15,000.00
Earnings	<u>\$ 320.95</u>
Balance 06/30/13	\$ 15,320.95
Unibank - L.T. Burnham	
Balance 07/01/12	\$ 98,126.23
Expenses	\$ (1,687.81)
Earnings	<u>\$ 276.98</u>
Balance 06/30/13	\$ 96,715.40
Unibank - Albert E. Cogswell	
Balance 07/01/12	\$ 71,957.54
Earnings	<u>\$ 205.70</u>
Balance 06/30/13	\$ 72,163.24
Unibank – Jefferson Coolidge	
Balance 07/01/12	\$ 35,328.08
Earnings	<u>\$ 100.99</u>
Balance 06/30/13	\$ 35,429.07
Unibank – Municipal Building Insurance	
Balance 07/01/12	\$ 24,857.51
Earnings	<u>\$ 71.05</u>
Balance 06/30/13	\$ 24,928.56
Unibank – Ryder Estate	
Balance 07/01/12	\$ 175,986.41
Earnings	<u>\$ 503.12</u>
Balance 06/30/13	\$ 176,489.53
Unibank – Selectmen/WWII Memorial	
Balance 07/01/12	\$ 2,563.74
Earnings	<u>\$ 7.32</u>
Balance 06/30/13	\$ 2,571.06
TOTAL TRUST FUNDS	\$ 423,617.81

CEMETERY FUNDS

Unibank - Perpetual Care	
Balance 07/01/12	\$ 199,693.62
Income	\$ 1,244.00
Expenses	\$ (300.00)
Earnings	<u>\$ 570.98</u>
Balance 06/30/13	\$ 201,208.60
 Unibank - Flower Fund	
Balance 07/01/12	\$ 5,179.19
Income	\$ 0.00
Expenses	\$ (495.40)
Earnings	<u>\$ 14.68</u>
Balance 06/30/13	\$ 4,698.47
 Unibank - Lot Care	
Balance 07/01/12	\$ 21,080.74
Income	\$ 8,583.33
Cemetery Budget (FY13 \$15,000 less FY12 Unspent \$3,515.67 returned)	\$ (12,284.33)
Earnings	<u>\$ 32.83</u>
Balance 06/30/13	\$ 17,412.57
 Unibank - Sale of Lots	
Balance 07/01/12	\$ 12,049.73
Income	\$ 1,500.00
Cemetery Budget	\$ (11,400.00)
Earnings	<u>\$ 2.79</u>
Balance 06/30/13	\$ 2,152.52
 TOTAL CEMETERY FUNDS	\$ 225,472.16
 <b>GRAND TOTAL – ALL FUNDS</b>	 <b>\$11,688,854.04</b>

### Town of Essex Payroll FY2013

#### Ambulance

Akerley Jr, Edward C	\$77.14
Albani, James	\$1,065.52
Ball, Daniel	\$385.89
Barrett, David W	\$2,823.02
Boutchie, Glenn C	\$58.14
Carter, Keith C	\$38.38
Cavender, Robert B	\$327.18
Crocker, Samuel	\$19.38
Doane, Dexter Alan	\$19.00
Doucette, Dan	\$2,648.60
Fialho, Daniel	\$1,171.54
French, Michael	\$19.38
Gallant, Ronald	\$57.76
Good, Travis	\$115.90
Heath, Jason	\$38.76
Hoare, Henry Peter	\$794.58
Jackson, Corey P	\$2,145.67
Jauss, Brett D	\$19.00
Lafata, Anthony J	\$19.38
Lafata, Joseph	\$365.75
Lattanzi Michael A	\$19.00
Leeds, Barron L	\$2,474.37
Neal, Edward S	\$1,167.36
Nich, Peter J	\$3,319.49
Nieberle Jr, Ernest	\$3,775.11
O'Bryan, Jonathan W	\$77.52
Ouellette, Nicholas	\$106.21
Pereen, David O	\$163.02
Perrigo, Joan M	\$1,384.53
Pyburn Jr, Dennis W	\$38.38
Reader, Ramie	\$1,441.72
Reed, Sean	\$134.52
Rich, Sally Ann	\$1,011.56
Silva, Nicholas	\$57.76
Soucy, Michael A	\$993.13
Stavros, George	\$511.67
Thompson, David	\$2,704.08

Woodman, Eian	\$435.29	
Total Ambulance		\$32,024.69
<u>Animal Control Officer</u>		
Reilly, Amelia	\$4,506.00	
Total Animal Control Officer		\$4,506.00
<u>Animal Health Inspector</u>		
Stone, Pamela	\$1,803.00	
Total Animal Health Inspector		\$1,803.00
<u>Board of Appeals</u>		
Palumbo, Gillian	\$526.91	
Total Board of Appeals		\$526.91
<u>Board of Assessors</u>		
Cairns, Richard	\$5,980.00	
Ewing, Barry	\$4,189.00	
Harrell, Brenda J	\$36,551.64	
Palumbo, Gillian	\$5,884.69	
Wilhelm, Kurt	\$4,189.00	
Total Board of Assessors		\$56,794.33
<u>Board of Health</u>		
Paskalis, Kim F	\$6,915.45	
White, Ann E	\$42,857.87	
Wozny, Elaine M	\$71,464.07	
Total Board of Health		\$121,237.39
<u>Board of Registrars</u>		
Azadian, Kathleen S	\$400.00	
Cataldo, Vickie H	\$400.00	
Lynch, Suzanne A	\$400.00	
Wright, Christina J	\$123.43	
Total Board of Registrars		\$1,323.43
<u>Board of Selectmen</u>		
Gould-Coviello, Susan	\$1,000.00	
Jones, Jeffrey D	\$1,000.00	
O'Donnell, Lisa J	\$1,000.00	
Rowe, Leann M	\$676.36	
Witham, Pamela J	\$53,388.70	

Total Board of Selectmen		\$57,065.06
<u>Building Inspector</u>		
Friedrich, Brooke H	\$1,634.89	
Holton, Lucius W	\$4,368.00	
Sanborn, William A	\$12,480.00	
Total Building Inspector		\$18,482.89
<u>Cemetery Department</u>		
Burnham, Cory E	\$1,986.48	
Burnham, Dennis L	\$370.92	
Davis, Amanda	\$3,485.28	
Desmond, Sean D	\$961.09	
Fialho, Daniel	\$10,003.50	
Frithsen, David W	\$100.83	
Harrigan, Ralph T	\$6,849.64	
Johnson, Robert P	\$1,736.00	
Merrithew, Benjamin J	\$413.40	
Rowe, Leann M	\$347.32	
Sharon, Matthew C	\$5,968.50	
Stanton, Alfred K	\$1,127.04	
Total Cemetery Department		\$33,350.00
<u>Conomo Point Commissioners</u>		
Gould-Coviello, Susan	\$50.00	
Jones, Jeffrey D	\$50.00	
O'Donnell, Lisa J	\$50.00	
Witham, Pamela J	\$2,477.90	
Total Conomo Point Commissioners		\$2,627.90
<u>Conservation Commission</u>		
Cunningham, Deborah	\$10,884.65	
Hankin, James	\$2,105.91	
Total Conservation Commission		\$12,990.56
<u>Council on Aging</u>		
Cagnina, John C	\$1,814.98	
Dort, Danielle	\$1,260.38	
Konopka, Geraldine	\$4,953.01	
Total Council on Aging		\$8,028.37

Election Workers

Addison, Phyllis	\$253.46	
Ball, Sheila	\$13.11	
Brophy, Ardrith	\$209.76	
Burnham Dawn A	\$432.63	
BURNHAM, DENNIS L	\$120.00	
Carr, Rosemarie	\$275.31	
Davis, Amanda	\$17.48	
Doucette, Priscilla	\$201.02	
Ferriero, Julie	\$34.96	
Fitzgibbon, Robert S	\$34.96	
Fossa, Wendy A	\$52.44	
French, Deborah	\$17.48	
Ginn, Sandra	\$87.40	
Greene, Karen J	\$96.14	
Guerin, Genevieve	\$174.80	
Harrigan, Ralph T	\$60.00	
Hull, Ellen M	\$192.28	
Ingaharro, Kathleen A	\$43.70	
Jones, Rebecca A	\$17.48	
Knowlton, Carolyn	\$362.71	
Lane, Tina	\$61.18	
Merrithew, Benjamin J	\$30.00	
Messersmith, Edith L	\$34.96	
Muniz, Nancy M	\$362.71	
O'Donnell, Lisa J	\$43.70	
Osburn, Linda L	\$61.18	
Patrican, Diane	\$113.62	
Polley, Diane	\$235.98	
Price, Ruth M	\$34.96	
Rich, Sally Ann	\$61.18	
Stanton, Alfred K	\$90.00	
Thompson, Martha E	\$214.13	
Wanner, April L	\$17.48	
Weaver, Norma	\$34.96	
Wright, Karen H	\$34.96	
Wright, Laura J	\$152.95	
Total Election Workers		\$4,281.07

Electrical Inspector

Reader, Ramie	\$5,481.00	
Total Electrical Inspector		\$5,481.00



Emergency Center

Berube, Thomas A	\$13,256.39	
Brewer, Mark E	\$8,654.67	
Brown, Gregory J	\$6,693.67	
Bruce, Daniel J	\$3,212.37	
Cennami, Melissa M	\$10,078.19	
Curreri Jr, Joseph J	\$8,410.22	
Dort, Danielle	\$39,288.18	
Doucot, Matthew M	\$563.36	
Edwards, Alexander F	\$39,176.74	
Gagnon, Marc J	\$3,483.28	
Hamilton, Nicholas A	\$1,830.15	
Hemeon, Robert P	\$52.29	
Jenkins, Sharon M	\$15,355.79	
Larrabee, Clint M	\$52,226.14	
Lipinski, Chad	\$5,362.63	
Smith, Robert N	\$4,139.31	
Williams, Gregory P	\$8,452.00	
Total Emergency Center		\$220,235.38

Fire Department

Akerley Jr, Edward C	\$524.40
Albani, James	\$550.81
Ball, Daniel	\$2,010.20
Barrett, David W	\$3,258.88
Boutchie, Glenn C	\$724.85
Burnham, Westley	\$809.40
Carter, Keith C	\$2,526.86
Cavender, Robert B	\$367.08
Crocker, Samuel	\$705.47
Dagle, Mary Elinor	\$9,294.08
Doane, Dexter Alan	\$599.64
Dort Jr, Richard H	\$308.94
Doucette, Dan	\$7,567.46
Fialho, Daniel	\$1,229.11
Figurido, Bruce	\$58.14
French, Michael	\$134.90
Gallant, Ronald	\$588.43
Good, Travis	\$2,487.86
Grant III, Warren J	\$171.38
Heath, Jason	\$696.54

Hoare, Henry Peter	\$1,327.53	
Jackson, Corey P	\$1,987.21	
Jauss, Brett D	\$19.00	
Lafata, Joseph	\$1,041.39	
Lane, Timothy P	\$219.88	
Leeds, Barron L	\$3,003.90	
Morse, Spencer P	\$193.80	
Muise, Ivan	\$289.56	
Neal, Edward S	\$2,131.99	
Nich, Peter J	\$3,805.13	
Nieberle Jr, Ernest	\$2,645.18	
O'Bryan, Jonathan W	\$1,201.56	
Osborn, Heather	\$123.88	
Ouellette, Nicholas	\$831.44	
Pereen, David O	\$1,852.69	
Perrigo, Joan M	\$1,794.55	
Pizzo, Anthony M	\$174.42	
Pyburn Jr, Dennis W	\$153.90	
Reader, Ramie	\$4,602.66	
Reed, Ryan M	\$213.18	
Reed, Sean	\$1,572.63	
Rich, Sally Ann	\$1,667.06	
Savory, Scott	\$251.18	
Silva, Nicholas	\$347.70	
Soucy, Michael A	\$1,041.96	
Sousa, Kevin K	\$96.14	
Stavros, George	\$3,175.85	
Thompson, David	\$8,241.06	
Thompson, Gordon	\$424.84	
Woodman, Eian	\$1,421.39	
Total Fire Department		\$80,467.09
<u>Fire Department - Special Detail</u>		
Barrett, David W	\$215.00	
Hoare, Henry Peter	\$279.50	
Leeds, Barron L	\$215.00	
Stavros, George	\$688.00	
Total Fire Department - Special Detail		\$1,397.50
<u>Harbor Master</u>		
Berube, Thomas A	\$865.68	
Burnham, Westley	\$244.08	

Davekos, Peter R	\$2,766.24	
DuMoulin, Barry W	\$847.50	
Fialho, Daniel	\$2,504.06	
Hemeon, Robert P	\$3,328.98	
Smith, Robert N	\$806.82	
Thatcher, John G	\$1,356.00	
Total Harbor Master		\$12,719.36
<u>Highway Department</u>		
Burnham, Cory E	\$312.48	
Burnham, Dennis L	\$47,904.48	
Davis, Amanda	\$16,505.57	
Desmond, Sean D	\$1,707.48	
Emerson, Michael B	\$294.00	
Galli, Michael	\$34,971.85	
Goodwin, Paul	\$77,369.80	
Harrigan, Ralph T	\$25,680.09	
Johnson, Robert P	\$11,498.00	
Merrithew, Benjamin J	\$59,129.69	
Rowe, Leann M	\$10,555.77	
Sharon, Matthew C	\$700.00	
Stanton, Alfred K	\$49,772.29	
Wright, Christopher E	\$725.12	
Total Highway Department		\$337,126.62
<u>Library</u>		
Cairns, Beth	\$3,019.20	
French, Deborah	\$45,228.05	
Liberti, Justin J	\$300.00	
Theriault, Rachael V	\$1,005.42	
Wanner, April L	\$17,261.12	
Total Library		\$66,813.79
<u>Licensing Board</u>		
Witham, Pamela J	\$2,477.90	
Total Licensing Board		\$2,477.90
<u>Personnel Board</u>		
Zubricki, Brendhan D	\$12,391.88	
Total Personnel Board		\$12,391.88

Planning Board

Feener, Mary Ellen L	\$10,397.21	
Total Planning Board		\$10,397.21

Police Department

Berube, Thomas A	\$11,831.68	
Brewer, Mark E	\$11,628.00	
Brown, Gregory J	\$13,617.49	
Bruce, Daniel J	\$9,590.06	
Cennami, Melissa M	\$5,814.00	
Dagle, Mary Elinor	\$35,024.57	
Davis, Ryan W	\$83,518.80	
Doucot, Matthew M	\$3,479.28	
Earle, David	\$307.04	
Edwards, Alexander F	\$17,235.76	
Francis, Paul	\$90,980.86	
French, Michael T	\$92,256.21	
Gagnon, Marc J	\$5,068.82	
Gilardi, Robert	\$93,510.24	
Hamilton, Nicholas A	\$9,438.06	
Hemeon, Robert P	\$678.30	
Kent, David S	\$4,105.52	
Lipinski, Chad	\$4,825.62	
Romeos, James C	\$88,142.53	
Shamshak, Thomas	\$101,285.65	
Silva, Peter	\$118,468.04	
Smith, Robert N	\$8,042.70	
Zwicker, Justin M	\$89,316.73	
Total Police Department		\$898,165.96

Police Department - Special Detail

Berube, Thomas A	\$1,733.00
Brewer, Mark E	\$516.00
Brown, Gregory J	\$3,359.68
Bruce, Daniel J	\$1,577.50
Cennami, Melissa M	\$688.00
Davis, Ryan W	\$6,751.00
Doucot, Matthew M	\$344.00
Edwards, Alexander F	\$2,895.50
Francis, Paul	\$2,343.50
French, Michael T	\$7,589.50
Gagnon, Marc J	\$760.00

Gilardi, Robert	\$3,082.00	
Hamilton, Nicholas A	\$2,795.00	
Lipinski, Chad	\$172.00	
Romeos, James C	\$4,235.50	
Shamshak, Thomas	\$5,654.50	
Smith, Robert N	\$3,792.50	
Zwicker, Justin M	\$5,078.50	
Total Police Department - Special Detail		\$53,367.68
 <u>Plumbing Inspector</u>		
Corriere, Richard P	\$5,481.00	
Total Plumbing Inspector		\$5,481.00
 <u>Recycling Department</u>		
Burnham, Dennis L	\$134.88	
Davis, Amanda	\$234.71	
Harrigan, Ralph T	\$201.54	
Johnson, Robert P	\$366.00	
Merrithew, Benjamin J	\$248.04	
O'Neil, Brian C	\$237.18	
Rutledge, Theresa F	\$10,732.68	
Stanton, Alfred K	\$211.32	
Total Recycling Department		\$12,366.35
 <u>Sewer Department</u>		
Churchill, Arthur F	\$370.17	
Davis, Amanda	\$13,941.12	
Frithsen, David W.	\$40,697.87	
Galli, Michael	\$8,744.41	
Goodwin, Paul	\$12,611.64	
Heitz, Eric T	\$3,066.85	
O'Neil, Brian C	\$37,345.83	
Rowe, Leann M	\$3,626.46	
Stanton, Alfred K	\$70.44	
Total Sewer Department		\$120,474.79
 <u>Shellfish Constable</u>		
Hartley, Stephen F	\$4,100.04	
Knovak, William J	\$39,478.87	
Wilson, Peter	\$1,888.23	
Total Shellfish Constable		\$45,467.14

<u>Snow Removal</u>		
Burnham, Dennis L	\$3,515.29	
Churchill, Arthur F	\$493.56	
Frithsen, David W.	\$2,268.89	
Harrigan, Ralph T	\$2,393.83	
Heitz, Eric T	\$2,965.50	
Merrithew, Benjamin J	\$3,648.26	
O'Neil, Brian C	\$2,134.63	
Stanton, Alfred K	\$4,798.73	
Total Snow Removal		\$22,218.69
<u>Town Accountant</u>		
Friedrich, Brooke H	\$4,198.88	
Tieri, Roxanne F	\$38,071.58	
Total Town Accountant		\$42,270.46
<u>Town Administrator</u>		
Zubricki, Brendhan D	\$114,386.13	
Total Town Administrator		\$114,386.13
<u>Town Clerk</u>		
Wright, Christina J	\$55,091.64	
Total Town Clerk		\$55,091.64
<u>Town Moderator</u>		
Madsen, Rolf	\$100.00	
Total Town Moderator		\$100.00
<u>Town Property</u>		
Desmond, Sean D	\$269.50	
Muise, Gerald	\$12,422.81	
Muise, Mary Jane	\$5,828.59	
Reed, Ryan M	\$61.60	
Total Town Property		\$18,582.50
<u>Treasurer/Collector</u>		
Boutchie, Virginia F	\$69,523.32	
Elwell, Dorothy M	\$41,823.36	
Total Treasurer/Collector		\$111,346.68
<u>Water Department</u>		
Burnham, Cory E	\$752.00	

Churchill, Arthur F	\$59,887.53	
Davis, Amanda	\$13,896.39	
Emerson, Michael B	\$3,528.01	
Frithsen, David W.	\$42,442.06	
Galli, Michael	\$45,362.70	
Goodwin, Paul	\$12,611.64	
Heitz, Eric T	\$59,510.52	
O'Neil, Brian C	\$25,888.14	
Rowe, Leann M	\$4,613.05	
Total Water Department		\$268,492.04
<b>Grand Total All Departments</b>	<b>\$2,872,360.39</b>	<b>\$2,872,360.39</b>

## EASTERN ESSEX DISTRICT DEPARTMENT OF VETERANS' SERVICES

This department is charged under Chapter 115 Massachusetts General Laws with providing services to veterans, their survivors and dependents. Principal workload under state law includes the administration of aid to veterans and dependents. 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. During the calendar year two Essex veterans were on this program. Also under state law the department 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 (VSO) 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. The VA sent approximately \$390,000 to eligible recipients in Essex in 2011 (the most current statistics provided by the VA). The current district staff is responsible for approximately \$160,000 dollars paid to or saved by those assisted in Essex.

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 VSO provided information, advice or assistance to 11 of the town's 214 *identified* veterans and 2 of the 64 *identified* veterans' widows during 2013. We also provide support and information assistance for National Guard and Reserves called up for service in Iraq or Afghanistan and their families.

The Director and the Assistant to the Director advocate for veterans on issues at the local, state and federal level, interact with elected and appointed officials on issues, and assist local organizations in serving the community. The department also provided information, assistance and guidance for citizens in determining their needs for Medical insurance.

In February 2013 the Eastern Essex District was recognized as the Massachusetts Veterans Services District of the Year by Secretary Coleman Nee of the Department of Veterans Services. In September 2013 the District Board of Directors accepted the request from Newbury to join the District. The expansion was approved by the Secretary and services to Newbury began in December 2013.



The Eastern Essex District is composed of the Towns of Essex, Georgetown, Hamilton, Ipswich, Newbury, Rowley, Wenham and West Newbury. A Board of Directors consisting of one selectman (or designee) from each town maintains oversight. Ms. Susan Gould-Coviello is the Essex member of the Board of Directors.

Respectfully submitted,  
Terrance P. Hart, District Director

## YOUTH COMMISSION

The Board of Selectmen continues to serve as the Youth Commission. In May of 2011, the Town Meeting voted to balance and close out the Youth Enterprise Fund for the Youth Commission. The Summer Program continues as a summer camp known as Camp Dory, which is run by the Ipswich YMCA. Camp Dory is fully-funded by its users and all payments go directly to the YMCA. The Town of Essex no longer has any youth-related budget line items. Non-summer activities continue to be sponsored and run by other organizations and volunteers.

Holiday Festival events continue to bring joy to the community and are being continued as non-EYC events by others. We would like to thank the Essex Division of the Cape Ann Chamber of Commerce for their continued sponsorship of the Memory Tree and the Essex Shipbuilding Museum for its continued sponsorship of Santa's arrival. We extend special thanks to Heidi Jackson-Dean, Mary Hickey, Susan Lufkin, Ted Marshall, Katrina Haskell, and Nancy Dudley (including the use of the Essex Historical Museum facilities) for helping to make these events a success once again. Further, we would like to thank the Essex Elementary School parents for organizing and offering the annual Breakfast with Santa program, another aspect of the Holiday Festival. We would like to thank volunteer parents, including Shannon Crompton for organizing the Easter Egg Hunt at Memorial Park in the spring and Diane Corrao for organizing the Halloween party at Centennial Grove in the fall. We anticipate repeating the various holiday events in partnership with familiar and new organizations as we look toward the future. It is possible that the YMCA will work with the Manchester Essex Regional School District to expand its existing school-year program offerings.

Summer Camp Dory 2013 featured the third year of the YMCA's operation and maintenance of the Centennial Grove during camp hours. The YMCA's maintenance division constructed a new wooden court or "pit" for a game known as "ga-ga" (a type of dodge-ball game using only the feet) that was ready for the camp's opening. Camp Dory is for children who are entering Kindergarten through eighth grade and is open to residents and non-residents alike. The camp offers a variety of activities, special events, field trips and much more. We encourage you to visit the YMCA's website for details.

Respectfully submitted,  
*Essex Youth Commission*

Jeffrey D. Jones  
Lisa J. O'Donnell  
Susan Gould-Coviello

