

# TOWN ANNUAL REPORT ESSEX, MASSACHUSETTS 2015

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  
Town of Essex, Essex County, Commonwealth of Massachusetts

## **Essex Town Hall**

30 Martin Street, Essex, MA 01929

*(Please note, in 2016, the Town Hall will be temporarily relocated to 74 Martin Street, while 30 Martin Street undergoes renovations.)*

## **Town Hall Hours**

Monday through Thursday, from 7:30am - 3:30pm

Town Hall is closed to the public on Friday.

## **State Officials**

Governor Charlie D. Baker 888.870.7770  
Lt. Governor Karen E. Polito 888.870.7770  
Secretary William Francis Galvin 800.392.6090  
Auditor Suzanne M. Bump 617.727.2075  
Treasurer Deborah B. Goldberg 617.367.6900  
Attorney General Maura Healy 617.727.2200  
US Senator Elizabeth A. Warren 617.565.3170  
US Senator Edward J. Markey 617.565.8519

## **Local District Officials**

Congressman Seth W. Moulton of Salem 202.225.8020  
Senator Bruce E. Tarr of Gloucester 617.722.1600  
Representative Ann-Margaret Ferrante of Gloucester 617.722.2370  
Governor's Council Eileen Duff – Fifth District 617.725.4015 x5  
District Attorney Jonathan W. Blodgett – Eastern District 978.745.6610



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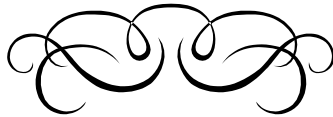
# IN MEMORIAM

*Of those who have served the Town*

*Daniel Boutchie*

*Rosemarie Carr*

*Martha Pistenmaa*





# TOWN OF ESSEX

## ELECTED TOWN OFFICERS 2015-2016

### BOARD OF ASSESSORS

Kurt Wilhelm	Term Expires 2016
Barry Ewing	Term Expires 2017
Richard S. Cairns, Chairman	Term Expires 2018

### BOARD OF HEALTH

Martha Mazzarino	Term Expires 2016
David Driscoll, Chair	Term Expires 2017
Alison Roderick Papps	Term Expires 2018

### BOARD OF LIBRARY TRUSTEES

Beth Cairns	Term Expires 2016
Diane Kotch	Term Expires 2017
Jennifer Mayer	Term Expires 2018

### BOARD OF SELECTMEN

Lisa J. O'Donnell, Chairman	Term Expires 2016
Susan Gould-Coviello	Term Expires 2017
David A. Doane	Term Expires 2018

### CONOMO POINT COMMISSIONERS

Lisa J. O'Donnell, Chairman	Term Expires 2016
Susan Gould-Coviello	Term Expires 2017
David A. Doane	Term Expires 2018

### CONSTABLE

Robert Bradley	Term Expires 2016
Raymond Greene	Term Expires 2016

### ESSEX HOUSING AUTHORITY

Cliff Ageloff (State Appointee)	Term Expires 2015
Diane R. Polley	Term Expires 2016
Beth Cairns	Term Expires 2017
Harold Addison	Term Expires 2018
Margot C. Hammon	Term Expires 2019

Irene Frontiero, Interim Superintendent

	PLANNING BOARD	
William French		Term Expires 2016
Jason Heath		Term Expires 2017
Corey Jackson		Term Expires 2018
Samuel Sturgis Crocker V		Term Expires 2019
Westley Burnham, Chairman		Term Expires 2019
Kimberly A. Drake, Vice Chair		Term Expires 2019
Dexter A. Doane		Term Expires 2020

	SCHOOL COMMITTEE	
Sarah Parsons Wolf		Interim Term Expires 2016
Alva Ingaharro		Term Expires 2017
Annie Cameron		Term Expires 2018

	TOWN MODERATOR	
Rolf Madsen		Term Expires 2016

# TOWN OF ESSEX APPOINTED TOWN OFFICERS BOARDS & COMMITTEES 2015-2016

	ACTION, INC. REPRESENTATIVE	
Courtney Lane		June 30, 2017

	ADA COORDINATOR	
William Sanborn		June 30, 2016

	ANIMAL HEALTH INSPECTOR	
Pamela Stone		February 28, 2016

	ANIMAL/DOG CONTROL OFFICER	
Amelia Reilly		June 30, 2016

	APPEALS BOARD	
Michael Davis		February 1, 2016
Richard Carter		February 1, 2017
Edwin Perkins		February 1, 2018
Margaret M. Nelson - Alternate		February 1, 2016
Keith Carter – Alternate		February 1, 2016

	BICENTENNIAL COMMITTEE	
Emily Bourgette		Sue Lufkin
Dawn Burnham, Chair		Robert Coviello
Laura Doyle		Laurel Eisenhower
David Gabor		Julie LaFontaine
Diane Polley		Lee Spence
Keith Symmes		Kurt Wilhelm

BOARD OF ASSESSORS'S CLERK – Brenda Harrell

BOARD OF HEALTH AGENT – Erin Kirchner

BOARD OF HEALTH CLERK – Ann White

	BOARD OF PUBLIC WORKS	
Brian Feener		May, 2016
Paul Rullo		May, 2017
Trescott DeWitt, Chair		May, 2018

BOARD OF PUBLIC WORKS SUPERINTENDENT – Paul Goodwin

	BOARD OF REGISTRARS	
Jimmy O'Donnell		June 30, 2016
Vickie Cataldo		June 30, 2017
Suzanne Lynch		June 30, 2018

	BUILDING DEPARTMENT	
William Sanborn, Building Inspector		June 30, 2016
L. William Holton, Assistant Building Inspector		June 30, 2016
Brooke Friedrich, Building Inspector's Clerk		

	BURIAL AGENT	
Blake Story		June 30, 2016

	CATC REPRESENTATIVE	
Robert J. Cameron		June 30, 2016

	CABLE TV REGIONAL REPRESENTATIVE	
Barry O'Brien		June 30, 2017

	CATV REPRESENTATIVE	
Barry O'Brien		June 30, 2016

CENSUS LIAISON - Christina Wright St. Pierre

	COMMUNITY PRESERVATION COMMITTEE	
Peter Madsen		June 30, 2016
Conservation Commission Representative		June 30, 2017
Essex Housing Authority Representative		June 30, 2017
Michael Galli (Water Department)		June 30, 2017
Kim Drake, Chairperson (Planning Board)		June 30, 2017
Richard Ross (Finance Committee)		June 30, 2017
Richard Stevens (Essex Historical Commission)		June 30, 2017

CONOMO POINT COMMISSIONERS' CLERK – Pamela J. Witham

CONOMO POINT PLANNING COMMITTEE (Appointed at 5/1/2006 ATM)

John Bediz	Gordon Martin
Susan Coviello	Wally Mears
Kimberly Drake	Paul Pennoyer
Gilbert Guerin	A. Raymond Randall
Mark W. Lynch, Chair	Kurt Wilhelm
George Marsh	James Witham

CONSERVATION AGENT – Samantha Stevens

CONSERVATION CLERK – Deborah Cunningham

CONSERVATION COMMISSION

Angus Bruce	June 30, 2016
James Richardson	June 30, 2016
Wallace Bruce, Chair	June 30, 2017
Michael Burke	June 30, 2017
Elisabeth Frye	June 30, 2017
Robert Brophy	June 30, 2018
Ted Marshall	June 30, 2018

COUNCIL ON AGING

Robert Cameron	June 30, 2016
Priscilla Doucette	June 30, 2016
Amelia Hamlen	June 30, 2016
Mary Wilhelm	June 30, 2016
Michelle French	June 30, 2017
Keith Symmes, Chairperson	June 30, 2017
Thayne Symmes, Treasurer	June 30, 2017
Ralph Hawley	June 30, 2018
Kay Joseph	June 30, 2018
Arlene Pizzo	June 30, 2018
Jessica Webb	June 30, 2018

EIGHT TOWNS & THE GREAT MARSH COALITION

Matthew Coogan	June 30, 2016
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ELECTRICAL INSPECTORS

Ramie Reader, Inspector	June 30, 2016
John Shields, Assistant Inspector	June 30, 2016

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
Georgeann Richards	June 30, 2019
Peggy Duff, Chair	June 30, 2019

#### FENCE VIEWERS - Board of Selectmen

#### FIELD DRIVERS - All Patrolmen

#### FINANCE COMMITTEE

Justin Bourgette, Chair	May, 2016
David Gabor	May, 2017
Mark McKenna	May, 2017
Richard Ross	May, 2017
Kenneth Riehl	May, 2018
Vacancy	May, 2018

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

#### FIRE DEPARTMENT BOARD OF ENGINEERS

Daniel Doucette, Chief	June 30, 2016
Keith Carter, Deputy Chief	June 30, 2016
Ramie Reader, Deputy Chief	June 30, 2016

#### FIREFIGHTERS

##### *One-Year Appointment, Expiring on June 30*

James Albani	Daniel Ball
David Barrett	John Bateman, Probationary
Westley Burnham	Robert Cavender
Dustin Collupy, Probationary	Samuel Crocker
Dexter Doane	Richard Dort, Jr.
Daniel Fialho	Michael French, Arson Investigator
Ronald Gallant	Travis Good, Lieutenant
Warren Grant, III	Jason Heath
Peter Hoare	Cory Jackson, Lieutenant
Joseph Lafata, Lieutenant	Barry Leeds
James McNeilly	Ivan Muise
Edward S. Neal	Ernest Nieberle, Jr., Captain
Jonathan O'Bryan	Nicholas Ouellette
Kent Parsons, Probationary	David Pereen, Lieutenant
Joan Perrigo	Anthony Pizzo
Amy Price, Probationary	Andrew Ray, Probationary
Ryan Reed	Sean Reed
Scott Savory	Nicholas Silva
Michael Soucy	George Stavros
David Thompson, Lieutenant	Eian Woodman

	FOREST FIRE WARDEN	
Daniel Doucette		June 30, 2016

#### HARBORMASTER - Peter G. Silva

	HARBORMASTER DEPUTY	
Daniel Fialho		June 30, 2016

#### HARBORMASTER ASSISTANTS

Brian Buck	June 30, 2016
Thomas Shute	June 30, 2016
John Thatcher	June 30, 2016
Troy Perry	June 30, 2017
Ryan Devaney	June 30, 2018
David Kent	June 30, 2018

#### HISTORICAL COMMISSION

Keith Symmes	June 30, 2016
Robert Coveillo	June 30, 2017
Nathaniel Crosby	June 30, 2017
Joseph Bourneuf	June 30, 2018
Richard Stevens, Chairperson	June 30, 2018

#### LICENSING CLERK – Pamela J. Witham

#### LOCAL EMERGENCY PLANNING COMMITTEE

Daniel Doucette, Fire Department	June 30, 2016
Lisa J. O'Donnell, Selectmen's Liaison	June 30, 2016
Peter G. Silva, Police Department	June 30, 2016
Erin Kirchner, Board of Health	June 30, 2016
Paul Goodwin, Board of Public Works	June 30, 2016

#### MASSACHUSETTS AREA PLANNING COUNCIL REPRESENTATIVE

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

Leslie Burns	June 30, 2016
Tamson Gardner	June 30, 2016
Lysa Leland	June 30, 2016
Julie Scofield, Chairperson	June 30, 2016
Vacancy	June 30, 2016

#### PERSONNEL BOARD - Board of Selectmen

PLANNING BOARD CLERK – Mary Ellen Feener

PLUMBING & GAS INSPECTORS

Richard Corriere, Inspector	June 30, 2016
David Preen, Assistant Inspector	June 30, 2016

POLICE CHIEF – Peter G. Silva

POLICE OFFICERS (FULL-TIME)

Daniel Bruce	June 30, 2016
Ryan Davis	June 30, 2016
Alexander F. Edwards	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
Justin Zwicker	June 30, 2016

POLICE OFFICERS (PART-TIME)

Mark Brewer	June 30, 2016
Melissa Cennami	June 30, 2016
Katrina C. Ewing	June 30, 2016
David Kent	June 30, 2016
David Landry	June 30, 2016
Chad Lipinski	June 30, 2016
Paul C. Peoples	June 30, 2016
David J. Vangelist	June 30, 2016

POLICE OFFICERS (SPECIAL)

Robert B. Fitzgerald III	June 30, 2016
Michael C. Juliano	June 30, 2016
Tom Shute	June 30, 2016
Robert Wheway	June 30, 2016
Greg Williams	June 30, 2016

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

Kelly Corrao	June 30, 2016
Michael Pascucci	June 30, 2016
Jim Haskell	June 30, 2017
William Knovak	June 30, 2018

#### SHELLFISH CONSTABLES

William Knovak, Constable	June 30, 2016
Stephen Hartley, Deputy Constable	June 30, 2016
Peter Wilson, Deputy Constable	June 30, 2017
David Sargent, Deputy Constable	June 30, 2018

#### SURVEYORS OF LUMBER, WOOD & BARK

Vacancy	June 30, 2016
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#### TOWN ACCOUNTANT – Roxanne Tieri

#### TOWN ADMINISTRATOR – Brendhan Zubricki

#### TOWN BUILDING COMMITTEE

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

#### TOWN CLERK - Christina Wright St. Pierre

#### TOWN CLERK, ASSISTANT – Dawn Burnham

#### TOWN COUNSEL

Kopelman and Paige, P.C.	June 30, 2016
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#### TOWN PLANNER – Matthew Coogan

#### TREASURER/TAX COLLECTOR

Virginia Antell	June 30, 2016
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#### TREASURER/TAX COLLECTOR'S ASSISTANT

Dorothy Elwell	June 30, 2017
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#### YOUTH COMMISSION - Board of Selectmen

## BOARD OF SELECTMEN CONOMO POINT COMMISSIONERS

The Board of Selectmen is pleased to report on a number of important issues and initiatives that the Town has been engaged with over the past year.

**In the area of facilities,** the big focus this year has been the total renovation of the Town Hall and Library at 30 Martin Street. Some fundamental health and safety renovations were completed in a previous phase, and the firm of McGinley, Kalsow, and Associates will now guide us through the total renovation process, which will be ongoing through all of 2016. Included in the project is the addition of an elevator, a sprinkler system, insulation, a complete window and exterior renovation and replacement, as well as many other items too numerous to list here. In the meantime, the Town Hall is temporarily located at 74 Martin Street, and the Library is at 245 Western Avenue. Many thanks to the staff of the Library as well as the Town Hall for their flexibility and hard work during the moving process. Special thanks to Town Administrator Brendhan Zubricki for his tireless leadership during this entire process, especially the move, which was a Herculean task.

The Manchester Essex School District is moving its way up the list for funding of a new elementary school to replace the deteriorating Memorial School in Manchester. The process will begin with a feasibility study, and will require votes of town meeting to fund the study and all subsequent funding requirements.

**Regarding the Essex River,** we continue to advance the Town's readiness for Essex salt marsh enhancement and Essex River dredging funding by working toward Federal Channel re-designation based upon the recommendations of our consulting engineer and the Army Corps of Engineers. The work involves working with Congressman Moulton's Office to advance the Federal Channel re-designation legislation effort that is underway. We are also working with the Army Corps of Engineers to conduct additional survey and testing, and with researchers and regulators concerning the potential to cast a thin layer of dredge spoils onto the marsh. If this technique proves viable and environmentally-sound, it will help the Town prepare for sea level rise, while restoring navigability to our waterways.

The Harbormaster took on the responsibility of overseeing the Town Landing and we began charging a nominal fee for non-residents using the ramp. It proved to be income-producing, which helped to offset the costs incurred at Centennial Grove, an attractive place for people from all over to come and spend time. Additional manpower was needed at the Grove to help manage the recent additional public interest there on weekends. We would like to express our thanks to Chief Silva and his departments for helping in these areas. Incidentally, the Board is exploring alternative and more cost-effective Grove management options for this coming season.

**Regarding Conomo Point,** the Board, in accordance with DEP requirements, continues to make progress toward this area's future. Town meeting votes have guided the decisions all along the way. Subdividing Robbins Island, with the intent to sell, developing long term leases for the rest of Northern Conomo Point, and continuing the dialog regarding development of waterfront access has been ongoing. The Board is thankful to the community of Essex, both for supporting the

progress at the Point, as well as the citizens who come to meetings with concerns, as well as ideas on how best to develop this beautiful resource for everyone's enjoyment.

Other issues and initiatives that the Board has been involved with this past year include:

- Coordination of Regional Cable Contract Committee Formation
- Coordination of Spring Conomo Point Auctions
- Coordination of FEMA Flood Map Appeal Process
- RFQ to Investigate Costs for Renovations to Legion Hall Building
- Coordination of Greenhead Trap Funding and Implementation
- Implementation of Our Visual Budget Tool
- Coordination of Open Space Plan Update with the Open Space Committee
- Preliminary Investigation of Causeway Lanterns/Bollards
- Participation in Aspects of State / Federal Coastal Resiliency Grants
- Update of the Town's Continuity of Operations Plan
- Implementation of Employee Awards Program
- Participation in and Assessment of DOR Management Review

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,  
Selectman Susan Gould Coviello, on behalf  
of Chairman Lisa J. O'Donnell and  
Selectman David A. Doane

## ANIMAL CONTROL OFFICER

In the year 2015, the Town of Essex saw multiple missing dogs. All of which were recovered with the exception of one. Because of the snow, we had multiple animals hit by plow trucks. Two sick owls and 6 dogs hit by cars.

There were multiple sick fox and raccoon sightings, one dog picked up by Beverly animal control, multiple skunk calls, two sets of loose horses, and multiple feral cat calls.

Three sets of dog's owners were given formal warnings for nuisance behavior. One dog was formally restrained for vicious behavior.

We saw only one dog to human bite, one feral cat to human bite, and one coyote attack on a dog in its yard.

There were no verified cases of rabies in Essex this year.

Respectfully submitted,  
Amelia Reilly

## BICENTENNIAL COMMITTEE

November/December of 2014, the Board of Selectman appointed a 13 member board to plan and execute events celebrating the Town's Bicentennial in 2019:

Emily Bourgette	Dawn Burnham	Robert Coviello	Laura Doyle
Laurel Eisenhauer	David Gabor	Julie LaFontaine	Sue Lufkin
Meg Nelson	Diane Polley	Lee Spence	Keith Symmes
Kurt Wilhelm			

The Committee met several times narrowing down ideas for the celebration. We plan to publish three commemorative calendars featuring interesting photos of Essex through the years. The highlight of these events will be the weekend of August 9, 2019. There will be fireworks, a parade, a food festival, games, and a brunch for the Town's Centenarians and Nonagenarians.

August of 2016, we will be going live with a Face Book page and media blitz. This Face Book page will be full of historical information and updates on future events. We will be introducing people of all ages who have/are living in Essex. Subcommittees will begin meeting the summer of 2016. There will be many opportunities for the people of Essex to participate in the planning of these events.

Respectfully submitted,  
Dawn Addison Burnham, Chairman

## BOARD OF ASSESSORS

Assessments are based on property value as of January 1<sup>st</sup>. The tax rate is approved by the State Department of Revenue (DOR) in December. Basically, it is calculated by dividing the amount of money appropriated at town meetings, which is not covered by other revenue sources, by the assessed property value as determined the previous January. In December 2015, a tax rate of \$15.77 per \$1,000 of value was set on real and personal property in order to raise \$12.1 million from \$765.6 million in valuation. Almost 90% of the value, and therefore the tax levy, is in residential property, which is valued at \$686 million and has a levy of \$11 million. Commercial and Industrial property account for 9%, or \$78 million in value and a levy of \$1 million. Personal property, which includes commercial and industrial equipment, contributes just over 1.5% of the value (\$12 million) and levy (\$184 thousand).

As of January 1st 2015, there were 1,646 residential parcels, 109 commercial parcels, and 23 industrial parcels. Other property types include Chapter 61 (recreational, agricultural or woodland), and personal property, which provide the total account/parcel count of 1,848. The count and value of residential, commercial, and industrial property increased 2% from the previous year. The total valuation (\$765.6 million) is \$18 million more than it was in January 2015. Non-taxable land, such as that owned by conservation groups is not reported to the Massachusetts DOR as a part of the tax rate calculation.

The Town has a new set of tax maps, which show land areas of individual properties and building footprints. The maps are more accurate than previous ones, but each parcel has a new map and lot number. The new map data is available on the MassGIS website, and will be used by other town agencies for geo-referencing utilities, buildings, and other locations.

We commend clerks Brenda Harrell and Gillian Palumbo for their abiding professionalism and diligence in their work at the Assessor's Office. Regular office hours are Monday through Wednesday from 7:30am to 3:30pm, and Thursdays from 8:00am to 3:00pm. Board of Assessors' meetings are held on the first and third Mondays of the months from 7:00am to 9:00pm. On meeting days, the office is open from 8:00am to 2:00pm. If Monday is a holiday, the Assessor's 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 2015, Elaine Wozny retired after 15 years of service as Board of Health Administrator. Her knowledge, objectivity, and personality will be missed. Elaine's vacancy was filled by Erin Kirchner, an enthusiastic and qualified addition to the Board. Dr. David Driscoll remained as BOH Chair and Medical Director; and Martha Mazzarino, LPN, RE., remained as Board Clerk; Allison Roderick Papps remained as Board Member. Ann White continued as Board of Health Administrative Clerk. Lianne Cook remained on staff as our Public Health Nurse. Roberta Cody continued to provide excellent service as our food inspector.

In 2015, the Board of Health:

- Issued 17 Disposal Works Construction Permits.
- Performed seasonal pre-opening and monthly monitoring and water sampling at 1 semi-public and 3 public town swimming areas.
- Investigated 19 complaints.
- Reviewed 33 Title 5 inspection reports.
- Reviewed 34 building permit applications.
- Reviewed 41 septic system design plans.
- Witnessed soil testing on 15 existing & proposed lots.
- Performed 210 food service and event inspections.
- Issued 74 Food Service Permits (retail, establishment, non-profit, & catering).
- Issued 54 Temporary Food Service Permits.
- Issued 11 Milk & Cream Permits.
- Issued 1 Permit for the manufacture of ice cream.
- Licensed 30 Septic System Installers.
- Issued 8 Septic Haulers Licenses.
- Issued 22 Keeping of Animals Permits.
- Issued 4 Retail Tobacco Sales Permits.

- Issued 3 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 reportable diseases.

The following reportable diseases were reported to the BOH:

- 1 Salmonella
- 2 Anaplasmosis
- 1 Group B streptococcus
- 1 Babesiosis
- 1 Measles
- 1 Giardiasis
- 1 Latent Tuberculosis
- 1 Viral Hemorrhagic Fever
- 1 Hepatitis C
- 14 Lyme Disease
- 5 Norovirus

We held 5 flu clinics that administered 230 influenza vaccines and conducted monthly blood pressure clinics at the Senior Center. In addition, inspections were conducted and permits issued for three camps.

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 and the BOH Administrator 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, Medical Reserve Corps, Hoarding Task Force, 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 the safety of our senior citizens.) In addition, we continue to work closely with MA DEP and our Town Selectmen's Office as we strive towards compliance on Conomo Point within the MA DEP's Final Judgment requirements.

The Board of Health offered a successful "Medication Take Back Day" in partnership with our Police Department to allow people a safe way to dispose of unneeded medications for the purposes of keeping them out of the environment and eliminating potential misuse.

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 of programs you would like to see implemented.

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 another way, 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 meetings are scheduled for the second 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

For years to come, the winter of 2015 will be remembered by many. About 120" of snow fell during the winter, which is almost three times the annual average. Most of this occurred during a five week span, with no melting in between and significant drifts. The entire public works staff performed with relentless determination to keep road conditions at least passable. A tremendous challenge was presented to us, and, as always, they all stepped up when called upon.

These conditions were too extreme for our small department at times. Many local contractors spent huge amounts of time and effort plowing, moving, and hauling snow.

Emergency Management Director Dan Doucette assisted Town personnel and coordinated with FEMA to get out of State snow removal equipment and National Guard help. Many residents volunteered to help with their personal time and equipment when they could. This was a great example of team effort and what can happen when the community works hard together.

We would like to give a sincere thank you to all employees, residents, contractors, etc. who provided valuable time and effort aiding in this historic snowfall event.

Some positive results came from this extreme winter weather. The State provided \$19,930.00 of "winter recovery" funds to aid in road work. We used these funds for crack sealing the major roadways in Town as well as a few other streets. \$8,271.00 of Town funds were used to perform the same preventative maintenance on most of the smaller side streets from Essex center to the Hamilton line.

At the May Town Meeting, residents approved the purchase of a loader for the department. This vehicle costs \$153,000.00 and will aid with snow removal and other tasks in the future. Office staff performed extensive paperwork to recoup \$28,309.17 of FEMA disaster declaration funds from the January 26, 2015 storm (Juno).

Once the snow was gone in May, the many daily, monthly, annual, and “catch up” tasks began for the department.

All DPW staff performed or assisted outside contractors with maintenance and upkeep to keep public roads and grounds in good condition as well as water treatment/distribution and sewer collection systems. Many more significant projects and tasks were done as well. (See below).

Alfred “Kenny” Stanton retired from the DPW after almost 24 years of service. We wish Kenny all the best in the future.

The Administrative Staff is the back bone of our operations and the liaison between the public and the staff. Some of their many functions are budgets, payroll, transfer station stickers, quarterly water/sewer billing, collections, annual reports, and accounts payable. Other tasks are regulatory compliance (ever increasing), procurement, personnel and many, many more. The Office Staff routinely goes above and beyond and multi tasks daily without complaint, just effort.

**Highway Department:**

- Repaired seven deteriorated catch basins.
- Removed/replaced Martin Street sidewalk from Landing Road to 96 Martin Street. We continue to do this with Town Personnel as done on Winthrop Street and Martin Street in the past years.
- Shoulder grading on outer Southern Avenue.
- Bridge Inspections – some minor repairs done with Town Personnel on three of five bridges inspected. All in good condition.
- Chapter 90 funds were used for the following:
  - To purchase new one ton dump truck for \$50,271.00
  - Reclaim, grade, and pave upper Grove Street and upper Forest Avenue \$57,023.71.
  - Finish overlay paving at Conomo Point. The outer half of Robbins Island Road and from Clammers Beach around the Point \$64,253.07.

**Transfer station:**

- 1145 tons of refuse hauled to Covanta (22 tons less than last year).
- 385 tons of mixed recyclables (up 27 tons from last year).
- Brush drop off, sand, compost for residents.
- 82 residents attended household hazardous waste day on 5/16/15.
- Annual inspection of facility \*regulatory agencies are increasing this for this area which could lead to more costs.
- Hire full time recycling coordinator/laborer to aid with all departments.

**Cemetery:**

- 23 burials in 2015.
- Town Personnel mapped out lots and graded access road in “the field”. Future expansion for more availability of lots is needed soon.

**Wastewater:**

- 30,238,948 gallons of sewer flow to Gloucester for treatment.
- Purchase of new 100HP pump for station #1.
- Replace flow meter at lift station #3.
- Cleaned all wet wells at stations.
- Respond/repair to 104 service calls, mostly for homeowner grinder pumps.
- Repair infiltration inflow leak in manhole on Pickering Street and grinder tank on Main Street.
- Replace ten year old service truck in kind.
- Five new service connections in 2015, now totaling 590.

**Water:**

- 89,357,700 gallons of potable water pumped from treatment plant.
- New sprinkler tap on Main Street and homeowner tap on Pond Street, plus one service replacement on Western Ave.
- Well cleaning of #2 and #3.
- Repair one water service break and three water main breaks.
- New mag meters installed at #2 and #3 wells.
- As part of our variable frequency drive (VFD) and electrical upgrades at the plant, we had to replace all wiring from wells #1 and #2 to the plant to be compatible with these upgrades.
- Filter repairs. Filters are beginning to fail and replacement of much of the filter beds will be top priority for 2016.
- Replaced summer water line of outer Robbins Island in preparation for paving.
- With the use of a grant acquired by Town Administrator Brendhan Zubricki, we had GIS mapping performed on a portion of Town's water /sewer and drainage systems.

This department continually multi-tasks and performs their routine duties while going above and beyond whenever needed. Ever increasing work load, regulations, and expectations have made this more and more difficult. We will continue to strive to perform at a high level and prioritize wants vs. needs for the betterment of the community.

In closing, we wish to thank all town employees, residents, volunteers, etc. who aid and support us throughout the year.

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

## BUILDING INSPECTOR

A total of 159 permits were issued in 2015. The following is a breakdown of the number and description of permits issued:

9	-Addition	1	-New Storage Building
2	-Add Bathroom	3	-Pool
1	-Add Dormer	1	-Porch
3	-Cell Tower Equipment	10	-Remodel/Renovation
1	-Change of Use	30	-Repair/Replacement
2	-Deck	18	-Roof
7	-Demolition	4	-Sheet Metal
1	-Enclose Loading Dock	1	-Siding
2	-Enclose Porch	1	-Sign
1	-Finish Third Floor	25	-Solar Panels
4	-Garage/Barn	1	-Temporary Structure
9	-Insulation/Weatherization	12	-Wood Stove/Fireplace Insert
9	-New Dwelling	1	-Woodworking Shop Spray Booth

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

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 .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.

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.

The Committee is a member of 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.

Projects approved at Annual Town Meeting 2015 included funding for replacement of electric panels at Chebacco Terrace in support of affordable housing.

Projects approved at Fall Town Meeting 2015 included funding for the restoration of the Spring Street Cemetery Fence and Archiving Records in the Town Hall Vault, both supporting historical preservation.

Also approved at Fall Town Meeting, was the request to increase the CPA contribution of the Town from 0.5% to 1.5%. This must be approved at the spring ballot in order to take effect.

During the course of the year, Michael Burke was appointed to represent the Conservation Commission. The Housing Authority seat is currently vacant.

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  
Michael Burke, Conservation Commission  
(Vacant), Housing Authority

## CONSERVATION COMMISSION

The following summarizes the Commission's hearings and business for FY2015:

- The Commission held hearings on 14 Notices of Intent filed for various projects including, but not limited to, additions, upgraded septic systems, and new construction.
- The Commission held hearings on 10 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. The Commission continues to work with applicants with outstanding Orders of Condition to facilitate the issuance of Certificates of Compliance to clear titles.
- The Commission issued several Enforcement Orders and followed up on various complaints.
- Numerous building applications were reviewed by the Commission's Agent.
- Samantha Stevens and Shirley Singleton resigned their positions as Commissioners.
- Michael Burke and Angus Bruce were appointed as Commissioners.

- William Decie resigned the position of Conservation Agent.
- Samantha Stevens was hired as Conservation Agent.
- The Commission continues to monitor routine yearly maintenance issues on past projects.

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, Angus Bruce, Michael Burke,  
 Elisabeth Frye, Edward Marshall, James Richardson  
 Staff: Bill Decie, Agent  
 Deborah Cunningham, Administrative Clerk

## COUNCIL ON AGING

The really big exciting change was our part-time Director. We are very pleased and proud of Kristin S. Crockett as our very first Director. She started off immediately, developing grants and numerous activities to expand our current efforts. We support her with continued efforts by many very dedicated volunteers putting in numerous hours and part-time paid van drivers. Bob Brophy, Marlene Sanders, and Effie Andrews stepped down from the COA Board. We lost Rosemarie Carr, after countless years of dedicated service on so many fronts. Stepping up as new Board Members, in addition to Amelia (Mille) Hamlen, was Jessica Webb, Ralph Hawley, Mary Wilhelm, and Michele French. We are very blessed to have them all on our eleven member Board.

Enhancements: One of the goals of the Council On Aging was to focus on building the center as a “drop-in center” during business hours to feel almost like a second home. We purchased the My Senior Center software program that helps us keep track of participation, emergency contacts, transportation, and many other items. We also reinvested in numerous upgrades to the facility, including cleaning, power washing, and adding outside awnings at all four main outside doors. We reconfigured the inside for improved access and privacy to what has become the Director’s office, a wellness room, storage closets, and a convenience copier room. We added additional tables, shelving, comfy furniture, a personal size coffee service, and a multitude of storage shelves high in the kitchen. We reorganized storage in the basement and shifted many of the electronic devices to more convenient locations. It is a start and we have hopes to continue to make the building capable of handling more than two meetings at a time, particularly as the Town Hall renovations are underway. There are also efforts underway for more user friendly public computer access with the wireless and laptops purchased in the recent past.

Agency Relationship: Our Senior Care Representative, Karen Gertsch, has stepped down, so that position will need to be filled. Thanks very much to Karen for all that you have done for Essex’s older residents. Laurel Eisenhower serves Essex on the Senior Care Advisory Committee. Senior Care is a support agency for us and several other nearby communities, with many programs like Meals On Wheels, Luncheons, and with transportation and funding. Our membership with the Massachusetts Council On Aging helped us with continued reduction on our movie license.

Kristin, our Director, was also able to benefit from training and grant funding opportunities, for the benefit of all.

**Activities:** Over the course of the past year, the Council On Aging has expanded services on many fronts. Health and recreational programs such as the Blood pressure clinic, Vaccine clinic, Senior Care Luncheons, knitting club, line dancing, hairdresser services, and regular visits by Senator Tarr's office have continued through the year. Our extremely popular Gent's Breakfast has continued with record numbers this year, and we've recently added a Ladies' Breakfast to the mix. New programs this year include yoga classes, luncheons sponsored by other agencies, coloring group, movies, renewal of the walking club, and computer classes. Other recreational events include Essex Tech Luncheon, Manchester Essex Regional High School Holiday Show, Volunteer Appreciation Dinner, Down River Cruise, St. Patrick's Day Boiled Dinner, and Summer BBQ.

**Transportation:** We have continued to operate our transportation program. Our van, holding 12 passengers plus 2 wheelchair passengers, provides the opportunity for grocery shopping at Market Basket on a weekly basis, as well as other shopping locations. We have regular recreational and cultural trips throughout New England. We recruited and trained several additional part-time van drivers, but many are seasonal, so we continue to look for more, either volunteer or paid. We also have a significant need to augment this with RSVP Senior Care supported and mileage funded personal car drivers willing to pitch in to help us better support individual senior's need to get to medical appointments. Please help us identify friends and neighbors willing to help with this critical need.

**Social Services:** With the addition of our part-time director, the Essex Council On Aging was able to add Social Services and SHINE Counseling to its list of services. Our Director is SHINE certified and helped more than 70 of our seniors navigate Medicare during the Open Enrollment Period. This assistance saved Essex seniors overall well over \$25,000 in medical expenses! Additionally, we were able to provide information and referral services for Fuel Assistance, Tax Abatements, Circuit Breaker Tax Credits, Food Stamps, MassHealth, Prescription Assistance, Home Care, Housing, Medical Equipment, and various other issues people found themselves facing. We added a Medical Equipment Loan program. One program with a huge impact has been the partnership with Open Door Food Pantry. They offer a Mobile Market at the COA on the 4<sup>th</sup> Tuesday of the month for all Essex seniors over the age of 60 and residents of Chebacco Terrace who meet certain income requirements, the opportunity to bring home a bag full of groceries.

**Volunteer Hours:** The Essex Council on Aging is extremely fortunate to have a great number of dedicated volunteers, without whom we would not be able to operate. Volunteers are utilized in almost every aspect of the senior center, including serving on the Board of Directors, serving meals, planning trips, answering phones, organizing activities, teaching classes, helping with the newsletter, compiling reports, and more. Over the course of the year, our volunteers have donated over 6,600 hours of service to Essex! While we have a great number of volunteers, we will always welcome more, and are actively seeking additional support with our webpage. We hope you have the opportunity to utilize many of our ever expanding programs in the future.

Funding Resources: Over the past year, the Essex COA has been awarded approximately \$5,000 in grant funds in addition to our \$6,777 annual grant through the Executive Office of Elder Affairs. The Friends of the Essex Council On Aging have been extremely supportive of our endeavors, and have funded a great number of projects. The money they raise comes from their annual membership drive and their annual “Friends Boutique” held in early November.

Community partnerships: We work closely with Town Administration, the T.O.H.P. Burnham Library, Senior Care, the Essex County Sherriff’s Office, the Essex Police Department, and the Essex Fire Department, some of this coming through the Triad Agency, linking several of these together. Operationally, we continue to progress on our disaster planning and preparedness, especially Hurricane Storm Prep. 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.

Future: Sadly our dear Kristin Crockett is stepping down to spend more time with her young family, but we have already started interviewing for a replacement. We are blessed that Kristin Crockett has agreed to not only provide a transitional overlap to facilitate a smooth fast start, but also to stay on as a volunteer and continue her valued services as the SHINE Councilor. As we head into 2016, there are a great number of new programs we are looking forward to, including a grant funded Falls Prevention Exercise class twice a week, a Bereavement Support Group, a new variety of trips, entertainment, new presentations, and more. If you haven’t had the opportunity to participate, or volunteer here, please consider doing so this year. As Abraham Lincoln said, “In the end, it’s not the years in your life that count, it’s the life in your years”. Or “There is a Fountain of youth: It is your mind, your talents, the creativity you bring to your life, and the lives of the people you love. When you learn to tap this source, you have truly defeated age.”

Respectfully submitted,  
Keith Symmes, Chairman  
Kristin Crockett, Director

## ELECTRICAL INSPECTOR

In 2015, a total of 128 electrical permits were issued:

Addition	11	Pool/Hot Tub	3
Fire/Security Alarms	7	Remodel	17
Furnace	8	Repair	8
Garages/Barns	6	Septic System	1
Generators	7	Solar Panels	37
Misc.	1	Temporary Service	4
New Home	6	Upgrade	13

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' Compensation Insurance as per M.G.L. Chapter 152 Section 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 2015, the Essex Cultural Council received and disbursed \$4,300.00 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 contributes to the economic vitality of our communities. In keeping with MCC guidelines, 11 grants were funded.

Essex Farmers Market	<u>Essex Farmers Market</u>	\$425
Essex Elementary/Dennis Cormier	<u>Hands on History</u>	\$300
MA Educational Theater Guild	<u>MA High School Drama Festival</u>	\$500
Music at Eden's Edge	<u>Summer Series in Essex</u>	\$500
Essex Shipbuilding Museum	<u>Essex Residents Arts and Craftsmanship Festival</u>	\$325
Burnham Public Library	<u>Greek Myths Alive</u>	\$480
Burnham Public Library	<u>Super Heroes and Modern Mythology</u>	\$300
Northeast MA Youth Orchestra	<u>Youth Orchestra Chamber Honors Concert</u>	\$100
Essex PTO, Sarah Wolf	<u>Essex Shipbuilding Museum</u>	\$432
Essex PTO, Sarah Wolf	<u>Physical Changes of Matter I</u>	\$378
Essex PTO, Sarah Wolf	<u>Math Blast</u>	\$560

Individuals and organizations who would like to bring enriching programs to our community for FY2017 can submit grants to the Council by October 15, 2016.

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

Respectfully submitted,  
Peggy Duff, Chair  
Betsy Vicksell, Jenny Harkness  
Jake Gale, Georgeann Richards

## FIRE DEPARTMENT

The Essex Fire Department consists of 43 on-call Firefighters and EMTs who respond to both fire and medical emergencies. John Bateman and Dustin Collupy were appointed as new members of the Department this year. The Department responded to 104 fire calls and 241 medical calls, for a total of 345 calls during 2015. Also, the Fire Department completed 92 residential fire inspections as well as the quarterly inspections of both commercial and Town buildings. This year, we had a variety of fires to contend with, including structure fires, brush fires, and dumpster and chimney fires. As usual, we also continue to work with our neighboring towns to provide mutual aid and assistance as needed.

The winter weather of 2015 brought with it additional challenges for the Fire Department. There was a need for increased station coverage during these storms to ensure that firefighters/EMTs could respond quickly to any emergency that arose. The Department experienced an increase of CO detector activity, roof collapses, and clogged vents, etc. during this stormy period.

During 2015, we continued to provide daily coverage of our Fire Station. This coverage allows for fire and medical coverage, inspections and other administrative functions and has been well received by Town residents. As another way of supporting our residents, the Essex Fire Department is presently at several community functions such as the Clam Fest, Halloween, the Turkey Trot, and the Happy as a Clam Race. Our presence at these events helps to ensure the safety of both participants and spectators.

With funding from the Annual Town Meeting, we installed a new Turn-out Gear Washer, Gear Dryer and a Compressor/ Air Fill Station. A replacement ambulance also is on order and should be delivered after the first quarter of the year. Realizing the importance of ongoing training in order to keep current in both fire and safety procedures as well as the laws governing firefighting, the members of the Essex Fire Department attended several training classes and meetings during 2015. Chief Doucette continues to participate in Fire Prevention, Cape Ann Emergency Preparedness, Regional Communication Center, School Safety, and Essex County Fire Chiefs meetings. In order to help ensure the safety of our children, fire drills and demonstrations were conducted at the Essex Elementary School and at Lil' Sprouts of Essex.

Some of the 2015 training topics included:

CPR and EMT Continuing Education	Hazardous-Mat Operational
SCBA Training	Auto Extraction
Ladder Setup	Propane Fire
Driver Training	Water Supply Operations
Protocol Training	Electrical Hazards

The Board of Engineers wishes to thank all members for their dedication and hard work this year. We also want to thank the Regional Dispatch 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).

Respectfully Submitted,  
Board of Engineers

Chief Daniel Doucette  
Deputy Chief Ramie Reader  
Deputy Chief Keith Carter

## HARBORMASTER

The Harbormaster Department had a great year providing service on the Essex River and at Chebacco Lake. At the beginning of the season, Deputy Harbormaster Fialho worked with members of our staff to remove and replace the top deck wood surface on one of the docks, and replaced it with a composite material to try and extend the longevity of the dock. Later in the season, the anchoring device which secures the Town Dock in place, failed twice, and we had to make emergency repairs to make it serviceable for use. We are planning on replacing the anchoring materials at the beginning of this coming season to minimize the risk of this happening again.

The season included focusing on moving through the Moring Waiting List, responding to buoys which were off station, and a host of requests for miscellaneous services. The used Parker boat that we were able to get from the Environmental Police at minimal cost, which replaced the Boston Whaler regular patrol boat, worked out very well during the season. The newer outboard performed quite well on the Parker. The Evinrude outboard proved to be dependable and fuel efficient for the work that we need it for. Transient moorings were again very popular with the public, and brought in some funds to the Town, while providing an opportunity for the public to enjoy the beautiful waterfront in Town. The cost to rent a transient mooring to the public is \$25.00 per day. We have two moorings which are located just off Conomo Point, and two which are located between Cranes Beach and Hog Island.

The Assistant Harbormasters have been consistently challenged by the lack of any office space to conduct their business out of. Primarily, they work on the boat, but there are countless functions that they are required to perform when they are on duty, and no place to do them. There is no designated office area for them to use when they need to make phone calls, work on reports, organize mooring permits, deal with the public, etc. With protected information laws, the Police make every effort to accommodate the Harbormasters and be in compliance, but the lack of office space must be addressed in the near future.

During this past season, the Board of Selectmen asked me to offer a solution for providing coverage at the Town Landing to collect launch fees, and to direct patrons who are launching boats, where to park. This coverage included members of the Harbormaster Staff, Reserve Officers, as well as Special Officers. The funds which were taken in reached almost \$9000. This was a challenge due to the limited staff, as well as the limited parking behind the tennis courts

(behind the police station). The municipal parking lot and the area near the ball fields were busy with the Farmers Market as well as countless sporting events. Even with the challenges that we faced, we were able to make things work.

The absence of a rescue door on the boat has just been addressed. When the Harbormaster boat was hauled for the winter season, we had the emergency side door installed. The door is hinged, and provides the ability for the Harbormasters to quickly get a more level advantage to the water, and potential victims. This is very important in the event that we are trying to recover someone from the water. The sides of the boat are high and would be difficult to bring a person or equipment on board without the door.

This biggest issue which has been a hindrance for the Harbormasters, and which is the greatest risk factor for the Harbormasters to respond to calls, is the lack of depth of the water. The need for dredging has never been greater in the River and around the marinas. There were countless times when there was not enough water to get the Harbormaster boat off of the Town Dock. There are many disciplines that have been working hard to address this problem, including Congressman Seth Moulton, Senator Bruce Tarr, and the Army Corps. Of Engineers. We have an organized group which has been meeting regularly, and has made great progress putting things in place to make dredging become a reality. Many creative solutions are being looked at, and there is plenty more work to be done. The Essex River is one of the most beautiful and important resources in our community. Pleasure boaters, the marinas, the shellfish industry, wildlife, fishing, and countless others depend on the longevity and continued good health of the River. It is greatly important that we all continue to focus on the need for dredging, and strongly support this issue when the time comes for community support to make dredging come to fruition.

I want to thank Deputy Fialho for all of the work that he has done throughout the year, as well as acknowledge and thank all of our Assistant Harbormasters who provided coverage throughout the season, and prepared all of the equipment so that we may serve the community in the best way that we can. I want to also thank the Police Department and Harbormaster Secretary, Mary Elinor Dagle, for her commitment and dedication to our departments to ensure that we provide superior service to the residents and members of the public.

I would like to extend special thanks to our Town Administrator, Brendhan Zubricki, and to all of the members of the Essex Board of Selectmen who continue to work diligently throughout the year with us to strive for levels of excellence with all of our departments.

Respectfully submitted,  
Chief Peter G. Silva

## HISTORICAL COMMISSION

The mission of the Essex Historical Commission [EHC] is to identify, document, and protect Essex' historic resources; and to increase public awareness of Essex heritage and the value of historic preservation. These efforts are conducted with the support and guidance of the Massachusetts Historical Commission and in coordination with a number of Essex Boards and Committees. In addition, the EHC maintains inventories of culturally significant structures,

conducts research and posts timely notices in the local press related to the enforcement of the Town's Demolition Delay Bylaw.

Elizabeth M. Ware, preservation consultant of Newburyport MA, has been hired to begin the next stage of the Historic Properties Survey of Residential Buildings. She will be assisted by Robert T Leaven in doing the research necessary to identify, assess, and document first and second period (1637-1750) buildings. They are now targeting 25 properties, and will be including another 10 under their contract.

With continued funding from the CPC, eight of the thirteen sections of the Spring Street Cemetery fence have been renovated or replaced with newly fabricated cast iron work. With Phase IV, two more sections are now underway. The Commission believes these handsomely replicate the original 1852 fence, and we look forward to completion of the project when three final sections are installed late this year.

The EHC has had the opportunity to meet with representatives from McGinley Kalsow Associates and the Town Administration to review and comment on the impact of planned renovations on the Town Hall's exterior from a historical preservation viewpoint.

We have begun studying the options for tackling the acute structural deficiencies of the Folsom Pavilion at Centennial Grove without unnecessarily compromising its historical integrity.

During 2015, the EHC reviewed demolition requests for three houses, 12 Lufkin Point Lane, 153 Conomo Point Road, and 52 Harlow Street. In none of these instances was its historical value deemed sufficient to merit a delay, or any further attention on our part.

Updates on these and related projects, as well as scheduled meetings, are available via the Town website.

Respectfully submitted,  
Richard Stevens, Chair  
Members: Joe Bourneuf, Robert Coviello, Nathaniel Crosby, Keith Symmes, Kurt Wilhelm (Alternate)

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

2015 was an action-packed year for the Library. We offered more programs than ever, had record attendance, and supplied the community with many resources. The Library offers E Books, Tumblebooks for children, Freegal music, E readers, and the ability to request items from all over the State with just a library card.

In 2015, we circulated 30,375 items. Essex residents requested 7,315 items from other libraries in the Merrimack Valley. We provided 5,874 items to residents of other towns. We held 46 children's programs that were attended by 861 children. 102 teens attended 13 programs that were offered exclusively for them, and 156 adults attended 28 programs. We would like to thank the Friends of T.O.H.P. Burnham Library for providing us with the continued funding and support that enables us to offer you a variety of programs for a wide range of interests and ages.

Staff attended such events as the Small Libraries Forum, E-book training, speakers, catalog training, ALA, monthly circulation, and Merrimack Valley Library Consortium membership meetings. Our new part time employee, Martha Bulfinch, compliments our hard working, pleasant staff, and our wonderful volunteers keep busy with library duties as well.

The Massachusetts Board of Library Commissioners (MBLC) has encouraged formal planning since 1989. Libraries have repeatedly confirmed how important the process of completing a plan has been for accomplishing the goals and objectives set out in their plans. In order to qualify for both the Federal Library Services and Technology Act (LSTA) and Massachusetts Public Library Construction program funds, a library must have an approved long-range plan on file with the Board. We have been approved yearly for grant money and will be writing a new long range plan for 2016.

The renovation of the Library/Town Hall in 2016, relocates the Library to 245 Western Avenue for a year's time. We have moved in, come visit, you'll be happy with what you see.

As always, I am open to your questions, concerns, and suggestions. You can find me in the Library, phone me at 978-768-7410, or email me at [dfrench@mvlc.org](mailto:dfrench@mvlc.org). This is *your* library. The staff and I look forward to serving you!

Respectfully submitted;  
Deborah French, Director

## 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.

An update of the *Open Space and Recreation Plan*, which 'expired' in 2014, has been a priority of the past year. That effort has been ably led by Stephen Winslow of 'Mass in Motion – Cape Ann' and the City of Gloucester and is now nearing completion. Once approved by the Division of Conservation Services, Essex will benefit in two ways: First, we will have a thorough assessment of the Town's physical assets to allow for informed planning and decision-making; and second, the Town will be eligible to apply for grants where a current Open Space Plan is a pre-requisite.

The Committee also participated in the recently concluded Strategic Planning Initiative for the Town, an activity that helped inform the Open Space Plan update and vice versa.

On a more pedestrian level, literally, the Committee continued to monitor the smaller trails around Essex, i.e. those not managed by the Trustees or Greenbelt, most notably, the Sally Soucy Nature Trail at Centennial Grove where the signage is in deteriorating condition. We are seeking a local alliance to assist us with necessary upgrades.

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@gmail.com](mailto:jmscofield@gmail.com).

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,  
Lisa J. O'Donnell, Chairman  
Susan Gould-Coviello  
David A. Doane

## PLANNING BOARD

In May, there was one open seat on the Planning Board and at the Town Elections, the citizens of Essex elected Dexter Doane to serve another term on the Planning Board.

Following the Town Elections, the Board Members voted for positions on the Board. Westley Burnham would be Chair, Kimberly Drake would be Vice-Chair, Bill French would be Clerk and Corey Jackson would be the Vice-Clerk.

The Planning Board Members are required to do more than attend two meetings a month. The Chair and the Vice-Chair share the responsibilities of supervising the Planning Board Office and communicating with the other Town Departments, Committees, and Town Counsel. Board Members are asked to serve on other Essex Boards and Committees and are required to complete an annual Ethics Training, know the current State Laws about Zoning. The members constantly review the Town Bylaws and the Open Meeting Laws, and participate in trainings and seminars.

The Planning Board Chair wrote a proposed Warrant Article regarding signs. The Planning Board Members reviewed and discussed the proposed Warrant Article during regular meetings and then the Board held a Public Hearing for the proposed Warrant Article. The proposed Warrant Article was to delete the current Bylaw Chapter 6, Section 7 titled Signs and replace it with a new version

of the Bylaw to be inserted in Chapter 6, Section 7. At the Town Meeting on November 16, 2015, the citizens of Essex voted in favor to replace Chapter 6, Section 7.

In 2015, the Board received three Site Plan Review Applications. One Site Plan Review Application was to build a new single family dwelling with a footprint which would exceed 2,500 square feet. One Site Plan Review Application was for a storage building which would have a footprint that would exceed 2,500 square feet. The third Site Plan Review Application was for a Change of Use to convert a use classified by the Assessors as a store (business use) to a residence with a Home Occupation. The Board also approved a request to re-accept a 2009 Site Plan Review Decision for the construction of a 60 x 120 foot barn.

The Board received one Definitive Subdivision Application and Plan for O Choate Street and on August 5<sup>th</sup> the Board reviewed the application to ensure it was complete before setting a date for a Public Hearing. During the review, the applicant chose to withdraw his application and the Board voted to accept the withdrawal of the application without prejudice.

In 2015, the Board endorsed three ANR Applications & Plans. ANR is an abbreviation for Approval Not Required. One application was to define a lot line of a property on Robbins Island Road, one application was for two abutting lots on Southern Avenue to move lot lines and to create a new lot which was deemed not buildable on the plan; and, the third application was to create a new lot from an existing lot located on Pond Street. The Board reviewed one ANR application for a property located on Forest Avenue and the applicant chose to withdraw his application and the Board voted to accept the withdrawal of the application without prejudice. If an ANR application is endorsed by the Planning Board it should be recorded with the Southern Essex Registry of Deeds.

The Board received and discussed correspondence from an Essex resident concerning work done by another property owner on a designated Scenic Road. The designated Scenic Roads in Essex are Apple, Belcher, Choate and Story.

The Board also reviewed correspondence from a property owner who owns property on a private road and the Board discussed his concern regarding the road. The Board did respond to the correspondence in writing by explaining that questions regarding the maintenance of a road should be directed to the Department of Public Works and property owners who reside on a private road may request the road become a public road but there is a process to be followed and the Town Administrator should be contacted to learn what would need to be done.

In May, twelve residents of Lowland Farm Road attended a regularly scheduled meeting of the Planning Board to discuss their concerns regarding the condition of the road. During subsequent regularly scheduled meetings, the Board reviewed correspondence from the Clerk of the Works (the engineer hired who oversees the construction process on behalf of the Town) and correspondence from the trustee now in charge of the estate original applicant. To date, the Planning Board has not received an As-Built Plan so that the Board cannot approve the completion of the subdivision.

There were two informal discussions between the Board and property owners. One discussion was regarding a property owner who wanted to subdivide two non-conforming lots located on Main and Southern Avenue and the other was to discuss the siting and required setbacks for a proposed dwelling to be located on Riverview Hill Road.

During regularly scheduled meetings, the Board reviewed and discussed the draft 2016 Open Space and Recreation Plan and the draft Strategic Plan.

In 2014, the Board of Selectmen hired a Planner to work on a part-time basis for the Town. The Planner attended a meeting of the Planning Board in February to discuss a proposed Green Community Designation for the Town of Essex.

The Building Inspector met with the Planning Board eleven times in 2015. During the Building Inspector's Report, the Building Inspector will present Building Permit Applications which require the approval of the Board. The Board approved five applications for the siting and construction of new dwellings, five to demolish existing dwellings and build upon the existing footprint, one to demolish a building used for business and to rebuild the building on the existing footprint, two were for additions to existing single family dwellings, one to demolish a garage and rebuild it on the existing footprint and three applications were to construct an accessory building (garage, barn, etc.). During meetings, the Building Inspector and the Planning Board often discuss zoning issues, for example the Board and the Building Inspector had many discussions over the course of the year about the changes to the Massachusetts State Fire Code and how the changes could affect the Town of Essex.

All citizens are encouraged to attend the Planning Board Meetings to learn more about the Planning Board, zoning or planning for the Future of Essex.

On the Town Web Site you will find information about zoning, the Town Bylaws, contact information, hours of operations and the application forms you may need. You will also find the [Guide to Obtaining Permits in Essex](#) which is a good resource if you are looking to obtain any type of permit in Essex.

The Planning Board would like to thank the T.O.H.P. Burnham Library Director and Board of Library Trustees for allowing the Planning Board to use the library for most of our meetings and the staff of the Essex Elementary School with assisting us so we may use the school for meetings that may have a larger group of people in attendance.

The Chair would also like to thank Kimberly Drake, Skip Crocker, Dexter Doane, Bill French, Jason Heath and Corey Jackson for volunteering their valuable time to serve on the Planning Board.

Respectfully submitted,  
Westley Burnham, Chair

## PLUMBING & GAS INSPECTOR

One hundred and fifty-nine plumbing & gas permits were issued in 2015:

- Sixty-seven plumbing permits and
- Ninety-two gas permits.

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

Respectfully submitted,  
Richard Corriere

## POLICE DEPARTMENT

I am very pleased to report that 2015 has been the most successful year to date, since I have been Chief, for our department regarding the accomplishments of our pursuit of excellence. After almost 4 years, the Essex Police Department reached State Certification on June 4, 2015. Certification is a self-initiated evaluation process by which police departments strive to meet and maintain standards that have been established for the profession, by the profession. These carefully selected standards reflect critical areas of police management, operations, and technical support activities. They cover areas such as policy development, emergency response planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation, and holding facilities. The program not only sets standards for the law enforcement profession, but also for the delivery of police services to the citizens of the Commonwealth. Achieving Certification from the Massachusetts Police Accreditation Commission is considered a very significant accomplishment and is a recognition that is highly regarded by the law enforcement community. This accomplishment was the result of hard work, diligence, organizational skills, and guidance lead by Sergeant Paul Francis, who I assigned as the Accreditation Manager. We are presently continuing this great work by undertaking the daunting task of working towards the Department receiving Accreditation which is an even higher level of excellence.

Essex was incredibly busy all through the year handling countless calls for fraud, scams, and identity theft. We made great efforts to educate the residents through the newspaper and social media, as well as forums that I had spoken at, to inform the residents on how to protect themselves. We believe that many of these scams are conducted outside of the country, which creates difficulty catching the perpetrator. The scams claiming to be National Grid, and the second claiming to be the IRS, were the most common ones. Neither of these legitimate agencies use practices of threatening callers to have the resident arrested for not making a payment, or not paying a fee. Residents should be aware that the scammers are reported to be very smooth talkers on the phone, and have a quick answer for everything. They are reported to be completely convincing. Contact the police immediately if you are faced with this situation and do not give out ANY personal information. If it is a legitimate agency, they should already have your information. Do not fall for the “I need to confirm your date of birth” or “please provide your social security number”, or “someone has tried to wrongly use your credit card for a purchase. Can you confirm your credit card number?”

I had developed the C.A.S.T. (Cake And Senior Time) Program. This simple program consisted of me purchasing a huge cake and coffee, and meeting with our seniors in the spring and fall to recognize any senior who had a recent birthday. Most importantly, it also provided an opportunity for our seniors to discuss any issues that were on their minds with their police department. We met at the Senior Center and also at Chebacco Terrace. Even if the seniors did not have a recent birthday, they were welcome to join us for interesting conversation and stories. We were joined by the Officers who were on duty at the time. This was a great opportunity for the seniors who attended, to meet officers who they may not know. I found that many of the seniors did not do anything special for their birthday, so it was fantastic to recognize them, and to be instrumental in creating a rapport with them. The Police Department supports our seniors, and we have worked hard with them to provide quality programs.

On July 13, 2015, I had the distinct honor and privilege at a Selectmen's meeting to recognize a retired employee. Sergeant Ralph Doucette retired from the Essex Police Department 31 years ago. He had 24 years of dedicated service to our community. Although many years had passed since his retirement, it came to my attention that he had never received a retirement badge, or any formal recognition for his service by the Town or our agency. When I learned about this, I took the steps to formally acknowledge Sergeant Doucette. I presented Sergeant Doucette with the honorable retirement badge, and a plaque recognizing our appreciation for his service. This presentation was conducted in the presence of his family and friends. At almost 90 years of age, Sergeant Doucette's legacy of always "do the right thing" for the residents and for the Department, was evident throughout the room. On behalf of our Department, and our community, we are so grateful for his leadership and service.

During the year 2015, we focused on improving our usage of social media. Our Department was active with Facebook and Twitter for the purposes of getting important information out to the public. We are continuing to improve services in this area, and we are looking forward to utilizing social media in a positive way for the benefit of those who use it.

The Department has explored ways to improve Community Policing initiatives. One of those initiatives was to reinstitute the bike patrol. Our Department had an active bike patrol almost 20 years ago. We were challenged by the cost of purchasing a new quality bike. Our community was fortunate enough to get the assistance of District Attorney Jonathan Blodgett who was able to pick up the complete cost for a Polaris E-Bike, and delivered it to our community. The bicycle will be an excellent tool to put out in the community, and provide a more approachable opportunity for residents to interact with our officers more easily. We are continuing to work on improving Community Policing in our community to better serve our residents.

I would like to thank Sergeant Francis for his leadership during this past year and for leading us to Certification, and I would like to thank all of our Full-Time, Reserve, and Special Officers who work daily to provide the level of service that they do for the residents. I also want to thank Mary Elinor Dagle who works hard to provide great service for the Police and Harbormaster Departments. Her professionalism and appetite for excellence is always appreciated. I am grateful for our Fire Chief and his staff for working together with us during emergencies. Also, I would like to personally thank the Town Administrator, Brendhan Zubricki, and the Board of Selectmen who always work so hard to accomplish great things as a team.

I would like to remind residents that you are our eyes and ears in the community. Please help us by reporting suspicious activity as soon as possible to prevent crime. Remember to dial 911 in an emergency, and be sure to lock your homes and vehicles, and keep all valuables out of sight at all times.

Respectfully submitted,  
Police Chief Peter G. Silva

<b><u>Nature of Incident</u></b>	<b><u>Total Incidents</u></b>
911 Misdialed/Abandoned	67
Agency Assist	91
Aircraft Problem	1
Assault and Battery	7
Animal Bite	2
Animal Complaint	274
Annoying Calls	15
Arrest	17
Attempt to Serve 209A	11
Paperwork Served	34
BOLO (Be on the Lookout)	297
B&E Attempt	3
Building Check	175
Burglar Alarm	171
Child Neglect	1
Child Seat Install/Inspect	17
Citizen Assist	510
Civil Dispute	29
Community Policing	17
Deer Struck My MV	14
Department Equipment	15
Detail	89
Directed Patrol	4,370
Disorderly	16
Disturbance – MISC	18
Domestic A&B	15
Domestic Dispute	19
Escort	9
Fail Stop for Police	1
Firearm Improper Storage	1
Firearms License Issued	38
Fire Calls	105
Fire Investigations	32
Fire Structure	7
Fireworks	11

Fraud	83
Gunshots, Report of	11
Harassment	10
Hazardous Materials	4
Hit and Run Traffic	3
Illegal Dumping	5
Intoxicated Person Public	4
Investigation - MISC	48
Juvenile Issue	7
Larceny	4
Larceny M/V	4
Lost/Found Property	75
Message, Deliver	5
Medical Call	232
Missing Person	5
MV Crash	92
MV Crash with Injury	15
MV Disabled	51
MV Lockout	3
MV Traffic Complaint	134
Negligent Operation	6
Noise Complaint	26
Parking Complaint	158
Property Damage	25
Recovered Stolen MV	1
Repossession MV	3
Road Rage	5
Selective Radar Patrol	45
Suicide Attempt	3
Summons	71
Suspicious Activity	192
Suspicious MV	8
Suspicious Person	15
Theft – MISC	30
Threats	7
Traffic Hazard	47
Traffic Stop	607
Trespassing	9
Unattended Death	3
Unwanted Guest	4
Utility Request	173
Vandalism	3
Vehicle Fire	3
Violation of Order	5
Warrants	5
Watercraft Incident	50

Well Being Check	47
Witness Intimidate	1
<b>TOTAL</b>	<b>8,846</b>

## 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.*

MERSD has a reputation for strong academic achievement, high quality faculty, a commitment to small class size, and a robust co-curricular program. Throughout 2015, MERSD continued to make progress in fulfilling its goals as outlined in the Strategic and District Improvement Plans. Highlights include continued academic excellence, ranking number sixteen on *Boston Magazine's* best districts list, recognition as a model district for the implementation of the newly revamped educator evaluation system, implementation of the Youth Risk Behavior Survey to assess the social emotional needs of students, safety improvements in bike and pedestrian access to the Memorial School through Safe Routes to School Grant, the successful negotiation of a multi-year teachers' contract, and continued development of programs and systems to support the belief system of whole child education.

MERSD begins the FY17 budget cycle in a stable and improved financial position, due to careful fiscal management and the strong support of Manchester and Essex residents. In FY16, taxpayers provided a one-time revenue correction to make up for nearly a decade of enrollment growth that far exceeded the constraints of Proposition 2.5, which limits property tax increases. Prior to this correction, revenue per student from the towns had grown an average of just 0.6% per year in Essex since enrollment growth began, and actually had declined an average of 0.1% per year in Manchester. In other words, revenue had not kept pace with significant enrollment growth (24% since 2007) and funding per pupil had not kept pace with inflation. However, as a result of the taxpayer approved revenue correction in FY16, MERSD is on a much firmer financial footing, and no longer has to use rainy day reserve funds to support its annual operating budget. MERSD has also taken significant steps to address long-term financial liabilities, including the cost of mandated health insurance for retirees (known as Other Post-Employment Benefits or OPEB). As a result of a collaborative effort with the Manchester Essex Teachers Association, which agreed to migrate staff to less costly plans, MERSD is now on a path to full funding, with an estimated \$770K set aside in trust through FY17, funded entirely by savings from employee benefits restructuring.

The FY17 operating budget assumes spending growth of \$721K, or just 3.1% more than FY16. The resulting assessment increase to the towns is a 3.3% increase from FY16, due in part to a slowdown in State aid, which provides the other main source of funding for MERSD's budget. Spending growth excluding the cost of health insurance and OPEB contributions, is just 2.2%. Town payments in the FY17 capital budget, which pays for debt service related to construction of the Regional Middle High School, are declining \$61K or 2.6% from the prior year.

Throughout 2015, MERSD made significant progress in facilities planning. In the spring of 2015, MERSD submitted a Statement of Interest (SOI) to the Massachusetts Building Authority (the "MSBA"). The Statement of Interest is an application for grant funding to support school building projects. Applications were made on behalf of both schools. However, it was determined by MSBA standards that the Memorial School would be designated the priority project due to excessive need. We are pleased to report that the MSBA Board of Directors voted to invite the SOI for the Memorial Elementary School into the MSBA's Eligibility Period. The 270-day Eligibility Period formalizes and streamlines the beginning of the MSBA's grant approval process and supports MERSD by providing a schedule for the completion of preliminary requirements, assisting with the determination of financial and community readiness, and identifying needs for planning and budgeting. Acceptance into the MSBA grant program is the culmination of a multi-year process of elementary facilities assessment. Understanding that addressing the District's aging elementary schools will require significant investment from Essex and Manchester taxpayers, MERSD fielded a Facilities Expansion Survey in both communities and formed an Elementary Configuration Task Force in the fall of 2013. The goal of these two initiatives was to gauge community awareness of critical facilities issues and to learn stakeholder priorities and preferences. In February of 2014, the Task Force reported its finding to the MERSD School Committee and this work informed the Statement of Interest process.

The MERSD proudly 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 students and of 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 utilizes 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 four wireless mobile computer labs (PCs, Ipad, Ipad minis) along with classroom-based projectors. Every classroom is equipped with interactive white boards. Funding for this technology came from District funds, the Spaulding Foundation, and the Enrichment Fund. The Activboards™ are located in each classroom and are used throughout the entire school day. These Activboards™ are also equipped with an Activote™ system. Students use a remote to give instant feedback to the classroom teacher, and this assessment system provides immediate information for the teacher to adjust the lesson as needed. The Essex Elementary School Council developed and presented a school improvement plan that follows a format consistent with Manchester Memorial Elementary School. The 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, investigating options for meeting the needs of all learners, including high-achieving students throughout all academic domains, and identifying necessary changes to improve the effectiveness of home-school communication. We also investigated the Positive Behavior Interventions and Support Model as a way to support the social-emotional well-being of our students. The plan is to pilot this model during the 2015-2016 school year.

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 Police Chief Silva and Fire Chief Doucette for working closely with the school administration on maintaining a safe school.

The 2015 MCAS results show that the percentage of students scoring proficient or above in all subjects/grades was greater than the State average. Student Growth was also higher than the State average in all 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 and composers. This year, with support from PTO and the Spaulding Education Fund, the book *Yen Ties* was purchased for every family at Manchester Memorial School and Essex Elementary School. *Yen Ties* is a disarming story of compassion and friendship that reaffirms the importance of our ties to one another. The book was read throughout the school and students participated in a variety of activities. 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, NH, 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, Ed.D., Principal Essex Elementary School*

## MEMORIAL ELEMENTARY SCHOOL

Manchester Memorial Elementary School (MMES) has 380 students enrolled in pre-school through grade 5 this school year. The K-5 classrooms average roughly 19 students per class. MMES offers all of its students a wide range of activities and academics in our effort to educate the “whole” child. MMES consistently performs among the top schools in the State on the Massachusetts Comprehensive Assessment System (MCAS). All students participate in weekly classes in wellness (PE/Health), music, art, library/research, technology, and foreign language (grades 1-5). 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.

The 2015-2016 school year is one that has been marked by the development of a new student leadership program in grade 5. Interested students participated in a rigorous application process to be considered for the position of a Student Ambassador. Student applications were reviewed and candidates were assigned to committees where they could use their talents and interest while developing their leadership qualities. Community service, school climate, communication, and decision-making are areas that are explored by this group of talented youngsters. Additionally, MMES has entered into a “sister school” relationship with an elementary school in Kyotango City, Japan. MMES was selected by the US Ambassador to Japan, Caroline Kennedy, for this project based on the unique “singing sands beach” that both communities share. This has been an amazing learning experience for the adults and children at Memorial this year and they look forward to continuing to strengthen the relationship in the coming years.

Student safety continues to be a top priority for our District. Some years ago, MMES implemented a “Shelter in Place” (lockdown) procedure to ensure safety for students and staff should a situation arise during the school day where we need to keep all students and staff safely where they are. This summer, the Principal and MERSD Director of Curriculum were certified as trainers of enhanced lockdown procedures. These procedures are based on research of past incidents and allow staff members to make informed decisions based on the training they have received. All school District staff has been trained in this procedure, and practice drills have been held at each school. The Manchester Police Department has been an active partner in our desire to have the safest school buildings possible as part of our collaborative partnership with MERSD.

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*

## MANCHESTER ESSEX REGIONAL MIDDLE SCHOOL

Manchester Essex Regional Middle School enrolled 386 students in grades 6-8 during the 2015-2016 school year. MERMS is committed to following the middle school model, and providing learning opportunities to students that spark innovation, interdisciplinary skills, and a whole-child approach to learning and teaching. Middle level educators at MERMS believe that middle school students are unique learners and require unique approaches and supports to be successful. As a result, teachers at MERMS are flexible, rigorous, nurturing, and challenging. Teacher teams meet several times per week, focusing on students' progress, planning interdisciplinary experiences for students, and ensuring that the whole child is supported at school.

For the first time this school year, our student enrollment has grown to its largest population ever, and the towns have supported us in this by providing additional staffing to address class size for our biggest grades. Prior to this year, five sections of each core subject (Math, English, Social Studies, Science, Literacy/Information Skills-6th grade or Foreign Language-7th/8th grades) has been scheduled. This year, with the additional staffing, we have been able to schedule six sections each of Math, English, Social Studies, and Science in 6th and 7th grades, as well as add additional intervention services for students who are at risk. While this has complicated our schedule, we have been able to retain the middle school model and have team meetings at each grade level.

Another characteristic of middle school philosophy is providing opportunities for students to explore their interests and to discover their passions; and as such, we offer exploratory classes to students in all three grades: Foreign Language (6th Grade), Art, Health, PE, Music and Engineering (7th and 8th Grades). This year, we have been able to offer general music, chorus and band at all three grade levels, as well as offer a MakerSpace to students during their lunch blocks. Offering MakerSpace, as well as other activities such as Hour of Code, is providing opportunities for students to develop exploration and authentic problem-solving skills.

At MERMS, we hold important other aspects of middle school philosophy, such as homerooms, recess and advisory (H Block). We have continued our all-school read program. Our book this school year was Fish In A Tree by Susan Mullaly Hunt. This book was also selected as the Global Read Aloud selection, and has influenced aspects of our H Block program and provided a common experience for all students. H Block has continued to develop, meeting more regularly during the 2015-2016 school year, with smaller groups than in previous years (10-15 students this year), allowing for a closer connection between students and advisors. Our H Block program includes academic reflection, anti-bullying programming, community building, holiday reflections, exploring our core values, community service, and more. We look forward to continuing to develop our H Block program.

The Spaulding Education Fund has been crucial in supplementing our budget to provide access to Chromebooks to students in the school. As a result, the Middle School has been able to make significant headway in effective, integrated use of technology in the classroom. Embedding technology into the classroom is an effective way to provide students with an opportunity to develop their 21<sup>st</sup> century skills in an authentic way. Our school has made significant headway in developing curriculum in Google Apps for Education, providing access to students more universally, providing opportunities to develop their technology skills, and understand what it means to be a good digital citizen. The addition of a Digital Learning Specialist has been

absolutely crucial in making headway in this area, and additional staffing in this area would allow us to further embed technology skills and classes across the curriculum, and also offer opportunities to students for technology in the school day.

Transition is a critical component of the middle school experience. We have worked hard to strengthen the elementary-middle school transition. This has occurred through additional fifth grade parent information sessions, instituting a Fly-Up Day for all 5th, 6th and 7th graders, and an Orientation Day for incoming 6th Graders and their parents/guardians in August before the start of their middle school experience. The middle school has worked closely with the high school as well, ensuring that 8th graders are provided with information about the high school experience at MERHS so they are able to make informed decisions about freshman courses in conjunction with their parents/guardians at home.

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

At MERMS, we understand that the social and emotional health of our students is crucial to their academic success. Our Guidance and Counseling Department works closely with classroom teachers and parents/guardians to ensure that students are supported as needed during times of struggle, crisis and stability alike. We have one counselor for our entire school, Kevin O'Maley. Mr. O'Maley works closely with all teams to embed study skills and planner use in all three grades; he works to support students in and out of the classroom, and helps to provide structure and support to all students. Our School Psychologist, Dr. Kate McGravey and our School Adjustment Counselor, Holly Brabson, both work closely to ensure that students are supported properly in the classroom and that social/emotional needs are met. With our growing student population and the changing needs of our students, this is a high priority area for additional staffing.

We are committed to offering opportunities for all students to explore interests and passions, holding the Hour of Code, the National Geography Bee, sending 8th Grade representatives from both Essex and Manchester to a Statewide community service and leadership institute, Project 351, and offering opportunities to shine in and out of the classroom: We have collaborated with the YMCA Theatre Company to offer Seussical, Jr., have a robust band and chorus program, offer Homework Club, STEM Club, Engineering Club, Journalism Club, Student Council, and Middle School Green Team. Students are able to participate in middle school sports and activities, as well as some high school sports (waivers are issued by the MIAA on an annual basis), providing many opportunities for students to participate in our community outside the school day.

Manchester Essex Regional Middle School is an outstanding place for middle school students to learn, grow, and explore; we are thankful for fantastic teachers and a supportive parent/guardian community. We look forward to an excellent and productive 2016!

*Steve Guditus, MERMS Principal*

## MANCHESTER ESSEX REGIONAL HIGH SCHOOL

Manchester Essex Regional High School continues to progress in an effort to provide all students with a broad based curricular experience. The curriculum aims to assist students to gain valuable skills focused on creating, evaluating, and analyzing that will support later successes.

The students at Manchester Essex Regional High School continue to achieve at high levels. Ninety eight percent of the Class of 2015 moved on to post-secondary academic options. One hundred thirty-seven students took Advanced Placement courses during the 2014-2015 school year. Those students took 305 AP course ending exams, with 85% of the students scoring 3 – 5 (levels that are deemed acceptable for college credit). Three MERHS students were named as National Merit Scholarship Semi-Finalists as a result of their performance on the PSAT. Nine more students were named as Commended Students by the National Merit Scholarship Board for their academic promise. MERHS students also did very well on the Commonwealth's competency exam, MCAS. Ninety-eight percent of students achieved proficient or advanced scores on the English Language Arts exam. Ninety-three percent of students achieved proficient or advanced in Mathematics. Ninety percent achieved advanced or proficient in Science.

During the 2014-2015 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 curriculum review in all disciplines. The results are newly implemented curricular pathways, new courses, and a broader curricular experience for students. New courses such as English 12 Electives, Women in Engineering, and Sustainability 101 were added to the Program of Studies.

MERHS has adopted a focus on student's social emotional help. During the fall, the Signs of Suicide program was implemented. This program teaches students to "ACT." *Acknowledge a*

friend that communicates that they are down or thinking of hurting themselves, *Care* for the friend, and *Tell* a trusted adult. Faculty members have shadowed students during the school day to experience what it is like to be a high school student. Teachers found that students experience a number of physical and mental transitions during the school day. They also found the hallways and cafeteria to be chaotic and stressful. This experience helped to inform a new bell schedule that will be implemented over the upcoming two school years.

Students continue to enroll in rigorous course loads at the high school level. The core curriculum is enhanced by engaging electives. Students in the Global Issues course are working on raising money to support Heifer International 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. Hydroponics has been a focus of the group. New Hydroponic towers can be found on the third floor of the high school. This program provides real-world learning opportunities for students. MERHS DECA continues to find success in regional, State and international competitions. MERHS scored the highest exam averages of all competing schools and achieved sixteen of the top twenty written exam scores. Ninety-seven percent of MERHS DECA teams finished in the top ten of the District competition. MERHS students were recognized as the most professional school at the conference.

The School Council at the high school level is having a productive year. The Council is reviewing the student handbook and has administered a School Climate Survey to faculty, students and parents. The results of the survey will inform future policy and goals of the high school.

Students continue to participate in a large variety of co-curricular, extra-curricular, and athletic programs. Last spring, the sailing team won the State championship and competed at Nationals in Baltimore. During the fall of 2015, both the boys' and girls' cross country team won the State divisional championship.

For the sixth 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 \$5000 worth of toys. We were the largest donor to participate in this year's toy drive. Additionally, the student body/faculty conducted a food drive of nonperishable food to benefit the Open Door Food Pantry, also located in Gloucester. Both drives were extremely successful and meaningful.

*Patricia Puglisi, MERHS Principal*

## DISTRICT CURRICULUM & TECHNOLOGY OFFICE

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

There have been myriad collaborative projects this year, some of which include:

- Coordinating with the Director of Student Services to provide high quality professional development opportunities for all staff, using a variety of formats (teacher-led, specialized workshops, exposure to thought leaders).
- Spearheading a dynamic process with the Director of Finance to automate the scheduling and on-boarding of qualified substitute teachers.
- Working with the High School Principal and several neighboring school districts to develop a dual enrollment program which would allow high school students to earn college credits and high school credits simultaneously.
- Partnering with the Middle School Principal, a team of teachers, and the Department of Elementary and Secondary Education to develop a teacher-leader model to help ensure organizational sustainability.
- Launching a comprehensive crisis preparedness training program for all District staff with an elementary school principal.
- Supporting an elementary principal in the development of an approach for organizing evidence-based interventions that enhance academic, social, and behavioral outcomes for students.
- Implementing an instructional management system (IMS) with the District Network Administrator to support the creation of departmental curriculum maps and to easily sync with digital library resources.
- Facilitating the decision process for the transition to a new website and future development of a mobile app in collaboration with the District technology team and administrative colleagues.

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

*Scott Morrison, Director of Curriculum & Inst. Technology*

## THE OPEN DOOR

The mission of The Open Door is to alleviate the impact of hunger in our community. We use practical strategies to connect people to good food, to advocate on behalf of those in need, and to engage others in the work of building food security.

We serve low and limited income people that range in age from children to seniors living in Gloucester, Rockport, Manchester, Essex, and Ipswich. We welcome those weathering economic difficulties, seniors and the disabled living on fixed income, fishermen and their families struggling in the decline of the fishing industry, immigrant families beginning afresh, and people cycling the pattern of poverty.

Our services include a food pantry, Community Meals, Mobile Market, SNAP (formerly food stamps) application assistance, free lunch for kids in the summer, after-school supper program for kids, cooking classes, a grocery program for seniors, raised bed gardening, The Good Food Project, a bustling thrift store operation, and a robust holiday meal basket program.

In the last five years through our food pantry, we have distributed **72,121 pounds** of food representing **47,510 meals** to **167 Essex households** representing at least **366 people**.

In 2015 we also expanded our **Mobile Market** program (a 12-site free farmers market where low-income people live and learn) to Essex at the Essex Council on Aging. Every fourth Tuesday at the Essex Senior Center, low-income Essex seniors can choose approximately 20 pounds of fresh healthy fruits and vegetables and protein choices along with access to nutrition education, and health and wellness outreach. Last year **66 low-income seniors** were provided with **1,936 meals** through **Mobile Market** ensuring that the most vulnerable seniors in Essex have consistent access to good food. (Some low-income Essex families also access our **Mobile Market** program through Cape Ann's Head Start program at Pathways.) All Essex residents can access our SNAP (Food Stamp) application assistance and advocacy program.

As mentioned in previous years, if you would like more information, or would like us to give a presentation to you or the Board of Selectmen, please do not hesitate to contact our Executive Director Julie LaFontaine by phone at [978 283 6776 x 200](tel:9782836776x200) or email [julie@foodpantry.org](mailto:julie@foodpantry.org). If I can be of any further assistance, please feel free to reach out to me also at [978 283 6776 x 206](tel:9782836776x206) or [sarah@foodpantry.org](mailto:sarah@foodpantry.org).

Respectfully submitted,  
Sarah Grow, Director of Advocacy and Development

## SENIORCARE, INC.

Program Planning, Coordination, Administration & Care Management

Throughout the past fiscal year SeniorCare has supported Essex elders and others through a myriad of home and community based services. We anticipate continuing these vital services in FY2016. With the Council on Aging we will be providing nutritious meals at Pickering Street and

we will continue to support utilization of the van that was obtained through the MassDOT Mobility Assistance program.

In the face of Federal funding challenges, in order to assure that projects and services can continue, SeniorCare is seeking supportive local funds so that we may provide quality services to elders who need them and to help address emerging needs. The dollars that Essex contributes to SeniorCare not only enable us to provide a broader array of services; they are also used as a match for Federal Title III funds that are utilized to provide services to Essex Elders. We are asking that you consider supporting SeniorCare with \$1,200 this year.

Your local financial support contributes to the maintenance of quality services to Essex elders along with the active representation on the Board of Directors and Advisory Council of SeniorCare Inc.

The services that we provide to elders in their home included:

*Homemaker	*Nursing Home Ombudsman Program
*Chore	*Companion Services
*Personal Care	*Outreach
*Care Management	*Congregate Dining and Home Delivered Meals
*Protective Services	*Transportation
*Caregiver Counseling	*In Home Nutrition Counseling and Group Education
*Options Counseling	*Care Transitions
*Personal Emergency Response	*Supportive Day Care
*Nursing Home Pre-Screening	*Environmental Accessibility
*Medication Dispensing Systems	

The total cost of these services provided to the elders of Essex for the year ending June 30, 2015 is estimated to be over \$135,800.00 as per the attached service report. We appreciate your continuing support of this vital service provision and we look forward to another year of working together.

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 wherever possible.

SeniorCare supported services were provided to 87 Essex elder residents last year. These services include care management services that encompass assessment of 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.

Homemaking, Chore, Personal Care, Home Health, Nursing Services and other Home Care Services: 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. SeniorCare can also provide programs with up to 24/7 care for qualified

individuals who choose to remain at home. Total cost of these services during this year was approximately \$106,865.00.

Nutrition Program: Thirty-three Essex residents were served 2,998 home delivered meals in FFY2015. Additionally 298 meals were served at the Essex Council on Aging. Nutrition education and in-home nutrition counseling were also provided. Total cost of these services for this year was estimated to be over \$20,600.00.

Other Services: Other services that were provided to Essex elders included information and referral, personal emergency response systems, Supportive Day Care, transportation, 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 was estimated to be over \$8,390.00.

Total costs for services provided to Essex elders in FY 2015 are estimated to be \$135,855.00.

Sincerely,  
Scott M. Trenti, Executive Director

## SHELLFISH CONSTABLE

With a 2015 being another good year for the shellfish industry of Essex, I'd like to say at this time the future is looking good for the clamming industry.

Firstly, both the boat and the truck are up and running fine, unlike in the past. The Shellfish Advisory Board is up, active, and participating in clamming affairs.

In 2015, with the onset of the coldest winter in recent memory, the industry received a double benefit. First, the extreme cold killed off the green crab population; and secondly, with the elimination of the biggest predator of the clam seed, we now have in Essex a massive biomass of healthy clam seed. So much in fact, that when it grows to maturity, we will have enough for several years to come.

I would also like to take this time to thank my assistant wardens, Peter Wilson, Dave Sargent, and Steve Hartley. And, all of the local shellfishermen as well. With all of these individuals working hard and doing their parts, it has made for a smooth running year.

I wish everyone in the Essex shellfishing industry a safe and prosperous year for 2016.

Respectfully submitted,  
William J. Knovak

## STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee was formed by the Board of Selectmen in June of 2015 and tasked with creating a strategic plan for the Town. The Committee consists of 12 members representing many Town boards and committees, including the Board of Selectmen, Planning Board, Conservation Commission, School Committee, Conomo Point Planning Committee, Finance Committee, Building Committee, Open Space Committee, Council on Aging, Public Works Committee, and Community Preservation Committee. Many members also represent key stakeholder groups in the community, including the Merchants Association and local shellfish industry. The diverse membership has ensured that a wide array of viewpoints was considered during the SPC's deliberations. The Town Planner, Matt Coogan, provides staff assistance for the Board, with help from Brendhan Zubricki, Town Administrator. The Committee also received technical assistance through a grant from Mark Fine of the Metropolitan Area Planning Council (MAPC), Greater Boston's Regional Planning Agency.

The Strategic Plan was developed through a series of seven, two-hour workshops facilitated by Mark fine of the MAPC. Through these sessions, the Strategic Planning Committee worked to determine the Town's long-term planning priorities. The foundation of the plan is built upon the efforts of several Committees. These previous efforts include the work of the Essex Long-Term Planning Committee (LTPC), which submitted its report, "Planning to Preserve the Best of Essex", to the Board of Selectmen in June 2015. The LTPC identified the Town's community defining resources, such as its historic and environmental assets, and recommended proactive measures to preserve the Town's vital economic, natural, and recreational characteristics. Work to develop plans for the future of Conomo Point, enhance the Town's village center, improve the Town Landing, create the Downtown Boardwalk, assess the Town's public safety departments and facilities, and update the Town's Open Space Plan have also influenced the Plan's development. In that sense, this Strategic Plan does not break new ground but presents instead a clear framework for action in the years to come.

The Strategic Planning Committee submitted the strategic plan for public feedback in December 2015. The Committee also hosted a public forum in February 2016. The SPC believes the goals the plan establishes, and the actions it suggests the Town take, will positively impact the lives of all people in Essex.

This Plan should be considered a living document. The SPC will remain constituted to track and monitor progress in delivering this Plan and will develop a means of reporting on that progress regularly to the residents of Essex. The SPC also recognizes that priorities for the Town will no doubt change, and therefore this Plan, while providing a blueprint for action, is not set in stone and will be regularly updated to reflect evolving priorities.

Respectfully submitted,  
Matthew Coogan, Town Planner

## TOWN ACCOUNTANT

The following reports of the accounts of the Town of Essex for the Fiscal Year 2015 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, 2015, which reflect FY15 operations, are:

General Fund	\$1,276,644.
Water Enterprise	\$ 302,750.
Sewer Enterprise	\$2,025,574.

Respectfully submitted,  
Roxanne Tieri

### FUND EQUITY JUNE 30, 2015

General Fund	2,303,750
Water Fund	302,750
Sewer Enterprise Fund	2,028,695
Special Revenue Fund Equity:	
Ambulance Fund	155,812
Ballfield Restoration Gift	931
Board of Health Gift	84
Board of Health - Health Revolving	209
"        " -Public Nurse Revolving	8,367
"        " -Triathlon Revolving	2,085
Boardwalk - Seaport Grant	23,123
Care of Impounded Dogs	113
Centennial Grove Revolving	3,624
Chapter 40 Sec 53G Consulting Fees	3,082
Chapter 90 Highway	(29,530)
Civil War On-line Grant	157
Community Preservation Fund	201,472
Conomo Point Picnic Tables Gift	100
Council on Aging Gifts	6,262
Cultural Council Grants	3,050
Essex Holiday Festival	2,888
EYC Department Gift	183
EYC Park Improvement Gifts	6,006
Fire Department Gift	526
Harbormaster Gift	1,135

I-Net Grant - Comcast	15,052	
Insurance Revolving	2,120	
Library Grant	13,198	
Parking Lot Construction	6,140	
Police Gift	3,905	
Sale of Real Estate Fund	3,496,388	
Septic Repair Program	177,981	
Town Hall Renovations	4,206,650	
Town Hall Roof Repair	24,375	
Town Technology Fund	50,258	
War Memorial Restoration Gift	1,636	
Waterways Improvement	8,577	
Wetlands Protection	<u>38,273</u>	
Total Special Revenue Funds		8,434,232
Trust Funds:		
Luther T. Burnham	97,056	
Albert Cogswell	72,422	
Conservation Fund	21,151	
T.J. Coolidge	35,549	
Municipal Building	25,016	
Ryder Estate	177,111	
Selectmen's Trust	2,580	
Cemetery Perpetual Care	207,889	
Cemetery Flowers	3,501	
Cemetery Lot-Care	30,933	
Cemetery Lot-Sale	16,302	
O.P.E.B. Trust	86,049	
Stabilization - Town Buildings	6,006	
Stabilization - Recreation Capital	6,006	
Stabilization - Vehicles & Equipment	6,006	
Stabilization Fund	<u>664,093</u>	
Total Trust Funds		<u>1,457,670</u>
Total Fund Equity		<u>14,527,097</u>

DEBT SCHEDULE JUNE 30, 2015

Outstanding Maturing Debt:		
Town Hall Renovations	600,000	
Water Treatment Plant	124,000	
Water Storage Tank	103,000	
Septic Title V	268,125	
Sewer Eastern Bank Bond	788,000	
Sewer MWPAT	<u>13,044,888</u>	
Total Bonds Payable		14,928,013
Permanent Notes:		
DPW Facility - State House Note	47,700	
Water Mains	<u>113,000</u>	
Total Permanent Notes		<u>160,700</u>
Total Long Term Debt Payable		<u>15,088,713</u>

CASH RECEIPTS  
JULY 1, 2014 - JUNE 30, 2015

TAXES AND EXCISE

Personal Property	230,274	
Real Estate	11,505,763	
Tax Title	76,750	
Payment in Lieu of Taxes	7,761	
Motor Vehicle	633,826	
Boat Excise, Unreserved	14,693	
Room Occupancy	11,419	
Meals Tax	180,379	
Penalties and Interest	<u>41,829</u>	
		12,702,694

CHARGES FOR SERVICES

Municipal Lien Fees	3,500	
Other Departmental	1,332	
Private Detail Administrative fees	7,328	
RMV Fees	8,426	
Appeals Board	1,500	
Boat Launching Fees	980	
DPW Fees	725	
Planning Board	1,540	
Rental of Town Property	639,723	
Transfer Station	<u>155,551</u>	
		820,605

LICENSES AND PERMITS		
Alcoholic	15,712	
Board of Health	16,645	
Building	71,541	
Cable TV	589	
Clam	16,479	
Dog Licenses	8,664	
Electrical	16,379	
Firearms Permits	1,113	
Fire Department Permits		
Gas/Plumbing	7,285	
Licensing Board	7,190	
Moorings	32,112	
Title 5	7,435	
Town Clerk Licenses	<u>440</u>	201,584

OTHER		
Earnings on Investments	14,146	
Earnings on Sale of Real Estate Fund	21,904	
Parking Tickets	9,055	
Fines	3,903	
Sale of Surplus Property	7,331	
Miscellaneous	<u>12,124</u>	68,463

FEDERAL & STATE REVENUE		
Cultural Council	4,305	
CPA State Match	13,594	
Council on Aging Grants	6,624	
DPW - Chapter 90	210,272	
Election - Polling Hours	1,164	
Library - LIG/MEG	3,401	
Body Armor Grant	5,922	
Eelgrass Grant	18,499	
Green Crab Depletion Grant	14,847	
Essex County Breathalyzer Grant	4,768	
Fire Generator Grant	2,030	
Town Hall Generator Grant	36,946	
Medicare Part D	<u>11,209</u>	333,581

CHERRY SHEET REVENUE		
Cherry Sheet Assessments	(89,196)	
Elderly Exemptions	12,579	
Loss of Taxes, State Land	11,091	

Government Assistance	217,861	
Veterans Benefits	<u>28,625</u>	180,960

#### SPECIAL REVENUE FUNDS

Ambulance	100,409	
Board of Health - Gifts, Revolving	5,749	
Cemetery Lot Sales	6,908	
Centennial Grove Revolving	5,230	
Comcast - Franchise fee	20,614	
Community Preservation Fund	47,026	
Council on Aging - Gifts	2,286	
Fire Department - Gift	500	
Holiday Festival Gifts	2,502	
Police - Gifts	2,541	
Sale of Real Estate Fund	1,633,554	
Septic Repair Program - Loans	17,786	
Wetlands Protection	<u>2,946</u>	1,848,051

#### TRUST FUNDS

Burnham Trust	145	
Cemetery Flowers	1	
Cemetery Lot Care	11,962	
Cemetery Perpetual Care	5,706	
Cogswell Trust	113	
Coolidge Trust	49	
Conservation Fund	33	
Municipal Building Trust	37	
O.P.E.B. Trust	798	
Ryder Trust	265	
Selectmen's Trust	4	
Stabilization Trust	<u>3,391</u>	22,504

#### WATER ENTERPRISE FUND

Water Rates	699,632	
Other Charges	10,674	
Penalties and Interest	7,981	
Investment Income	263	
Proceeds and Premium on Bonds	230,644	
Water Betterment Principal	20,128	
Water Betterment Interest	<u>3,194</u>	972,516

# SEWER ENTERPRISE FUND

Sewer Rates	663,039	
Tax Title	7,734	
Connections and Other Charges	29,703	
Penalties and Interest	8,650	
Investment Income	1,052	
Proceeds and Premium on Bonds	803,958	
Sewer Betterment Principal	887,845	
Sewer Betterment Interest	<u>177,252</u>	
		<u>2,579,233</u>
TOTAL REVENUE		<u>19,730,191</u>

# OTHER NON REVENUE CASH RECEIPTS

Borrowing - renewal	113,000	
Collector and Deputy Fees	13,402	
Cancelled payments	935	
Tailings	1,311	
Due to Commonwealth - Firearms Permits	3,313	
Payroll Deductions Withheld	458,537	
Proceeds & Premiums on Borrowing	612,853	
Police & Fire Detail	<u>106,978</u>	
		<u>1,310,329</u>
TOTAL CASH RECEIPTS		<u>21,040,520</u>

Town of Essex  
FY2015 Appropriation Report

Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Moderator Stipend		100.00	100.00	-		-
Moderator Expense		20.00	-	20.00		20.00
<b>Moderator Total</b>	-	<b>120.00</b>	<b>100.00</b>	<b>20.00</b>		-
Selectmen Admin Asst Salary		55,327.00	54,902.82	424.18	424.18	0.00
Town Planner, part time		10,440.00	9,180.00	1,260.00	500.00	760.00
Selectmen Stipend		3,000.00	3,000.00	-		-
Selectmen Temporary Salary		35.00	-	35.00		35.00
Sick/Vac Payout - Retiring Employees		5,500.00	-	5,500.00		5,500.00
Selectmen Procurement/Advertising		2,700.00	2,189.21	510.79		510.79
Town Meeting Audio/Visual Services		3,500.00	2,125.92	1,374.08		1,374.08
Town Events, Incidental Expenses		5,000.00	1,103.99	3,896.01		3,896.01
Advertise Town Resources		10,000.00	9,999.00	1.00		1.00
Selectmen Office Supplies		900.00	896.98	3.02		3.02
Selectmen Dues & Meetings		2,000.00	1,083.28	916.72		916.72
A1/11-15-10FTM Town Bldg Feasibility Study	5,000.00	-	-	5,000.00	5,000.00	-
A3/11-18-13FTM Federal Channel Study	21,124.60	-	18,122.60	3,002.00	3,002.00	-
A13/11-17-14FTM Appeal FEMA maps		25,000.00	-	25,000.00	25,000.00	-
A11/11-14-11FTM Conomo Pt Appraisals	1,850.00	-	-	1,850.00	1,850.00	-
A8/11-18-13FTM Public Safety Comm-Consultant	5,000.00	-	4,500.00	500.00	500.00	-
A5/11-18-13FTM Promote Town Resources	100.00	-	100.00	-		-
A27/07ATM Historic Records Preservation	1,741.32	-	-	1,741.32	1,741.32	-
A18/11-14-11FTM Town Costs for Events	1,571.79	-	1,571.79	-		-
Enc Admin Asst Salary	207.92		207.92	-		-
<b>Selectmen Total</b>	<b>36,595.63</b>	<b>123,402.00</b>	<b>108,983.51</b>	<b>51,014.12</b>		-
Town Admin Salary		121,846.00	120,912.07	933.93	933.93	(0.00)
Sick Leave Buyback		3,124.00	3,124.00	-		-
Town Admin Seminar Fees		750.00	732.01	17.99		17.99
Town Admin Expenses		1,000.00	977.82	22.18		22.18
Town Admin Travel		2,000.00	1,947.11	52.89		52.89
Town Admin Dues & Memberships		800.00	544.07	255.93		255.93
Enc Town Administrator Salary	453.60	-	453.60	-		-
<b>Town Administrator Total</b>	<b>453.60</b>	<b>129,520.00</b>	<b>128,690.68</b>	<b>1,282.92</b>		-
Fin Comm Expenses		410.00	155.00	255.00		255.00
Fin Comm Reserve Fund		49,714.12	-	49,714.12		49,714.12
<b>Finance Committee Total</b>	-	<b>50,124.12</b>	<b>155.00</b>	<b>49,969.12</b>		-

Town of Essex  
FY2015 Appropriation Report

Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
						-
Town Accountant Salary		40,008.00	39,701.07	306.93	306.93	0.00
Town Accountant Clerical		5,470.00	4,546.85	923.15		923.15
Town Acct Seminar Fees		300.00	-	300.00		300.00
Audit & GASB: Professional Services		31,000.00	31,000.00	-		-
Software Support Fee		14,800.00	14,003.92	796.08		796.08
Town Acct Telephone		425.00	403.94	21.06		21.06
Town Acct Office Supplies		950.00	940.12	9.88		9.88
Town Acct Travel		300.00	-	300.00		300.00
Town Acct Dues & Memberships		100.00	80.00	20.00		20.00
A22/11-17-14FTM Unpaid bills		1,091.59	1,091.59	-		-
Enc Town Accountant Salary	150.00	-	150.00	-		-
<b>Town Accountant Total</b>	<b>150.00</b>	<b>94,444.59</b>	<b>91,917.49</b>	<b>2,677.10</b>		
						-
Senior Clerk		39,655.00	39,110.98	544.02	345.30	198.72
Assessor Stipend		14,865.00	14,865.00	-		-
Junior Clerk, part time		10,845.00	3,260.90	7,584.10		7,584.10
Software Support		6,000.00	-	6,000.00		6,000.00
Assessment Aids		3,000.00	-	3,000.00		3,000.00
Mapping		27,000.00	4,775.00	22,225.00		22,225.00
Bookbinding		1,000.00	-	1,000.00		1,000.00
Consulting Services		30,000.00	23,080.00	6,920.00		6,920.00
Legal Expense		1,500.00	115.50	1,384.50		1,384.50
Telephone		550.00	417.08	132.92		132.92
Office Supplies		2,000.00	1,929.49	70.51		70.51
Expenses		500.00	-	500.00		500.00
Dues & Memberships		300.00	270.00	30.00		30.00
Enc Assessors Clerical	157.99	-	157.99	-		-
<b>Assessors Total</b>	<b>157.99</b>	<b>137,215.00</b>	<b>87,981.94</b>	<b>49,391.05</b>		
						-
Treasurer/Collector Salary		70,974.00	70,429.87	544.13	544.13	0.00
Collector Clerical		43,277.60	42,909.28	368.32	368.32	(0.00)
Sick Leave Buyback		974.40	195.67	778.73	500.00	278.73
Ch 41 Sec108P Treasurer stipend (A12/11-3-08FTM)		1,000.00	1,000.00	-		-
Copy Machine Expense		250.00	49.99	200.01		200.01
Seminar Fees		800.00	776.14	23.86		23.86
Payroll Processing ADP		7,000.00	6,627.55	372.45	275.00	97.45
Financial Advisory Services		2,000.00	2,000.00	-		-

Town of Essex  
FY2015 Appropriation Report

Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Collector Legal Expense		5,478.44	3,000.00	2,478.44	1,158.55	1,319.89
Tax Title Expense		7,033.92	6,378.81	655.11	655.11	(0.00)
Bank Fee		1,000.00	776.00	224.00		224.00
Telephone		600.00	445.49	154.51		154.51
Postage		9,050.00	8,379.49	670.51		670.51
Office Supplies/Equipment		5,000.00	4,744.13	255.87		255.87
Travel		1,000.00	639.27	360.73		360.73
Dues & Memberships		240.00	200.00	40.00		40.00
Interest due on Property Tax Abatements (ATB)		62.64	-	62.64		62.64
Enc Treasurer/Collector Salary	266.64	-	266.64	-		-
Enc Treasurer/Collector Clerical	180.56	-	180.56	-		-
Enc. Treasurer/Collector Legal	3,796.11	-	3,796.11	-		-
Enc. Tax Title Legal Exp	4,203.44	-	4,203.44	-		-
<b>Treasurer/Collector Total</b>	<b>8,446.75</b>	<b>155,741.00</b>	<b>156,998.44</b>	<b>7,189.31</b>		-
Legal Expense		60,000.00	41,179.29	18,820.71		18,820.71
Legal Expense - Conomo Point		200,000.00	138,093.21	61,906.79		61,906.79
<b>Legal Total</b>	<b>-</b>	<b>260,000.00</b>	<b>179,272.50</b>	<b>80,727.50</b>		-
Personnel Officer Salary		13,538.00	13,433.81	104.19	104.19	0.00
Personnel Bd. Expenses		500.00	500.00	-		-
Enc Personnel Officer Salary	50.40	-	50.40	-		-
<b>Personnel Board Total</b>	<b>50.40</b>	<b>14,038.00</b>	<b>13,984.21</b>	<b>104.19</b>		-
Melrose IT Hosting		6,300.00	5,694.50	605.50		605.50
Town Website Support/Maintenance		4,500.00	4,320.00	180.00		180.00
Internet Service		3,000.00	2,912.90	87.10		87.10
Notification System Support		5,000.00	4,510.00	490.00		490.00
Network Equip & Maint		4,000.00	4,000.00	-		-
A6/07FTM Town Website	1,533.10	-	-	1,533.10		1,533.10
<b>Technology Total</b>	<b>1,533.10</b>	<b>22,800.00</b>	<b>21,437.40</b>	<b>2,895.70</b>		-
Town Clerk Salary		69,319.40	64,856.71	4,462.69	813.50	3,649.19
Temporary Help		156.00	-	156.00		156.00
Training Expense		950.00	915.02	34.98		34.98
Copy Machine		757.58	673.89	83.69		83.69
Office Supplies		752.42	752.42	-		-
Parking Tickets		2,800.00	2,697.50	102.50		102.50

Town of Essex  
FY2015 Appropriation Report

Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Dog Licenses		515.00	499.73	15.27		15.27
Dues & Memberships		205.00	205.00	-		-
Enc Town Clerk Salary	214.28	-	214.28	-		-
<b>Town Clerk Total</b>	<b>214.28</b>	<b>75,455.40</b>	<b>70,814.55</b>	<b>4,855.13</b>		-
Election Wages		5,000.00	2,923.50	2,076.50		2,076.50
Ballots		700.00	356.00	344.00		344.00
Voting Lists		100.00	84.81	15.19		15.19
Town Meeting Expenses		274.00	225.99	48.01		48.01
Election Expenses		4,500.00	4,325.98	174.02		174.02
<b>Elections Total</b>	<b>-</b>	<b>10,574.00</b>	<b>7,916.28</b>	<b>2,657.72</b>	<b>-</b>	-
Registrars Stipends		1,350.00	977.86	372.14		372.14
Registrars Printing		500.00	500.00	-		-
Registrars Supplies		1,800.00	1,643.68	156.32		156.32
<b>Registrars Total</b>	<b>-</b>	<b>3,650.00</b>	<b>3,121.54</b>	<b>528.46</b>		-
Licensing Board Clerical		2,567.00	2,547.00	20.00	20.00	-
Licensing Bd. Expenses		175.00	175.00	-		-
Enc Licensing Board Clerical	10.08	-	10.08	-		-
<b>Licensing Board Total</b>	<b>10.08</b>	<b>2,742.00</b>	<b>2,732.08</b>	<b>20.00</b>		-
Conservation Agent Wages		7,319.00	1,173.11	6,145.89	60.75	6,085.14
Clerical Wages		16,261.00	9,247.25	7,013.75	467.33	6,546.42
Software Maintenance		500.00	-	500.00		500.00
Telephone		550.00	545.77	4.23		4.23
Expenses		1,120.00	910.49	209.51		209.51
Dues & Memberships		275.00	275.00	-		-
Enc Con Comm Agent	293.75	-	293.75	-		-
Enc. Conservation Comm Clerical	595.53	-	595.53	-		-
<b>Conservation Total</b>	<b>889.28</b>	<b>26,025.00</b>	<b>13,040.90</b>	<b>13,873.38</b>		-
Clerical Wages		12,463.00	12,378.95	84.05		84.05
Telephone		420.00	412.18	7.82		7.82
Notices		1,400.00	195.76	1,204.24		1,204.24

Town of Essex  
FY2015 Appropriation Report

Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Technology		350.00	-	350.00		350.00
Expenses		555.00	532.86	22.14		22.14
Encumbered Planning Bd Clerical	20.36	-	20.36	-		-
<b>Planning Board Total</b>	<b>20.36</b>	<b>15,188.00</b>	<b>13,540.11</b>	<b>1,668.25</b>		-
Clerical Wages		1,324.00	778.88	545.12	103.85	441.27
Expenses		1,500.00	1,495.88	4.12		4.12
<b>Zoning Board Total</b>	<b>-</b>	<b>2,824.00</b>	<b>2,274.76</b>	<b>549.24</b>		-
Conomo Point Clerical		2,567.00	2,547.00	20.00	20.00	-
Conomo Point Stipend		150.00	150.00	-		-
A5/12ATM Management of Conomo Pt Real Estate	5,290.56	-	5,290.56	-		-
A11/13ATM Management of Conomo Pt. Real Estate		50,000.00	50,000.00	-		-
A13/14ATM Management of Conomo Pt Real Estate	50,000.00	-	50,000.00	-		-
A3/11-17-14FTM Comono Pt Management		50,000.00	16,192.51	33,807.49	33,807.49	-
A4/11-17-14FTM Robbins Island Subdivision		8,500.00	751.25	7,748.75	7,748.75	-
A5/11-17-14FTM Conomo Point Planning		25,000.00	25,000.00	-		-
A4/12ATM Improvements to Southern Conomo Pt.	1,417.41	-	-	1,417.41	1,417.41	-
A14/14ATM Conomo Pt Roadway Improvements		75,000.00	60,688.53	14,311.47	14,311.47	0.00
Enc. Conomo Point Clerical	10.08	-	10.08	-		-
<b>Conomo Point Total</b>	<b>56,718.05</b>	<b>211,217.00</b>	<b>210,629.93</b>	<b>57,305.12</b>		-
A26/14ATM Open Space Plan, Consultant	7,000.00	-	4,330.00	2,670.00	2,670.00	-
Prior Year Encumbrance Open Space Exp	675.00	-	567.00	108.00		108.00
<b>Open Space Total</b>	<b>7,675.00</b>	<b>-</b>	<b>4,897.00</b>	<b>2,778.00</b>		-
Town Property Custodian		21,314.00	18,969.53	2,344.47	146.23	2,198.24
Town Hall Electricitiy		9,760.00	9,181.57	578.43		578.43
Town Hall Heating Fuel/Natural Gas		18,000.00	14,553.52	3,446.48		3,446.48
Town Hall Water Usage		850.00	543.37	306.63		306.63
Town Hall Sewer Usage		1,700.00	856.08	843.92		843.92
Town Hall Office Machines		4,500.00	4,396.75	103.25		103.25
G.I.S. - Mapping Services		1,000.00	240.00	760.00		760.00
Senior Center Systems Inspection/Maintenance		5,000.00	4,658.80	341.20		341.20
Selectmen Telephone		2,450.00	2,384.85	65.15		65.15
Town Hall Office Supplies		3,500.00	3,225.82	274.18		274.18
Town Property Expenses		22,790.00	19,825.02	2,964.98		2,964.98
Blanket Liability Insurance		85,380.75	79,515.58	5,865.17		5,865.17

Town of Essex  
FY2015 Appropriation Report

Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Reserve Fund Trans - Town Hall Structural Repairs		26,000.00	26,000.00	-		-
A8/11-17-14FTM Town Hall Project Manager		57,500.00	57,500.00	-		-
Enc. Town Property Custodian	71.12	-	71.12	-		-
<b>Town Property Total</b>	<b>71.12</b>	<b>259,744.75</b>	<b>241,922.01</b>	<b>17,893.86</b>		-
Town Report		4,000.00	3,237.46	762.54		762.54
<b>Town Report Total</b>	<b>-</b>	<b>4,000.00</b>	<b>3,237.46</b>	<b>762.54</b>		-
Police Chief Salary		98,345.00	97,591.20	753.80	753.80	0.00
Police Officer Salaries		443,577.00	439,825.83	3,751.17	3,728.16	23.01
Police Clerk Salary		36,250.00	35,880.64	369.36	368.32	1.04
Part-Time Police Salaries		151,340.00	149,196.26	2,143.74	1,043.12	1,100.62
Police Matron Salary		-	-	-		-
OT Extra Investigation		10,670.00	6,438.66	4,231.34		4,231.34
Shift Coverage OT		36,570.00	34,697.75	1,872.25	369.04	1,503.21
Incidental OT		29,847.00	28,225.08	1,621.92	261.40	1,360.52
Prisoner Callout OT		6,400.00	2,022.26	4,377.74		4,377.74
Night Differential		26,085.00	25,859.92	225.08	221.92	3.16
Holiday OT		24,930.00	23,811.24	1,118.76		1,118.76
Court Detail OT		7,300.00	3,312.96	3,987.04		3,987.04
Sick Leave Buyback		8,696.00	-	8,696.00	8,074.04	621.96
Educational Stipend		95,162.00	93,226.28	1,935.72	794.00	1,141.72
Inservice Training		12,500.00	8,812.49	3,687.51		3,687.51
Police ambulance training		1,050.00	-	1,050.00		1,050.00
Firearms Training Expenses		11,482.00	11,247.40	234.60		234.60
Ambulance Training Expenses		527.00	527.00	-		-
Inservice Training Expenses		5,000.00	4,899.62	100.38		100.38
Police Trailer Maintenance		1,106.25	1,100.00	6.25		6.25
Police Seminar Fees		1,277.49	1,277.49	-		-
National Crime Information		786.51	550.00	236.51		236.51
Drug & Alcohol Testing		5,289.00	5,289.00	-		-
Police Telephone		5,300.00	4,086.05	1,213.95		1,213.95
Police Beeper/Radio Repairs		4,675.00	4,575.69	99.31		99.31
Bapern		1,056.00	-	1,056.00		1,056.00
Prisoner Lockup		5,208.00	4,768.00	440.00		440.00
Police Office Supplies		3,450.00	3,447.44	2.56		2.56
Police Vehicle Fuel		37,290.00	29,725.26	7,564.74		7,564.74
Police Supplies		7,559.00	7,520.33	38.67		38.67

Town of Essex  
FY2015 Appropriation Report

Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Police Uniform Allowance		16,000.00	14,247.38	1,752.62		1,752.62
Police Travel Exp		1,900.00	1,548.07	351.93		351.93
Police Dues & Memberships		2,800.00	2,690.00	110.00		110.00
A34/13ATM Fire/Police Station - Safe Vestibule	15,417.00		1,105.00	14,312.00	14,312.00	-
A9/11-18-13FTM Police - Electronic Control Devices	8,400.00		-	8,400.00	8,400.00	-
A28/15ATM Police Radios		17,000.00	16,963.67	36.33		36.33
A19/11-17-14FTM Cruiser w/sale or trade		37,200.00	37,200.00	-		-
Enc Police Chief Salary	365.76		365.76	-		-
Enc Police Officers Salary	1,401.44		1,401.44	-		-
Enc Police Clerical	130.91		130.91	-		-
Encumbered Police Part time labor	2,124.40		2,124.40	-		-
Enc Police Shift Coverage	459.36		459.36	-		-
Enc Police Night Differential	78.88		78.88	-		-
Enc. Police Sick Leave Buyback	7,588.08		7,588.08	-		-
Enc Police Educational Stipend	292.42		292.42	-		-
<b>Police Total</b>	<b>36,258.25</b>	<b>1,153,628.25</b>	<b>1,114,109.22</b>	<b>75,777.28</b>		-
ECO Salaries		1,000.00	776.14	223.86		223.86
ECO Office Expenses		2,800.00	2,214.99	585.01		585.01
<b>ECO Total</b>	<b>-</b>	<b>3,800.00</b>	<b>2,991.13</b>	<b>808.87</b>		-
Fire Chief		7,200.00	7,200.00	-		-
Fire Clerical Salary		9,614.00	9,576.32	37.68	34.53	3.15
Fire Fighter Salaries		126,142.30	126,142.30	-		-
Fire Engineers Salaries		2,982.00	2,360.00	622.00		622.00
Fire Inspection Salaries		2,622.00	1,945.82	676.18		676.18
Forest Fighter Salaries		6.00	-	6.00		6.00
Fire Training Salaries		12,223.70	12,056.06	167.64		167.64
Fire Training Expense		515.00	159.37	355.63		355.63
Fire Dept Electricity		13,846.21	13,538.01	308.20		308.20
Fire Dept - Heating Oil/Natural Gas		8,000.00	7,249.46	750.54		750.54
Fire Dept Water Usage		841.00	540.96	300.04		300.04
Fire Dept Sewer Usage		1,000.00	849.82	150.18		150.18
Fire Station Repair & Maint		9,722.44	9,722.44	-		-
Ladder Testing		630.00	630.00	-		-
Fire Equip Repair & Maint		14,092.26	14,092.26	-		-
Forest Fire Equip		4,800.00	4,750.00	50.00		50.00
Equipment Lease - Ferrara Intruder II Pump Truck		38,652.00	38,652.00	-		-

Town of Essex  
FY2015 Appropriation Report

Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Fire Dept Telephone		3,335.00	3,314.28	20.72		20.72
Fire Dept Pagers		4,400.00	4,116.75	283.25		283.25
Fire Dept Gas		495.31	412.99	82.32		82.32
Fire Dept Office Supplies		1,300.00	1,180.91	119.09		119.09
Fire Dept Vehicle Fuel		6,786.22	6,786.22	-		-
Fire Dept Other Expenses		10,000.00	8,369.58	1,630.42		1,630.42
Fire Prevention		1,750.00	1,170.33	579.67		579.67
Fire Dept Uniforms		11,000.00	10,306.49	693.51		693.51
Fire Dept Dues & Memberships		2,209.00	2,209.00	-		-
A10/11-19-12STM Fire Station Roof Repairs	2,000.00	-	-	2,000.00	2,000.00	-
A29/15ATM Extraction and Drying System		15,000.00	-	15,000.00	15,000.00	-
A7/11-18-13FTM Remove Fire Alarm Wires	2,778.32	-	-	2,778.32		2,778.32
<b>Fire Total</b>	<b>4,778.32</b>	<b>309,164.44</b>	<b>287,331.37</b>	<b>26,611.39</b>		-
						-
Ambulance Salaries		30,096.00	20,832.31	9,263.69		9,263.69
Ambulance Training Salaries		19,061.00	13,560.56	5,500.44		5,500.44
Ambulance Training		5,300.00	4,532.00	768.00		768.00
Ambulance Repair & Maint		2,000.00	148.98	1,851.02		1,851.02
Third Party Ambulance Billing Services		9,400.00	6,919.84	2,480.16		2,480.16
Ambulance Supplies		9,000.00	5,837.26	3,162.74		3,162.74
Affiliation and License Fees		3,200.00	2,111.42	1,088.58		1,088.58
A30/15ATM Purchase Ambulance		230,000.00	-	230,000.00	230,000.00	-
<b>Ambulance Total</b>	<b>-</b>	<b>308,057.00</b>	<b>53,942.37</b>	<b>254,114.63</b>		-
						-
Bldg Inspector Salary		12,920.00	12,920.00	-		-
Asst Bldg Inspector Salary		4,523.00	4,523.00	-		-
Bldg Inspector Clerical Salary		2,805.00	2,118.59	686.41		686.41
Bldg Inspector Training		500.00	-	500.00		500.00
Bldg Inspector Telephone		430.00	409.71	20.29		20.29
Bldg Inspector Expenses		770.00	219.15	550.85		550.85
<b>Building Inspector Total</b>	<b>-</b>	<b>21,948.00</b>	<b>20,190.45</b>	<b>1,757.55</b>		-
						-
Plumb Inspector Salary		5,674.00	5,674.00	-		-
Plumb Inspector Expenses		200.00	200.00	-		-
<b>Plumbing Inspector Total</b>	<b>-</b>	<b>5,874.00</b>	<b>5,874.00</b>	<b>-</b>		-
						-

Town of Essex  
FY2015 Appropriation Report

Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Elect Inspector Salary		5,674.00	5,674.00	-		-
Elect Inspector Expenses		150.00	150.00	-		-
<b>Electrical Inspector Total</b>	-	<b>5,824.00</b>	<b>5,824.00</b>	-		-
						-
Emergency Management Stipend		300.00	300.00	-		-
Emergency Management Expenses		1,300.00	1,255.08	44.92		44.92
Emergency Management Dues & Memberships		150.00	-	150.00		150.00
<b>Emergency Management Total</b>	-	<b>1,750.00</b>	<b>1,555.08</b>	<b>194.92</b>		-
						-
Animal Inspector Salary		5,500.00	5,500.00	-		-
Animal Control Officer		8,000.00	8,000.00	-		-
Animal Control Expenses		2,300.00	1,125.34	1,174.66		1,174.66
<b>Animal Inspector Total</b>	-	<b>15,800.00</b>	<b>14,625.34</b>	<b>1,174.66</b>	-	-
						-
Harbormaster Deputy Salary		8,343.00	3,551.36	4,791.64	97.74	4,693.90
Harbormaster Asst Salary		8,645.00	5,830.11	2,814.89	168.48	2,646.41
Harbormaster Boat Repairs		3,582.27	3,582.27	-		-
Pier & Float Maint		1,330.86	1,329.40	1.46		1.46
Drug & Alcohol Testing		1,780.00	400.00	1,380.00		1,380.00
Mooring Permit Exp		2,670.14	2,527.70	142.44		142.44
Harbormaster Fuel & Oil		5,341.78	808.95	4,532.83		4,532.83
Buoys		2,800.00	2,795.22	4.78		4.78
Harbormaster Uniform Allowance		1,500.00	1,384.00	116.00		116.00
Incidental Fees and Expenses		1,794.95	1,784.84	10.11		10.11
A27/14ATM Outfit/Equip Harbormaster Boat	21,000.00	-	21,000.00	-		-
A31/15ATM Install Rescue Door Harbor Boat		6,000.00	-	6,000.00	6,000.00	-
<b>Harbormaster Total</b>	<b>21,000.00</b>	<b>43,788.00</b>	<b>44,993.85</b>	<b>19,794.15</b>		-
						-
Shellfish Constable Salary		40,891.00	40,577.53	313.47	313.47	0.00
Shellfish Deputy Salary		8,370.00	7,195.50	1,174.50	449.28	725.22
Shellfish Boat Repairs		2,000.00	200.00	1,800.00		1,800.00
Shellfish Telephone		450.00	365.99	84.01		84.01
Shellfish Truck Fuel		3,500.00	852.74	2,647.26		2,647.26
Shellfish Expenses		425.00	161.11	263.89		263.89
Shellfish Uniform Allowance		125.00	80.00	45.00		45.00

Town of Essex  
FY2015 Appropriation Report

Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Shellfish Dues & Memberships		200.00	-	200.00		200.00
Enc. Shellfish Constable Salary	154.04	-	154.04	-		-
Encumbered Shellfish Deputy	275.20	-	275.20	-		-
<b>Shellfish Total</b>	<b>429.24</b>	<b>55,961.00</b>	<b>49,862.11</b>	<b>6,528.13</b>		
MERSD Assessment		6,665,060.00	6,665,060.00	-		-
<b>MERSD Assessment</b>	<b>-</b>	<b>6,665,060.00</b>	<b>6,665,060.00</b>	<b>-</b>		<b>-</b>
Essex North Shore Agricultural & Technical School		119,433.00	119,433.00	-		-
<b>ENSA&amp;TSD Total</b>	<b>-</b>	<b>119,433.00</b>	<b>119,433.00</b>	<b>-</b>		
Superintendent Salary		78,084.00	77,484.51	599.49	599.49	0.00
Asst Superintendent Salary		27,069.00	26,861.41	207.59	207.59	0.00
Clerical Wages		26,442.00	25,558.94	883.06	301.60	581.46
Foreman Wages		59,174.00	58,720.48	453.52	453.44	0.08
Operator Wages		125,908.00	113,526.72	12,381.28	739.68	11,641.60
Stormwater Compliance		1,500.00	755.76	744.24		744.24
Ground Maintenance		18,827.00	16,763.75	2,063.25	580.00	1,483.25
Overtime		6,700.00	4,741.05	1,958.95		1,958.95
Sick Leave Buyback		2,750.00	2,750.00	-		-
Electricity		3,800.00	2,214.84	1,585.16		1,585.16
Water Usage		1,300.00	1,293.93	6.07		6.07
Small Equipment Repair		2,300.00	1,860.93	439.07		439.07
Bridge Inspection and Repair		2,500.00	2,000.00	500.00		500.00
Seminar Fees		1,500.00	1,388.00	112.00		112.00
Monitoring Wells		5,500.00	5,200.00	300.00		300.00
Stormwater Compliance Expenses		6,750.00	4,831.02	1,918.98		1,918.98
Drug & Alcohol Testing		800.00	655.00	145.00		145.00
Tree Removal		10,500.00	8,692.50	1,807.50		1,807.50
Telephone		2,450.00	2,340.89	109.11		109.11
Building Fuel		8,000.00	7,026.15	973.85		973.85
Office Supplies		2,500.00	1,253.86	1,246.14		1,246.14
Gounds Maintenance		10,500.00	7,876.61	2,623.39	1,300.00	1,323.39
Playground Maintenance		9,300.00	7,532.74	1,767.26		1,767.26
Truck Fuel		31,000.00	30,945.11	54.89		54.89
Highway Maintenance		80,000.00	74,877.00	5,123.00		5,123.00
Tools & Supplies		3,100.00	2,785.86	314.14		314.14
Other Maintenance		7,100.00	6,483.38	616.62		616.62

Town of Essex  
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Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Clothing Allowance		1,760.00	1,760.00	-		-
Dues & Memberships		700.00	682.55	17.45		17.45
A26/15ATM Lease Front End Loader		32,738.79	-	32,738.79	32,738.79	-
A22/14ATM Dump Truck Lease - 1st payment	22,998.00	-	22,997.25	0.75	-	0.75
Enc Highway Superintendent Salary	294.00		294.00	-		-
Enc Asst Highway Superintendent Salary	135.80		135.80	-		-
Enc. Highway Clerical	158.28		158.28	-		-
Enc. Highway Foreman	222.56		222.56	-		-
Enc. Highway Operator	560.56		560.56	-		-
Prior Year Encumbrance Grounds Maint	200.00		200.00	-		-
Enc. Highway Overtime	335.11		335.11	-		-
<b>Highway Total</b>	<b>24,904.31</b>	<b>570,552.79</b>	<b>523,766.55</b>	<b>71,690.55</b>		-
						-
Snow Removal OT		36,446.38	36,446.38	-		-
Snow Removal Contractors		19,739.25	19,739.25	-		-
Snow Removal Other Expenses		138,392.37	133,829.46	4,562.91		4,562.91
<b>Snow and Ice Total</b>	<b>-</b>	<b>194,578.00</b>	<b>190,015.09</b>	<b>4,562.91</b>	<b>-</b>	-
						-
Street Lighting		14,037.25	14,037.25	-		-
<b>Street Lighting Total</b>	<b>-</b>	<b>14,037.25</b>	<b>14,037.25</b>	<b>-</b>	<b>-</b>	-
						-
Recycling Coordinator Wages		12,361.00	9,094.88	3,266.12	132.68	3,133.44
Electricity		2,308.00	2,160.36	147.64		147.64
Trash Contract		168,760.00	159,539.29	9,220.71		9,220.71
Recycling Contract		16,000.00	15,432.40	567.60		567.60
Hazardous Waste Disposal		5,000.00	3,966.79	1,033.21		1,033.21
Inspection Services		600.00	500.00	100.00		100.00
Telephone		418.00	413.11	4.89		4.89
Sticker Printing		700.00	564.00	136.00		136.00
Maintenance		1,500.00	1,213.60	286.40		286.40
<b>Recycling Total</b>	<b>-</b>	<b>207,647.00</b>	<b>192,884.43</b>	<b>14,762.57</b>		-
						-
WW Legal Exp		16,500.00	-	16,500.00		16,500.00
<b>WW Leagal Total</b>	<b>-</b>	<b>16,500.00</b>	<b>-</b>	<b>16,500.00</b>		-
						-
Cemetery Wages		25,182.00	22,463.76	2,718.24	353.76	2,364.48
Clerical Wages		3,605.00	3,522.06	82.94		82.94
Part-time Wages		15,278.00	12,435.00	2,843.00	316.00	2,527.00

Town of Essex  
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Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Overtime		2,782.00	1,554.42	1,227.58		1,227.58
Electricity		300.00	173.51	126.49		126.49
Repair & Maintenance		3,000.00	2,927.04	72.96		72.96
Gas and Fuel		2,000.00	1,816.32	183.68		183.68
Materials		2,500.00	2,239.00	261.00		261.00
Small Equipment		2,000.00	1,865.95	134.05		134.05
Enc. Cemetery Clerical	67.71	-	67.71	-		-
Enc. Cemetery part time wages	224.00	-	224.00	-		-
<b>Cemetery Total</b>	<b>291.71</b>	<b>56,647.00</b>	<b>49,288.77</b>	<b>7,649.94</b>		-
Sanitarian/Administrator Salary		74,019.00	73,451.38	567.62	567.62	(0.00)
Clerical Wages		44,999.40	44,630.88	368.52	368.32	0.20
Nurse Wages		9,483.60	8,002.98	1,480.62	62.28	1,418.34
Seminar Fees		900.00	110.00	790.00		790.00
Advertising		550.00	316.50	233.50		233.50
Contracted Services		3,500.00	3,408.60	91.40		91.40
Water Testing		600.00	400.00	200.00		200.00
Telephone		900.00	843.41	56.59		56.59
Postage		450.00	383.54	66.46		66.46
Office Supplies		2,000.00	1,621.94	378.06		378.06
Expenses		1,400.00	1,351.08	48.92	48.92	0.00
Travel		2,000.00	891.46	1,108.54		1,108.54
Dues & Memberships		550.00	391.50	158.50		158.50
Enc. Sanitarian Admin Salary	278.12		278.12	-		-
Enc. Board of Health Clerical	214.42		214.42	-		-
Enc. Board of Health Nurse	30.53		30.53	-		-
<b>Board of Health Total</b>	<b>523.07</b>	<b>141,352.00</b>	<b>136,326.34</b>	<b>5,548.73</b>		
Social Service Agencies		2,500.00	2,500.00	-		-
<b>Social Service Agencies Total</b>	<b>-</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>-</b>		
Director, part time		14,715.00	10,946.00	3,769.00	260.00	3,509.00
Clerical/Telephone Duty		-	-	-		-
Van Driver Wages		8,728.00	6,514.90	2,213.10		2,213.10
Van Driver Expenses		191.62	170.00	21.62		21.62
Vehicle Fuel		3,083.38	3,083.38	-		-
CoA Expenses		7,840.00	2,247.60	5,592.40	5,000.00	592.40
Encumbered Council on Aging Van Drivers	413.90	-	413.90	-		-

Town of Essex  
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Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Prior Year Encumbrance COA Exp	341.00	-	226.00	115.00		115.00
<b>Council on Aging Total</b>	<b>754.90</b>	<b>34,558.00</b>	<b>23,601.78</b>	<b>11,711.12</b>		-
Regional Assessment		14,500.00	12,508.60	1,991.40		1,991.40
Ordinary Benefits		35,000.00	28,307.68	6,692.32		6,692.32
Encumbered Veterans Benefits	335.70	-	335.70	-		-
<b>Veteran's Benefits Total</b>	<b>335.70</b>	<b>49,500.00</b>	<b>41,151.98</b>	<b>8,683.72</b>		
Sanitation Facilities		3,500.00	2,300.00	1,200.00		1,200.00
Grove Maintenance		2,200.00	1,443.66	756.34		756.34
<b>Centennial Grove Total</b>	<b>-</b>	<b>5,700.00</b>	<b>3,743.66</b>	<b>1,956.34</b>		
Library Director		48,398.00	48,026.37	371.63	370.86	0.77
Staff Wages		28,044.00	27,679.02	364.98	307.50	57.48
Copier		472.01	464.99	7.02		7.02
Telephone		827.99	827.99	-		-
Office Supplies		1,313.42	1,313.42	-		-
Technology		1,000.00	1,000.00	-		-
Materials		23,986.58	21,508.08	2,478.50		2,478.50
Travel		150.00	147.20	2.80		2.80
MVLC Membership		13,459.00	13,459.00	-		-
Enc.Library Director	176.61	-	176.61	-		-
Encumbered Library Part Time Labor	186.50	-	186.50	-		-
<b>Library Total</b>	<b>363.11</b>	<b>117,651.00</b>	<b>114,789.18</b>	<b>3,224.93</b>		
Printing		1,000.00	-	1,000.00		1,000.00
Historical Commission Administrative Expenses		500.00	-	500.00		500.00
<b>Historical Commission Total</b>	<b>-</b>	<b>1,500.00</b>	<b>-</b>	<b>1,500.00</b>		
Memorial Day Expenses		900.00	836.93	63.07		63.07
<b>Memorial Day Total</b>	<b>-</b>	<b>900.00</b>	<b>836.93</b>	<b>63.07</b>		
Bond Principal		100,000.00	100,000.00	-		-
MERSD Debt Assessment - Principal		481,717.50	481,717.19	0.31		0.31
A5/14ATM Septic Debt Service		26,291.00	26,291.00	-		-
<b>Bond Principal Total</b>	<b>-</b>	<b>608,008.50</b>	<b>608,008.19</b>	<b>0.31</b>		

Town of Essex  
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Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Bond Interest		3,864.00	3,863.70	0.30		0.30
MERSD Debt Assessment - Interest		313,666.50	313,666.50	-		-
<b>Bond Interest Total</b>	-	<b>317,530.50</b>	<b>317,530.20</b>	<b>0.30</b>		
Retirement Assessment		371,507.00	364,427.30	7,079.70		7,079.70
<b>Retirement Assessment Total</b>	-	<b>371,507.00</b>	<b>364,427.30</b>	<b>7,079.70</b>		
Workers Comp		23,204.00	7,069.97	16,134.03		16,134.03
Unemployment Claims		1,000.00	-	1,000.00		1,000.00
<b>Worker's Comp/Unemployment Total</b>	-	<b>24,204.00</b>	<b>7,069.97</b>	<b>17,134.03</b>		
Health Insurance		555,124.00	417,206.35	137,917.65		137,917.65
<b>Health Insurance Total</b>	-	<b>555,124.00</b>	<b>417,206.35</b>	<b>137,917.65</b>		
FICA		63,760.00	62,678.45	1,081.55		1,081.55
<b>FICA, Town Share, Total</b>	-	<b>63,760.00</b>	<b>62,678.45</b>	<b>1,081.55</b>		
<b>Sub total General Fund</b>	<b>202,624.25</b>	<b>13,662,669.59</b>	<b>12,819,302.13</b>	<b>1,045,991.71</b>	<b>441,893.57</b>	<b>604,098.14</b>
<b>CAPITAL PROJECTS</b>						
Chapter 90	-	190,342.04	219,872.04	(29,530.00)	(29,530.00)	-
Parking Lot	6,140.00			6,140.00	6,140.00	-
Boardwalk - Seaport Grant	24,423.93		1,300.56	23,123.37	23,123.37	-
Town Hall - Roof Repair	24,375.06			24,375.06	24,375.06	-
Town Hall - Renovations	529,363.20	4,200,000.00	523,493.71	4,205,869.49	4,205,869.49	-
Sewer - Capital Project	3,120.87			3,120.87	3,120.87	-
<b>Sub total Capital Projects Fund</b>	<b>587,423.06</b>	<b>4,390,342.04</b>	<b>744,666.31</b>	<b>4,233,098.79</b>	<b>4,233,098.79</b>	<b>-</b>
<b>COMMUNITY PRESERVATION FUND</b>						
A2/3-9-09STM Hearse House Preservation	440.96	-	-	440.96	-	440.96
A8/11-14-11FTM Headstone Restoration	2,100.00	-	-	2,100.00	-	2,100.00
A35/13ATM Spring Street Cemetery Fence Repair	24,500.00	-	24,500.00	-		-
A25/14ATM Spring Street Cemetery Fence		24,900.00	24,900.00	-		-
A10/11-17-14FTM Reconstruct Spring St Fence (Ph 3)		25,000.00	-	25,000.00	25,000.00	-
A10/11-17-14FTM Memorial Park Survey/Master Plan		30,000.00	-	30,000.00	30,000.00	-
A35/13ATM Archiving Records -Town Hall Vault	2,243.42	-	2,243.42	-		-
A25/14ATM Cataloging Historical Records-T H Vault		15,000.00	12,541.69	2,458.31	2,458.31	(0.00)
A35/13ATM Digitization of Civil War Records	5,000.00	-	100.00	4,900.00	4,900.00	-
A25/14ATM Preservation of Civil War Documents		8,101.00	5,916.25	2,184.75	2,184.75	-

Town of Essex  
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Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
A25/14ATM Preservation of Historical Maps & Plans		7,500.00	983.50	6,516.50	6,516.50	-
A29/12ATM Walking Tour	3,436.05	-	2,599.00	837.05	-	837.05
A10/11-17-14FTM Historic Homes Survey		6,000.00	-	6,000.00	6,000.00	-
A25/14ATM CPA Administration		3,397.00	300.00	3,097.00	-	3,097.00
A35/13ATM Benches on Historic Walking Trail	16,500.00	-	14,781.01	1,718.99	-	1,718.99
A7/11-17-14FTM Repair East End of Town Hall		100,000.00	94,212.65	5,787.35	5,787.35	0.00
<b>Sub total Community Preservation</b>	<b>54,220.43</b>	<b>219,898.00</b>	<b>183,077.52</b>	<b>91,040.91</b>	<b>82,846.91</b>	<b>8,194.00</b>
<b>WATER ENTERPRISE</b>						
Superintendent Salary		13,014.00	12,914.26	99.74	99.74	(0.00)
Asst. Superintendent Salary		54,138.00	53,722.82	415.18	415.18	0.00
Clerical Wages		19,035.00	18,810.49	224.51	92.08	132.43
Part-time Wages		5,155.00	5,143.50	11.50		11.50
Operator/Tech Wages		36,154.00	35,599.64	554.36	554.08	0.28
Operator Wages		137,341.00	136,441.72	899.28	889.76	9.52
Overtime		22,162.00	21,940.85	221.15	138.52	82.63
Sick Leave Buyback		4,237.00	3,351.12	885.88		885.88
Health Insurance		39,451.44	39,451.44	-		-
Workers' Comp		7,773.55	7,773.55	-		-
Retirement Bd Assessment		42,873.80	42,873.80	-		-
FICA		4,138.00	3,612.02	525.98		525.98
Electricity		41,048.56	40,731.22	317.34		317.34
Sludge Removal		11,000.00	10,921.74	78.26		78.26
Seminar Fees		2,200.00	1,305.00	895.00		895.00
Drug & Alcohol Testing		500.00	190.00	310.00		310.00
Well Cleaning		17,871.17	17,500.00	371.17		371.17
EPA & State Mand. Testing		4,800.00	4,742.36	57.64		57.64
Contracted Services		7,000.00	6,816.78	183.22		183.22
Backflow Testing		2,100.00	1,810.00	290.00		290.00
Telephone		3,100.00	3,086.64	13.36		13.36
Fuel		7,500.00	7,240.20	259.80		259.80
Office Supplies		6,000.00	5,754.21	245.79		245.79
Vehicle Expense		8,500.00	8,147.21	352.79		352.79
Tools & Supplies		4,000.00	3,892.43	107.57		107.57
Chemicals		86,000.00	83,973.50	2,026.50		2,026.50
Lab Supplies		3,500.00	3,326.53	173.47		173.47
Other Maintenance		59,130.00	58,382.31	747.69		747.69
Materials		3,500.00	3,457.83	42.17		42.17

Town of Essex  
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Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Meter Reading Units		1,500.00	1,360.47	139.53		139.53
Pipe Fittings & Meters		10,000.00	9,701.95	298.05		298.05
Clothing Allowance		1,320.00	1,320.00	-		-
Dues & Memberships		2,600.00	2,223.00	377.00		377.00
Liability Insurance		12,748.48	12,748.48	-		-
Bond Principal		30,000.00	30,000.00	-		-
Bond Interest		10,013.00	9,311.58	701.42		701.42
Principal and Interest on Short Term Note		12,798.00	12,797.78	0.22		0.22
A20/14ATM Electrical Efficiency Upgrades	24,451.00		22,451.00	2,000.00	2,000.00	
A21/14ATM Pickup Truck with Plow	34,690.00		34,690.00	-		
A24/15ATM Pickup Truck with Plow		37,000.00	-	37,000.00	37,000.00	
A22/15ATM Magnetic Flow Meters		10,500.00	-	10,500.00	10,500.00	
Enc.Water Superintendent	48.64		48.64	-		-
Enc.Water Asst. Superintendent	169.36		169.36	-		-
Enc.Water Clerical	22.57		22.57	-		-
Enc.Water part time	102.00		102.00	-		-
Enc Water Operator Tech	407.40		407.40	-		-
Encumbered Water Operator labor	543.12		543.12	-		-
Enc Water Overtime	212.20		212.20	-		-
Encumbered Water Other Maintenance	3,067.21		-	3,067.21		3,067.21
<b>Sub total Water Enterprise</b>	<b>63,713.50</b>	<b>781,702.00</b>	<b>781,022.72</b>	<b>64,392.78</b>	<b>51,689.36</b>	<b>12,703.42</b>
SEWER ENTERPRISE						
Superintendent Salary		13,014.00	12,914.26	99.74	99.74	(0.00)
Asst. Superintendent Salary		9,023.00	8,953.63	69.37	69.37	0.00
Clerical Wages		18,731.00	18,610.93	120.07	117.44	2.63
Plant System II/WW Tech		36,154.00	35,599.64	554.36	554.08	0.28
Operator/Tech Salary		35,460.00	35,026.12	433.88	433.75	0.13
Overtime		18,645.00	16,004.35	2,640.65		2,640.65
Sick Leave Buyback		1,224.00	1,224.00	-		-
Health Insurance		28,500.00	27,693.24	806.76		806.76
Workers Comp		-	-	-		-
Retirement Bd Assessment		21,853.00	21,436.90	416.10		416.10
FICA		2,369.00	1,920.65	448.35		448.35
Electricity		27,500.00	25,865.91	1,634.09		1,634.09
Seminar Fees		400.00	250.00	150.00		150.00
Drug & Alcohol Testing		240.00	-	240.00		240.00
City of Gloucester Usage Charge		395,000.00	394,845.60	154.40		154.40

Town of Essex  
FY2015 Appropriation Report

Account Description	Forward from FY14	Final Budget	Transactions	Ending Balance	Encumbrances	Closed to Unreserved
Backflow Testing		800.00	580.00	220.00		220.00
Telephone		2,000.00	1,752.82	247.18		247.18
Fuel		4,000.00	2,883.61	1,116.39		1,116.39
Office Supplies/SCADA Software		8,200.00	7,980.89	219.11		219.11
Vehicle Fuel		4,000.00	3,998.29	1.71		1.71
Tools & Supplies		7,500.00	7,438.39	61.61		61.61
Chemicals		6,200.00	6,086.46	113.54		113.54
Other Maintenance		74,500.00	73,864.37	635.63		635.63
Materials		1,500.00	1,270.77	229.23		229.23
Clothing Allowance		440.00	440.00	-		-
Dues & Memberships		400.00	-	400.00		400.00
Liability Insurance		4,200.00	3,409.54	790.46		790.46
MWPAT Debt Adm & Orig Fees		20,464.00	20,463.62	0.38		0.38
Bond Principal		1,139,720.00	1,139,719.58	0.42		0.42
Bond Interest		118,450.00	112,865.30	5,584.70		5,584.70
A25/15ATM Utility Truck w/crane, plow		52,000.00	-	52,000.00	52,000.00	-
A23/15ATM Repair or Replace Sewer Pump		40,000.00	-	40,000.00	40,000.00	-
Enc Sewer Superintendent	48.64		48.64	-		-
Enc Sewer Asst. Superintendent	34.56		34.56	-		-
Enc Operator Tech	407.40		407.40	-		-
Encumbered Sewer Operator labor	106.40		106.40	-		-
Enc Sewer Overtime	321.12		321.12	-		-
<b>Sub total Sewer Enterprise</b>	<b>918.12</b>	<b>2,092,487.00</b>	<b>1,984,016.99</b>	<b>109,388.13</b>	<b>93,274.38</b>	<b>16,113.75</b>
<b>GRAND TOTAL - ALL FUNDS</b>	<b>908,899.36</b>	<b>21,147,098.63</b>	<b>16,512,085.67</b>	<b>5,543,912.32</b>	<b>4,902,803.01</b>	<b>641,109.31</b>

Town of Essex  
Combined Balance Sheet  
June 30, 2015

<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	\$ 14,968,595						\$ 14,968,595
Cash - Due to/Due from Other Funds	(12,404,372)	4,231,327	4,257,269	2,405,198	1,510,579		0
Receivables		-			-		-
Personal Property Taxes	3,958	-					3,958
Real Estate Taxes	159,148	-					159,148
Allowance for Abatements & Exemp.	(182,650)	-					(182,650)
Tax Liens Receivable	541,644	251		14,901			556,796
Deferred Taxes/Betterments				12,698			12,698
Taxes In Litigation Receivable	195,900	991		48,025			244,916
Betterment Assessments, Apportnd	132			-			132
Betterment Assessments Unappor	59,140	156,791		8,994,398			9,210,328
Excises	36,238	-					36,238
Departmental		40,557		527,170			567,727
Intergovernmental			-		-		-
Other Assets - Tax Possessed	400,288						400,288
Amount to be Provided		-				15,088,713	15,088,713
<b>Total Assets</b>	<b>\$ 3,778,021</b>	<b>\$ 4,429,916</b>	<b>\$ 4,257,269</b>	<b>\$ 12,002,391</b>	<b>\$ 1,510,579</b>	<b>\$ 15,088,713</b>	<b>\$ 41,066,888</b>
<b>Liabilities and Fund Equity</b>							
<b>Liabilities</b>							
Warrants Payable	\$ 232,694	\$ 5,414	\$ 29,530	\$ 76,462	\$ 5,757		\$ 349,856
Accounts Payable					59,651		59,651
Details Payable					-		-
Deferred Revenue - Property Taxes	(19,544)						(19,544)
Deferred Revenue - Other	1,233,342	198,589		9,597,605			11,029,536
Bond Anticipation Notes Payable			-	-			-
Accrued Payroll Withholdings	18,632						18,632
Due to other Government				-	3,800		3,800
Other Liabilities	9,147						9,147
Bonds Payable						15,088,713	15,088,713
<b>Total Liabilities</b>	<b>\$ 1,474,271</b>	<b>\$ 204,003</b>	<b>\$ 29,530</b>	<b>\$ 9,674,067</b>	<b>\$ 69,208</b>	<b>\$ 15,088,713</b>	<b>\$ 26,539,791</b>
<b>Fund Equity</b>							
Retained Earnings				\$ 2,328,324			\$ 2,328,324
Reserved for Encumbrances	438,894			-			438,894
Reserved for Expenditures	400,000	83,194		-	10,400		493,594
Reserved for Special Purposes	695	4,025,709	4,227,739	-	1,430,971		9,685,114
Unreserved	1,464,161	117,010					1,581,171
Bonds Authorized						-	-
Bonds Authorized and Unissued						-	-
<b>Total Fund Equity</b>	<b>\$ 2,303,750</b>	<b>\$ 4,225,913</b>	<b>\$ 4,227,739</b>	<b>\$ 2,328,324</b>	<b>\$ 1,441,371</b>	<b>\$ -</b>	<b>\$ 14,527,097</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 3,778,021</b>	<b>\$ 4,429,916</b>	<b>\$ 4,257,269</b>	<b>\$ 12,002,391</b>	<b>\$ 1,510,579</b>	<b>\$ 15,088,713</b>	<b>\$ 41,066,888</b>

## TOWN CLERK & BOARD OF REGISTRARS

During the calendar year 2015, the Office of the Town Clerk, along with the Board of Registrars, assisted with the Annual Town Meeting (May 4, 2015) and the Fall Town Meeting (November 16, 2015). The Town also hosted the Annual Town Election on May 11, 2015.

In 2015, there were some staffing changes within the office. Dorothy Elwell, the Assistant Town Clerk, retains her title however has focused all of her efforts as the Tax Collector's Clerk as the volume of work has increased in their office. Dawn Addison Burnham was hired as the Assistant Town Clerk to assist the Town Clerk during vacations, classes, etc., so that the Office of the Town Clerk may be open for service whenever Town Hall is open. A special thank you to Dorothy Elwell for her years of service and continued assistance, and welcome to Dawn Burnham!

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 the hard work and dedication to make each Town Meeting and/or Election seamless. The opportunity to vote is one of our most prized civil rights in the United States. Major election legislation overhaul occurred in 2014 and will be implemented in 2015 and 2016, including mandatory training, online voter registration, pre-registration for 16 & 17 year olds, early voting for State Elections, allowing parties enrolled in a political designation to participate in primaries, and random election audits to name a few.

In 2015, the Town Clerk made many services available online for parties to access at their convenience. We now take payments online for dog licensing, vital records, parking tickets, and resident parking stickers. We have continued to work with the Essex Shipbuilding Museum and Community Preservation Committee to finalize our online Civil War Memorial, which will go live in 2016. The Civil War documents and artifacts are in the process of being digitized by the Digital Commonwealth, a project of the Boston Public Library (Massachusetts' State Library). We were also fortunate enough to receive another installment of funding from the Community Preservation Committee to wrap up the cataloguing and inventory of all of the records and artifacts within the Town Clerk's purview. This office plans on having a strong intellectual authority of all of the items in its possession on order to work with the Bicentennial celebration in 2019!

As an additional public service, this office performs Notary Public services during business hours. The Town Clerk is also now a Justice of the Peace.

### Business Certificates (d/b/a registration)

39 Certificates issued.

### Dog Licensing

508 Dog Licenses issued.

3 Kennel Licenses issued.

5 Dogs were determined to be 'vicious' under Essex' Animal Control Bylaw and were licensed as such with a distinguishing red tag. These dog owners have an order that their dogs be restrained and limited to their property.

#### Shellfish Licensing

- 77 Resident recreational shellfish permits issued.
- 35 Non-resident recreational shellfish permits issued.
- 57 Commercial shellfish permits issued, of those:
  - 11 Senior permits issued.
  - 8 Student permits issued.
- 5 Sea worm and eel permits issued.

#### Vital Records

- 27 Children were born to Essex residents.
- 26 Essex residents passed in 2015.
- 16 Couples filed their marriage intentions in the Town of Essex in 2015.
- 15 Marriages were recorded in 2015.

*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.*

*Register to Vote Online at: [RegisterToVoteMA.com](http://RegisterToVoteMA.com)*

Respectfully submitted,  
Christina Wright

## 2015 ESSEX TOWN MEETING MINUTES

*Minutes to the 196th  
Annual Town Meeting  
of the Town of Essex*

*May 4th 2015*

The 196th Annual Town Meeting of the Town of Essex was called to order at 7:33 p.m. by Moderator Rolf P. Madsen. A quorum of over 200 voters was present at the time.

The following people were appointed as tellers: Carolyn Knowlton, John Bediz, Richard Ross, Anne Cameron, Westley Burnham, Lisa Randall, Anne Landry, and Suzanne Lynch.

*There were no objections to the tellers appointed.*

The Moderator informed those in attendance that there was an error in the posting of the warrant. Per Essex bylaw, the warrant must be posted in three locations. It was not discovered until the day of the meeting that the warrant had not been posted in one of the three locations. The Moderator asked those in attendance if there were any objections to move forward.

*There were no objections to move forward with the meeting.*

The Board of Selectmen will be petitioning the Governor and the Legislature for a special act to ratify the actions of this town meeting due to the warrant posting defect.

Motion made and duly seconded to waive the reading of the warrant.

*There were no objections to waiving the reading of the warrant.*

The 2015 Local Election shall be held on Monday, May 11th, 2015:

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.  
Planning Board Members for five years.  
Housing Authority Member to fill a vacancy for four years.

AND, to do this by vote on one ballot. The polls will be open on Monday, May 11, 2015, 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.

#### ARTICLE 1: APPOINT SURVEYOR OF BARK AND LUMBER

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: REPORTS OF TOWN OFFICIALS, BOARDS AND COMMITTEES

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 unanimously.*

#### ARTICLE 3: FY2016 WAGE AND SALARY SCALE

Motion made by Jeffrey D. Jones, duly seconded, that the Town vote to approve the Wage and Salary scale for fiscal year 2016 in accordance with the recommendations of the Personnel Board Report.

*Voted unanimously.*

ARTICLE 4: FY2016 ELECTED OFFICERS SALARY AND COMPENSATION

Motion made by Jeffrey D. Jones, 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 2016 in accordance with the recommendations of the Personnel Board Report.

*Voted unanimously.*

ARTICLE 5: PAYMENTS TO MA 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 \$26,194 for the purpose of making necessary payments to the Massachusetts Water Pollution Abatement Trust during fiscal year 2016 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 as set forth in Article 6 of the Warrant.

*Voted unanimously.*

ARTICLE 7: REVOLVING FUND FOR BOARD OF HEALTH YOUTH EXERCISE

Motion made by David Driscoll, duly seconded, that Article 7 be indefinitely postponed.

*Voted unanimously.*

ARTICLE 8: REVOLVING FUND FOR BOARD OF HEALTH SAFETY, EMERGENCY PLANNING, PREPARATION AND EDUCATION

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 as set forth in Article 8 of the Warrant.

*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 as set forth in Article 9 of the Warrant.

*Voted unanimously.*

ARTICLE 10: APPOINTMENTS TO THE CONOMO POINT PLANNING COMMITTEE

Motion made by Mark Lynch, duly seconded, that Article 10 be indefinitely postponed.

*Voted unanimously.*

ARTICLE 11: SUPPORT OF PLAN FOR NORTHERN AREA OF CONOMO POINT

Motion made by Mark Lynch, duly seconded, that the Town vote to provide its non-binding support for the plan for use of the northern area of Conomo Point that has been developed by the Board of Selectmen, acting in their capacity as Conomo Point Commissioners, the Conomo Point Planning Committee, and the Town's consulting landscape architect, as presented at this meeting.

*Motion carries.*

ARTICLE 12: RETENTION OF APPRAISER FOR RENTAL VALUATION FOR CONOMO POINT NORTH OF CLAMMER'S BEACH

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to raise and appropriate the sum of \$25,000 to enable the Board of Selectmen, acting as Conomo Point Commissioners, to retain the services of a Massachusetts Certified General Appraiser with a MAI designation from the Appraisal Institute and to approve Article 12 as set forth in the Warrant.

*Motion carries.*

ARTICLE 13: FUND 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.

*Motion carries.*

ARTICLE 14: FUNDING RENOVATIONS TO TOWN HALL AND LIBRARY

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to transfer from the Sale of Real Estate Fund the sum of \$4,200,000 to make further renovations to the Town Hall and Library building at 30 Martin Street and to approve Article 14 as set forth in the Warrant.

*Motion carries.*

ARTICLE 15: FINANCE COMMITTEE REPORT

Motion made by Jeffrey Soulard, duly seconded, that the Town vote to appropriate the sum of \$6,401,472 as follows: a) raise by taxation the sum of \$904,327 for debt repayment, principal and interest; b) transfer from the Cemetery Sale of Lots Fund the sum of \$3,000 to the Cemetery Budget; c) transfer from the Cemetery Lot Care Fund the sum of \$7,400 to the Cemetery Budget; d) transfer from the Cemetery Perpetual Care Fund the sum of \$3,000 to the Cemetery Budget; e) transfer from the Wetlands Protection Fund the sum of \$4,000 to the Conservation Commission Budget; f) transfer from free cash the sum of \$400,000 to the Health Insurance Budget; g) transfer from the Ambulance Fund the sum of \$50,000 to the Ambulance Budget; and h) to raise by taxation the sum of \$5,029,745 to be allocated between the salaries and expenses of the Town according to the remaining budget items as indicated in the Finance Committee Report.

*Motion carries.*

**ARTICLE 16: SEWER ENTERPRISE FUND TRANSFER FOR REMAINDER OF FY15**

Motion made by Paul Rullo, duly seconded, that the Town vote to transfer from Sewer Enterprise free cash the sum of \$5,000 to the Sewer Enterprise Fund - City of Gloucester Sewer Contract line item and the sum of \$12,500 to the Sewer Enterprise Fund - Maintenance line item for the remainder of fiscal year 2015.

*Voted unanimously.*

**ARTICLE 17: WATER ENTERPRISE FUND TRANSFER FOR REMAINDER OF FY15**

Motion made by Paul Rullo, duly seconded, that the Town vote to transfer from Water Enterprise free cash the sum of \$12,000 to the Water Enterprise Fund - Maintenance line item for the remainder of fiscal year 2015.

*Voted unanimously.*

**ARTICLE 18: SEWER ENTERPRISE FUND APPROPRIATION**

Motion made by Paul Rullo, duly seconded, that the Town vote to appropriate the sum of \$2,007,272 for the Sewer Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$940,361 from sewer betterments, the sum of \$100,000 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 – \$598,000 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 19: WATER ENTERPRISE FUND APPROPRIATION**

Motion made by Paul Rullo, duly seconded, that the Town vote to appropriate the sum of \$735,872 for the Water Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$12,620 from water betterments and the sum of \$37,500 from departmental receipts; and b) funds to be allocated between the salaries and expenses of the Water Department – \$685,752 from departmental receipts; all as indicated in the Finance Committee Report.

*Voted unanimously.*

**ARTICLE 20: MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT ASSESSMENT**

Motion made by Ann Cameron, duly seconded, that the Town vote to raise and appropriate the sum of \$7,228,425 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 fifteen.

*Voted unanimously.*

ARTICLE 21: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT ASSESSMENT

Motion made by George Harvey, duly seconded, that the Town vote to raise and appropriate the sum of \$208,958 to pay the Town's share of the operating and capital costs of the Essex North Shore Agricultural and Technical School District for the fiscal year commencing July 1, 2015.

*Voted unanimously.*

ARTICLE 22: MAGNETIC WATER FLOW METERS

Motion made by Paul Rullo, duly seconded, that the Town vote to transfer from Water Enterprise free cash the sum of \$10,500 for the purpose of purchasing and installing magnetic water flow meters for use in the Town's public water supply wells, and any elements incidental thereto.

*Voted unanimously.*

ARTICLE 23: MAINTENANCE/OUTFITTING OF PUMPS IN SEWER PUMP STATION

Motion made by Paul Rullo, duly seconded, that the Town vote to transfer from Sewer Enterprise free cash the sum of \$40,000 for the purpose of purchasing or repairing and installing a pump or pumps for use in the Town's sewer pump stations, and any elements incidental thereto.

*Voted unanimously.*

ARTICLE 24: PURCHASE AND EQUIPPING OF A PICKUP TRUCK WITH SNOW PLOW

Motion made by Paul Rullo, duly seconded, that the Town vote to transfer from Water Enterprise free cash the sum of \$37,000 for the purchase and equipping of a pickup truck, with snowplow, for use by the Water Department; and to authorize the Board of Public Works and/or the Board of Selectmen to take other action as necessary to effectuate the purposes of this vote.

*Voted unanimously.*

ARTICLE 25: PURCHASE AND EQUIPPING OF A UTILITY TRUCK WITH CRANE AND SNOWPLOW

Motion made by Paul Rullo, duly seconded, that the Town vote to transfer from Sewer Enterprise free cash the sum of \$52,000 for the purchase and equipping of a utility truck, with crane and snowplow, for use by the Sewer Department; and to approve Article 25 as set forth in the Warrant.

*Voted unanimously.*

ARTICLE 26: LEASE TO PURCHASE A FRONT END LOADER

Motion made by Paul Rullo, duly seconded, that the Town vote to transfer from Free Cash the sum of \$32,598 to lease for a term of more than three years with an option to purchase and to fully equip a front end loader for use by the Department of Public Works, and to authorize the Board of Selectmen to enter into a purchase or lease/purchase agreement on such terms and conditions as the Board deems in the best interest of the Town; and further to authorize the Board of Selectmen to take other action as necessary to effectuate the purposes of this vote.

*Voted unanimously.*

ARTICLE 27: OIL TO GAS CONVERSION IN MUNICIPAL BUILDINGS

Motion made by Lisa J. O'Donnell, move that the Town vote to indefinitely postpone Article 27.

*Voted unanimously.*

ARTICLE 28: PURCHASE UPDATED RADIOS FOR POLICE DEPARTMENT

Motion made by Jeffrey D. Jones, duly seconded, that the Town vote to transfer from Free Cash the sum of \$17,000 to purchase updated radios for the Essex Police Department.

*Voted unanimously.*

ARTICLE 29: PURCHASE AN EXTRACTION AND DRYING SYSTEM FOR FIREFIGHTER TURNOUT GEAR

Motion made by Daniel Doucette, duly seconded, that the Town vote to transfer from Free Cash the sum of \$15,000 to purchase and install an extraction and drying system for firefighter turnout gear.

*Voted unanimously.*

ARTICLE 30: PURCHASING A NEW EQUIPPED AMBULANCE

Motion made by Daniel Doucette, duly seconded, that the Town vote to transfer from the Ambulance Fund the sum of \$230,000 for the purchase of a new, equipped ambulance.

*Voted unanimously.*

ARTICLE 31: PURCHASE AND INSTALLATION OF A RESCUE DOOR IN HARBORMASTER BOAT

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to transfer from the Waterways Fund the sum of \$6,000 to purchase and install a rescue door in the Harbormaster boat.

*Voted unanimously.*

ARTICLE 32: COMMUNITY PRESERVATION FUND APPROPRIATIONS

Motion made by Kimberly Drake, duly seconded, that the Town appropriate or reserve from Fiscal Year 2016 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 33: BYLAW CHANGE - ADOPTION OF THE STRETCH ENERGY CODE

Motion made by Matthew Coogan, duly seconded, that the Town vote to adopt the "Stretch Energy Code" set forth in the State Building Code at 780 CMR 115.AA (i.e., Appendix 115.AA), as it may be amended from time to time, and to amend the Town of Essex General Bylaws as set

forth in Article 33 of the Warrant, with the addition of Section 2-23.5, which shall read “Effective Date. This bylaw shall take effect on January 1, 2016”.

*Standing counted vote: Yes: 48  
No: 46  
Motion carries.*

**ARTICLE 34: BYLAW CHANGE - POLICE REGULATIONS, PARKING**

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to amend the Town of Essex General Bylaws by adding a new subsection (p) to Chapter V, Article 4, Section 1, Police Powers as follows:

p. Within an area designated for resident parking only unless the vehicle bears a valid transfer station sticker or a valid Resident Parking Sticker. Resident parking stickers are available through the Town Clerk's office. The fee for a Resident Parking Sticker shall be \$5.00 per sticker for residents under the age of 65 and \$1.00 per sticker for residents age 65 or older (at the time of the application). The applicant must show a valid vehicle registration for a vehicle registered in the Town of Essex to be eligible. Please consult with the Town Clerk for alternate proof of residency if the applicant's vehicle registration does not correspond to the applicant's Essex address. Resident Parking Stickers shall be valid until December 31 of the year of issue.

said new subsection to take effect upon approval by the Massachusetts Attorney General and publication in accordance with Massachusetts General Laws, Chapter 40 Section 32.

*Motion carries.*

**ARTICLE 35: ACCEPTANCE OF MGL CH. 41 S. 19K**

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to accept Section 19K of Chapter 41 of the General Laws, as set forth in Article 35 of the Warrant.

*Voted unanimously.*

**ARTICLE 36: FALL TOWN MEETING**

Motion made by Jeffrey D. Jones, duly seconded, that the Town vote to amend Chapter II, Section 2-1, Town Meeting, of the Town of Essex General Bylaws by adding a new section pertaining to a standing commitment to a Fall Town Meeting, as follows:

2-1.1a FALL TOWN MEETING. A fall town meeting shall be held in November, exactly two Mondays preceding Thanksgiving, and shall begin not earlier than 7:30 p.m.

*Voted unanimously.*

**ARTICLE 37: AUTHORIZATION OF LEASE OF TOWN PROPERTY (BOOK 400 PAGE 62)**

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to authorize the Board of Selectmen to lease the premises described in Article 37 of the Warrant to Greenbow Corp. D/B/A Shea's Riverside Restaurant & Bar upon such terms and conditions as the Selectmen may, in their judgment and discretion so require; said lease to be for a term of ten years beginning on July 1, 2015.

*Voted unanimously.*

**ARTICLE 38: AUTHORIZATION OF LEASE OF TOWN PROPERTY (MAP 41 LOT 35)**

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to authorize the Board of Selectmen to lease a certain lot of Town-owned land with the buildings thereon commonly known as the "Legion Hall" located at 28 Main Street (Assessors' Map 41, Lot 35) to a lessee which will use the property primarily for the archiving and/or display of historical materials and artifacts of the shipbuilding industry of the Town of Essex for a term of ten years beginning on July 1, 2015, and upon such other terms and conditions as the Selectmen may, in their judgment and discretion so require.

*Voted unanimously.*

**ARTICLE 39: FREE CASH TRANSFER TO SNOW AND ICE BUDGET**

Motion made by Jeffrey Soulard, duly seconded, that the Town vote to transfer from Free Cash the sum of \$115,000 to the Snow and Ice Budget for fiscal year 2015.

*Voted unanimously.*

**ARTICLE 40: REPLENISH FINANCE COMMITTEE RESERVE FUND**

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

*Voted unanimously.*

**ARTICLE 41: UNPAID BILLS FROM PREVIOUS FISCAL YEARS**

Motion made by Jeffrey Soulard, duly seconded, that Article 41 be indefinitely postponed.

*Voted unanimously.*

A motion was made and duly seconded to dissolve the meeting at 10:08 p.m.

*Voted unanimously.*

A true copy.

Attest: \_\_\_\_\_  
Christina J. Wright, Town Clerk

*Minutes of the  
Special Town Meeting  
of the Town of Essex*

*November 16, 2015*

The November 16, 2015 Special Fall Town Meeting of The Town of Essex held at the Essex Elementary School Cafetorium was called to order at 7:33 p.m. by Moderator Rolf P. Madsen. A quorum over 180 voters was present at the time.

The Moderator called for the Pledge of Allegiance and a moment of silence for Rosemarie Carr, Martha Pistenmaa, and Daniel Boutchie, town officials and volunteers who had passed since the last meeting. The Moderator also called for a moment of silence to pause upon the recent terrorist attacks in Paris, France.

The following people were appointed as tellers: Jane Adams, Suzanne Lynch, Sally Rich, and Betsy Ridge Madsen.

*There were no objections to the tellers appointed.*

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

*Voted unanimously.*

**ARTICLE 1: ESTABLISHMENT AND CONFIRMATION OF BOUNDARY LINE**

Motion made by Lisa O'Donnell, duly seconded, that the Town vote to take the following actions to establish and confirm the common boundary line between the Town-owned land at Conomo Point known as Robbins Island, which is shown on Assessors Map 108 as Lots 6, 7, 9, 10, 11, 12, 13, and 19 and Assessors Map 110 as Lot 2, and the privately-owned land located at 36A Robbins Island Road, which is shown on Assessors Map 108 as Lot 8, as shown on the handout plan entitled "Plan of Common Boundary Between Property of Hsia and Property of the Town of Essex," dated November 12, 2015, prepared by Horsley Witten Group, Inc., and, in connection with establishing said boundary line: (1) to transfer such portion of the Town-owned property located on the northerly/westerly side of the boundary line as shown on the aforesaid plan from the Selectmen, in their capacity as Conomo Point Commissioners, said property currently held for the purposes of lease, to the Selectmen, in their capacity as Conomo Point Commissioners, for the purposes of conveyance, and to authorize the Selectmen, in their capacity as Conomo Point Commissioners, to convey, exchange and/or release the aforesaid property to the owners of the privately-owned abutting property; (2) to authorize the Selectmen, in their capacity as Conomo Point Commissioners, to accept that portion of the privately-owned property located on the southerly/easterly side of the boundary line as shown on the aforesaid plan, said property to be held for the purpose of lease; and (3) to authorize the Selectmen, in their capacity as Conomo Point Commissioners, to execute a boundary line agreement, and such other instruments and documents necessary to confirm the newly established boundary line between the Town-owned property and the privately-owned property; (4) to authorize the Selectmen, in their capacity as Conomo Point Commissioners, to convey a non-exclusive access easement over a parcel of land

shown as “Easement – 25 Wide” on said Plan and a non-exclusive access easement over the roads within Conomo Point known as Robbins Island Road, Conomo Point Road and Harlow Street to the owners of said privately-owned property; and (5) to authorize the Selectmen, in their capacity as Conomo Point Commissioners, to execute all documents and take all actions necessary to effectuate the purposes of this vote, on such terms and conditions as deemed appropriate and in the best interests of the Town.

*Voted unanimously.*

#### ARTICLE 2: MANAGEMENT OF PROPERTY AT CONOMO POINT

Motion made by Susan Gould Coviello, duly seconded, that the Town vote to transfer from Free Cash 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 3: ZONING BYLAW CHANGE - SIGNS

Motion made by Westley Burnham, duly seconded, that the Town vote to amend Section 6-7 of the Town of Essex Zoning Bylaws, by deleting said section in its entirety and by replacing it with the language shown in Article 3 of the Warrant.

*Declared 2/3rds Vote.*

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#### **Text of Article 3 as shown in the Warrant:**

##### ARTICLE 3

To see if the Town will vote to amend Section 6-7 of the Town of Essex Zoning Bylaws, by deleting said section (which presently reads as follows), in its entirety:

##### 6-7 Signs

##### 6-7.1 Signs and Billboards.

##### 6-7.1.1. Billboards. Billboards shall not be permitted in the town of Essex.

##### 6-7.1.2. Public Safety Provisions. In the interest of public safety, the following signs and devices are not permitted;

a. Signs with moving parts or flashing lights which suggest motion.

b. Flashing illuminated signs.

c. Noisemaking signs.

d. Signs so located or colored or illuminated in any manner to attract attention from or obscure a traffic light or sign or to reduce in anyway its visibility and effect.

e. Signs within view of a public street or highway so placed in such manner as to obstruct clear vision in any direction.

f. Any device illuminating a sign which directs light toward a public way in such a manner as to cast its beams into the eyes of the oncoming motorist or pedestrians.

##### 6-7.1.3. Nonconforming Signs.

- a. All signs in violation of this chapter, except as to size and number limitations, shall be removed or made conforming within one year from June 7, 1972.
- b. Any change of use or ownership shall required conformity to all sign regulations in this chapter within 30 days.
- c. Signs required for public safety shall not be included in the total sign area.

6-7.1.4. Measurement.

- 1. Area limitations refer to the total sign area.
- 2. In computing area only one side of a double-faced sign is to be included. Signs within a building are not included.
- 3. Signs shall comply with the following dimensional requirements for each land use:  
 Type of Use Sign Dimensions  
 Residential (1 to 2 family) Maximum 6 square feet in area.  
 Residential (multi-family / apartment) Maximum 6 square feet in area.  
 Non-residential Maximum total area of 32 square feet.  
 Internally illuminated signs shall not exceed 20 square feet.

And by replacing said Section with the following:

## 6-7 SIGNS

The purpose of this bylaw is to provide for a wide range of signage by right; to encourage safe, effective, informative signage; to protect property values, and to minimize the visual impact of signage.

### 6-7.1 APPLICATION

- A. For purposes of this bylaw, the term “SIGN” shall mean any two or three dimensional fabrication, or assembly, including its supporting structure, consisting of any letter, figure, character, symbol, emblem, mark, design, pictorial representation, stripe, line, trademark, reading matter or illuminating device, constructed, attached, erected, fastened, or manufactured in any manner whatsoever so that the same shall be used for the attraction of the public to any place, subject, person, firm, corporation, business, public performance, article, machine or merchandise whatsoever, and displayed in any manner for recognized identification or advertising purposes.
- B. All permanent signs shall require a building permit and shall comply with the Massachusetts State Building Code, as amended.
- C. Any sign, permanent or temporary, to be placed on the property of another, including signs on Town or State-owned property, will require the prior written approval of the property owner or the owner’s representative in control thereof.
- D. Signs associated with properties requiring special permit or site plan review approval shall also require approval by the Planning Board.
- E. Exemptions:
  - 1. Flags and temporary signs for any non-commercial purpose, including but not limited to political or charitable purposes, for public organizations, for states and political subdivisions thereof, and international and national flags are exempt from all provisions of this bylaw, except sections 6-7.4 (Public Safety Provisions) and 6-7.5 (Maintenance of Signs).

2. Signs displaying the street number and name or names of the occupants of the premises, not exceeding two (2) square feet in area.
3. Traffic and directional signs owned and installed by a government agency.

#### 6-7.2 REGULATION OF PERMANENT SIGNS:

##### A. AREA OF SIGN:

1. The area, including all lettering, wording, and accompanying designs and symbols, together with the background on which they are displayed, the frame around the sign, and any "cut outs" or extensions, but not including any supporting structure or bracing. Calculation of sign areas shall use the following formulae:

- a. For two-dimensional signs affixed to or fabricated from a mounting background or signboard: the area shall consist of the smallest rectangular plane that wholly contains the sign.
- b. For two-dimensional signs consisting of individual letters or symbols affixed directly to the building wall, window, or awning: the area shall consist of the smallest area enclosed by a series of straight lines connected at right angles which encompasses all of the letters and symbols.
- c. For two-dimensional double-faced signs less than four (4) inches thick: use the area of one face.
- d. For three-dimensional signs, double-faced signs greater than four (4) inches thick, objects used as signs, and "V" shaped signs: the area shall be determined by the largest of either the front or side projected view of the sign.

##### B. ILLUMINATION:

The act of supplying or brightening a sign with light. Lighted signs shall be illuminated only by a steady, stationary light without causing harmful glare for motorists, pedestrians or neighboring premises and/or internal lighting; but all flashing, changing, or intermittent illumination is prohibited, except for time/temperature signs, public safety signs and holiday decorations.

##### C. LINEAL FRONTAGE:

The length in feet of a building or storefront which abuts a street or public right-of-way at its first floor or entrance level.

##### D. PERMANENT SIGNS SHALL BE DIVIDED INTO THE FOLLOWING CATEGORIES:

1. Awning Sign: Any sign painted, sewn or attached onto an awning. The area of an awning sign(s) shall not exceed one-half (1 /2) square foot per foot of lineal frontage of the storefront or building upon which the awning is attached. Awnings shall conform to the Massachusetts State Building Code.
2. Banner Sign: Any sign constructed of fabric or flexible material and intended for permanent attachment to a structure. Banner signs may also be used as temporary signs as set forth in section 6-7.7. A permanent banner sign shall not exceed fifteen (15) square feet in area.
3. Directory Sign: Any sign which contains listings of two or more commercial uses or users and/or the name and address of a commercial or residential development. A directory sign shall be designed and constructed with provisions for changes of listing without reconstruction of the entire sign. Maximum area for header area shall not exceed twelve (12) square feet. Listings shall not be larger than eight (8) inches by thirty (30) inches.

4. Free-standing Sign: Any sign structurally separate from the building, being supported on itself, on a standard, or on legs. Free-standing signs shall be non-moveable and permanently anchored.
5. Hanging Sign: Any sign other than a wall sign that is attached to and projects from the wall or face of a building or structure, including an arcade or marquee sign.
6. Wall Sign: Any sign painted on or affixed to a building wall is a wall sign. Wall signs consist of two basic categories:
  - a. Directly applied: painted or three-dimensional letters applied directly to a building surface.
  - b. Independent Wall Sign: painted, incised or three-dimensional letters affixed to a sign board which is then attached to a building surface.
7. Window sign: Any permanent sign affixed to the surface of the glass of any part of any building (See also Poster-type sign). Window sign(s) shall not occupy, in total, more than fifty percent (50%) of the glass area and may not be attached to the exterior surface of the glass. Any interior sign which is within three (3) feet of the window glass and which is visible from the outside of the building shall be considered a window sign even though it may not be affixed directly to the glass. Window displays of actual products or merchandise for sale or rent on the business premises shall not be considered window signs.

#### 6-7.3 BILLBOARDS.

- A. A Billboard is any permanent sign which advertises or otherwise directs attention to a product, service, activity, event, institution, or other business which occurs or is generally conducted, sold, manufactured, produced or offered elsewhere than on the premises where such sign is located.
- B. Billboards shall not be permitted in the town of Essex.

#### 6-7.4 PUBLIC SAFETY PROVISIONS.

- A. In the interest of public safety, the following signs and devices are not permitted:
  1. Signs with moving parts or flashing lights which suggest motion.
  2. Flashing illuminated signs.
  3. Noisemaking signs.
  4. Signs so located or colored or illuminated in any manner to attract attention from or obscure a traffic light or sign or to reduce in anyway its visibility and effect.
  5. Signs within view of a public street or highway so placed in such manner as to obstruct clear vision in any direction.
  6. Any device illuminating a sign which directs light toward a public way in such a manner as to cast its beams into the eyes of the oncoming motorist or pedestrians.
  7. Signs shall not project above the roof or front parapet of a building.
  8. All signs shall comply with all public safety requirements imposed by the Board of Public Works, public utilities, and/or the police and fire departments.

#### 6-7.5 MAINTENANCE OF SIGNS.

All signs must be kept clean, neatly painted and free from all hazards, such as, but not limited to, faulty wiring and loose fastenings, and must be maintained at all times in such safe conditions so as not to be detrimental to the public health or safety; or constitute a distraction or obstruction that may contribute to traffic accidents.

#### 6-7.6 MEASUREMENT.

A. Area limitations refer to the total sign area associated with each lot.

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B. In computing area only one side of a double-faced sign is to be included. Signs within a building are not included.

C. Signs shall comply with the following dimensional requirements for each land use:

Type of Use Sign Dimensions:

1. Residential (1 to 2 family): One (1) sign not exceeding six (6) square feet in area.

2. Residential (multi-family/apartment): One (1) sign not exceeding six (6) square feet in area per dwelling unit and one directory sign for the development not to exceed twenty (20) square feet in area.

3. Non-residential (single use): Maximum permanent sign total area of thirty-two (32) square feet.

4. Non-residential (multiple uses on a common lot): shall be limited to twenty (20) square feet total area per individual use, not including a directory sign area.

D. Internally illuminated signs shall not be permitted.

E. Signs required for public safety shall not be included in the total sign area.

#### 6-7.7 REGULATION OF TEMPORARY SIGNS:

A. A sign which is intended for a limited period of display. A temporary sign may be erected for a period not to exceed thirty (30) days in a calendar year, unless a more specific time frame is set forth below.

B. A temporary sign that does not meet the criteria in Section 6-7-7 shall be subject to the same requirements as for permanent signs.

C. All temporary signs shall comply with the provisions of Sections 6-7.4 (Public Safety Provisions) and 6-7.5 (Maintenance of Signs) of this bylaw.

D. Temporary signs shall not be counted toward the maximum sign areas allowed for permanent signs.

E. Poster-type signs, construction signs, real estate signs and banner signs are considered temporary signs provided they meet the following criteria:

1. Poster-type sign:

a. May not occupy more than 50 percent (50%) of the window area and may not be attached to the exterior surface of the window. Any interior sign which is within three (3) feet of the window glass and which is visible from the outside of the building shall be considered a window sign even though it may not be affixed directly to the glass. Window displays of actual or sample products or merchandise offered for sale or rent on the business premises shall not be considered window/poster signs.

b. Shall be related to use conducted or goods available on the premises.

c. May not be used for more than twenty-one (21) consecutive calendar days.

2. Construction sign:

a. Identifies parties involved in construction on the same premises only

b. Shall not be utilized for more than one (1) year, or for the duration of work on the lot, whichever is longer

- c. Shall be removed promptly by contractor within fourteen (14) calendar days of the completion of work.
- 3. Real Estate sign:
  - a. Shall be related to sale, rental, or lease of same lot;
  - b. Shall be removed within fourteen (14) calendar days after sale, rental, or lease.
- 4. Banner sign:
  - a. Shall be considered a temporary sign provided it meets the following criteria:
    - i. A banner sign intended to advertise a business establishment prior to permanent signing.
    - ii. To be erected without a building permit for a maximum of thirty (30) days in a calendar year.
    - iii. Shall comply with the dimensional requirements of 6-7.6.
    - iv. Shall be attached to the building.
  - b. A banner sign intended to advertise a special event:
    - i. Shall be no greater than seventy-five (75) square feet in area.
    - ii. May be erected without a building permit for a maximum of sixty (60) days in a calendar year, and
    - iii. Shall be removed within seven (7) calendar days after the event is over.
- 5. Sandwich board sign:
  - a. A sign structurally separate from a building and being supported on itself, usually on legs; a sandwich board sign shall be moveable and without permanent anchoring. Said sign shall have no more than six (6) square feet in area on each side of a two-dimensional double-faced sign, shall be constructed of materials intended for outdoor use and shall not impair visibility or ability to use any public way or public area, and must be removed every day.
  - b. Sandwich Board signs may be left in place for a maximum of thirty (30) days in a calendar year without a building permit.
- 6. Flags:
  - a. An advertising device constructed of fabric or flexible material intended to wave in the wind.
  - b. A total of three (3) flags will be permitted including one (1) "OPEN" flag and up to two (2) additional targeted message flags.
  - c. Total square area shall not exceed thirty (30) square feet and shall comply with the provisions of 6-7.4 and 6-7.5.
  - d. All flags shall be removed at the end of each business day.

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#### ARTICLE 4: LIMITING TIMING OF TARGET / SKEET SHOOTING

Motion made by David Doane, duly seconded, that Article 4 be indefinitely postponed.

*Voted by the Majority.*

ARTICLE 5: AMENDMENT OF THE COMMUNITY PRESERVATION ACT

Motion made by Kimberly Drake, duly seconded, that the Town vote to amend its acceptance of the Community Preservation Act, Massachusetts General Laws, Chapter 44B, sections 3-7, as approved by the voters at the May 14, 2007 Annual Town Election, by increasing the surcharge from 0.5% to 1.5%, to be implemented beginning in Fiscal Year 2017; provided, however, that before such surcharge increase may take effect, the change must be approved by the voters at the 2016 Annual Town Election to be held in the Town of Essex on May 9, 2016.

*Voted by the Majority.*

ARTICLE 6: CORRECTION OF 2012 ANNUAL REPORT

Motion made by Susan Gould Coviello, duly seconded, that Article 6 be indefinitely postponed.

*Voted Unanimously.*

ARTICLE 7: BYLAW CORRECTION: BOARD OF APPEALS MGL REFERENCE

Motion made by Lisa O'Donnell, duly seconded, that the Town vote to amend Section 2-8.4 BOARD OF APPEALS of the Town of Essex Bylaws by correcting a reference to the General Laws as shown in Article 7 of the Warrant.

*Voted Unanimously.*

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**Text of Article 7 as shown in the Warrant:**

ARTICLE 7

To see if the Town will vote to amend Section 2-8.4 BOARD OF APPEALS of the Town of Essex Bylaws, which currently reads:

2-8.4 BOARD OF APPEALS. The town shall establish a board of appeals for the planning board consisting of three members with powers as provided in Chapter 41, Section 81R of the General Laws.

The board of appeals shall be appointed for terms of such length, and so assigned that the terms of one member shall expire each year. Three associate members shall likewise be appointed with powers as provided in Chapter 41 of the General Laws.;

by correcting the reference to the Massachusetts General Laws in the second line, so that it reads: "Chapter 41, Section 81Z"; or take any other action relating thereto.

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ARTICLE 8: BYLAW CORRECTION: UPDATE DUPLICATE OR MISSING SECTION NUMBERS IN CHAPTER II

Motion made by David Doane, duly seconded, that the Town vote to make numbering changes to the Town of Essex Bylaws as shown in Article 8 of the Warrant.

*Voted Unanimously.*

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**Text of Article 8 as shown in the Warrant:**

ARTICLE 8

To see if the Town will vote to assign a section number, 2-25, to the Essex bylaw section entitled “Water Restriction Bylaw” and to change the section number for the Essex bylaw section entitled “Stretch Energy Code” from 2-23 to 2-24, to avoid a conflict with another section; or take any other action relating thereto.

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ARTICLE 9: TRANSFER TO ASSISTANT TOWN CLERK WAGE LINE ITEM

Motion made by Susan Gould Coviello, duly seconded, that the Town vote to transfer from Free Cash the sum of \$3,500 to be added to the Assistant Town Clerk’s wage line item in the fiscal year 2016 budget.

*Voted Unanimously.*

ARTICLE 10: IMPROVEMENTS TO THE SENIOR CENTER

Motion made by Keith Symmes, duly seconded, that the Town vote to transfer from Free Cash the sum of \$2,000 for the completion of improvements to the Essex Senior Center.

*Voted by the Majority.*

ARTICLE 11: FUNDING THE TOWN’S OPEB TRUST FUND

Motion made by Justin Bourgette, duly seconded, that the Town vote to transfer from Free Cash the sum of \$200,000 to be added to the Town’s Other Post-Employment Benefits (OPEB) Trust Fund.

*Voted Unanimously.*

ARTICLE 12: FUNDING PROJECTS WITH COMMUNITY PRESERVATION FUNDS

Motion made Kimberly Drake, duly seconded, move that the Town appropriate from available Community Preservation funds the amounts recommended by the Community Preservation Committee for specific projects, all as specified on the Community Preservation Act Town Meeting Handout.

*Voted Unanimously.*

ARTICLE 13: TRANSFER FUNDS TO WATER ENTERPRISE MAINTENANCE LINE ITEM  
Motion made Paul Rullo, duly seconded, that the Town transfer from Water Enterprise Free Cash the sum of \$58,000 to be added to the Water Enterprise Fund maintenance line item for fiscal year 2016.

*Voted Unanimously.*

ARTICLE 14: TRANSFER FUNDS TO SEWER ENTERPRISE MAINTENANCE LINE ITEM  
Motion made by Paul Rullo, duly seconded, that the Town transfer from Sewer Enterprise Free Cash the sum of \$35,000 to be added to the Sewer Enterprise Fund maintenance line item for fiscal year 2016.

*Voted Unanimously.*

ARTICLE 15: PURCHASING LIGHTING FOR THE CAUSEWAY  
Motion made by David Doane, duly seconded, that Article 15 be indefinitely postponed.

*Voted Unanimously.*

ARTICLE 16: MAINTENANCE ON THE FOLSOM PAVILION  
Motion made by Lisa O'Donnell, duly seconded, that the Town vote to transfer from Free Cash the sum of \$20,000 for materials and labor necessary to repair and/or alter and/or replace the Folsom Pavilion at the Centennial Grove.

*Voted by the Majority.*

ARTICLE 17: REMOVAL AND PURCHASE OF TREES AT 30 MARTIN STREET  
Motion made by Susan Gould Coviello, duly seconded, that the Town vote to transfer from Free Cash the sum of \$3,000 for the removal of trees and the purchase and planting of a tree or trees on the grounds of the Town Hall/Library property at 30 Martin Street.

*Voted by the Majority.*

ARTICLE 18: BICENTENNIAL CELEBRATION FUND  
Motion made by Dawn Burnham, duly seconded, that the Town vote to transfer from Free Cash the sum of \$5,000 to be added to the Essex Bicentennial Celebration Fund.

*Voted by the Majority.*

ARTICLE 19: CAPITAL IMPROVEMENT FUNDS  
Motion made by Justin Bourgette, duly seconded, that the Town vote to transfer from Free Cash the sum of \$15,000 to be added to each of the following funds: building capital improvements fund, recreational capital improvements fund, and purchase of vehicles and major equipment that qualify as capital purchases fund, for a total appropriation of \$45,000.

*Voted Unanimously.*

ARTICLE 20: RESERVE FUND  
Motion made by Justin Bourgette, duly seconded, that the Town vote to transfer from Free Cash, the sum of \$70,000 to replenish the Finance Committee's Reserve Fund for fiscal year 2016.

*Voted by the Majority.*

ARTICLE 21: UNPAID BILLS FROM PAST FISCAL YEARS

Motion made by Justin Bourgette, duly seconded, that Article 21 be indefinitely postponed.

*Voted Unanimously.*

Moderator Rolf P. Madsen, duly seconded, moved to dissolve the meeting at 8:37 p.m.

*Voted Unanimously.*

A true copy.

Attest: \_\_\_\_\_  
Christina J. St. Pierre, Town Clerk

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**Town of Essex - Election Results**

*Annual Town Election – May 11, 2015*

***Assessor, for 3 years***

RICHARD S. CAIRNS	145
SCATTERED	0
BLANKS	19

***Moderator, for 1 year***

ROLF P. MADSEN	121
SCATTERED	1
BLANKS	42

***Selectman, for 3 years***

DAVID A. DOANE	159
SCATTERED	0
BLANKS	5

***Two Constables, for 1 year  
years***

ROBERT P. BRADLEY	133
RAYMOND GREENE	10
SCATTERED	2
BLANKS	183

***Housing Authority, for 4 years***

MARGOT C. HAMMON	140
SCATTERED	0
BLANKS	24

***Planning Board, for 5 years***

DEXTER A. DOANE	152
SCATTERED	0
BLANKS	12

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

ALLISON M. PAPPS	137
SCATTERED	0
BLANKS	27

***Regional School Committee, for 3***

ANN O. CAMERON	141
SCATTERED	0
BLANKS	23

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

JENNIFER MAYER	137
SCATTERED	0
BLANKS	27

A true copy.

Attest:

\_\_\_\_\_  
Christina J. St. Pierre, Town Clerk

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Respectfully submitted,  
Christina J. Wright, Appointed Town Clerk,  
Board of Registrars Chair,  
Notary Public | Justice of the Peace

## TOWN PLANNER

Matt Coogan has been the part-time Town Planner since July of 2014. His two main projects for the fiscal year of 2015 have been to aid in the development of the Town's Strategic Plan and to manage the Town's successful effort to achieve Green Community designation. Matt provided staff assistance to the Strategic Planning Committee as they worked towards creating the Town's Strategic Plan. In addition, Matt successfully applied for funding for technical assistance from the Metropolitan Area Planning Council to help develop the plan. Mr. Coogan will continue to work with the SPC and various Town departments to prioritize and implement actions that were developed in the Strategic Plan.

Under guidance of the Board of Selectmen, Matt assembled and submitted the application package to the Department of Energy Resources, which included working with various Town departments to create a 5 year energy reduction plan for municipal facilities. Essex achieved Green Communities Designation in December of 2015, and DOER awarded the Town with a \$130,270 grant, which will be applied to energy efficiencies associated with the Town Hall renovation. As a Green Community, Essex will be eligible for additional grant funding for municipal projects that improve energy efficiency, and Matt will work with Town departments and the State on funding future projects.

Matt also attends the MAPC subcommittee's monthly North Shore Task Force meetings, which is an opportunity for municipal planners to convene and address regional planning issues.

Matt holds office hours on Tuesday morning from 7 to 8 AM and Wednesday evenings from 5 to 7PM.

Respectfully submitted,  
Matthew Coogan

## 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 Antell, CMMT, CMMC

### **BANK BALANCES**

#### **GENERAL FUND:**

Petty Cash (All Departments)	\$ 695.00
First Ipswich Bank Investment	\$ 258,840.62
Vendor	\$ 11,141.09
Payroll	\$ 8,969.98
Eastern Bank	\$ 239,794.00
Mass Municipal Depository Trust	\$ 119,065.06
Unibank Vendor Account	\$ 13.51
Unibank On-Line Payment Account	\$ 150,558.92
Bank Gloucester	\$ 950,871.20
Unibank/Money Market	<u>\$ 2,381,400.39</u>
Sub-total	\$ 4,121,349.77

#### **OTHER FUNDS:**

Unibank/Conservation Fund	\$ 22,179.16
First Ipswich Bank/Water Fund	\$ 32,337.07
First Ipswich Bank/Sewer Fund	\$ 155,776.66
Bartholomew-Southern Conomo Point	\$ 7,694,355.85
First Ipswich Bank – Conomo Point Deposits	\$ 5,000.00
Unibank/Water Money Market	\$ 122,864.38
Unibank/Sewer Money Market	\$ 768,989.21
Unibank/VanWyck Low Farms	\$ 73,382.29
Unibank-Ambulance Fund	\$ 349,012.86
First Ipswich Bank/Clerk of Works/Tara Road	\$ 1,775.05
FIB/Ipswich CPA Fund	\$ 19,234.11
Unibank/Cultural Council	\$ 3,859.95
Cape Ann Savings Bank – Stabilization	\$ 318,567.95
Unibank – Stabilization	\$ 345,527.63
Unibank – Stabilization Town Building Capital Improvement Fund	\$ 6,006.27

Unibank – Stabilization Recreational Capital Improvement Fund	\$ 6,006.27
Unibank – Stabilization Vehicle & Major Equip Capital Improvement Fund	\$ 6,006.27
Unibank/Essex CPA Fund	<u>\$ 168,903.31</u>
Sub-total	\$10,099,784.29

<b>TOTAL GENERAL AND OTHER FUNDS</b>	<b>\$14,221,134.06</b>
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**TRUST FUND BALANCES**

**Bartholomew – OPEB Trust**

Balance 07/01/14	\$ 32,751.51
TOE A/6-11/18714 STM	\$ 52,500.00
Earnings	<u>\$ 797.75</u>
Balance 06/30/15	<b>\$ 86,049.26</b>

**Unibank - L.T. Burnham**

Balance 07/01/14	\$ 96,910.31
Expenses	(\$ 0.00)
Earnings	<u>\$ 145.48</u>
Balance 06/30/15	<b>\$ 97,055.79</b>

**Unibank - Albert E. Cogswell**

Balance 07/01/14	\$ 72,308.67
Earnings	<u>\$ 108.55</u>
Balance 06/30/15	<b>\$ 72,417.22</b>

**Unibank – Jefferson Coolidge**

Balance 07/01/14	\$ 35,500.47
Earnings	<u>\$ 53.29</u>
Balance 06/30/15	<b>\$ 35,553.76</b>

**Unibank – Municipal Building Insurance**

Balance 07/01/14	\$ 24,978.80
Earnings	<u>\$ 37.49</u>
Balance 06/30/15	<b>\$ 25,016.29</b>

**Unibank – Ryder Estate**

Balance 07/01/14	\$ 176,845.21
Earnings	<u>\$ 265.46</u>
Balance 06/30/15	<b>\$ 177,110.67</b>

**Unibank – Selectmen/WWII Memorial**

Balance 07/01/14	\$ 2,576.25
Earnings	<u>\$ 3.89</u>
Balance 06/30/15	<b>\$ 2,580.14</b>

<b>TOTAL TRUST FUNDS</b>	<b>\$ 495,783.13</b>
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**CEMETERY FUNDS**

**Unibank - Perpetual Care**

Balance 07/01/14	\$ 204,516.44
Income	\$ 5,400.00
Expenses Cemetery Vote Transfer 3/22/14	(\$ 2,400.00)
Earnings	<u>\$ 306.54</u>
Balance 06/30/15	\$ 207,822.98

**Unibank - Flower Fund**

Balance 07/01/14	\$ 4,158.68
Income	\$ 0.00
Expenses	(\$ 561.22)
Earnings	<u>\$ 1.14</u>
Balance 06/30/15	\$ 3,598.60

**Unibank - Lot Care**

Balance 07/01/14	\$ 24,364.25
Income	\$ 11,925.00
Cemetery Budget (FY15 \$8,710 less FY14 Unspent \$3,322.94 returned)	(\$ 5,387.06)
Earnings	<u>\$ 37.08</u>
Balance 06/30/15	\$ 30,939.27

**Unibank - Sale of Lots**

Balance 07/01/14	\$ 4,808.66
Income	\$ 6,900.00
Cemetery Budget	(\$ 2,400.00)
Earnings	<u>\$ 8.48</u>
Balance 06/30/15	\$ 9,317.14

<b>TOTAL CEMETERY FUNDS</b>	<b>\$ 251,677.99</b>
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<b>GRAND TOTAL – ALL FUNDS</b>	<b>\$14,968,595.18</b>
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## TOWN OF ESSEX PAYROLL FY 2015

### AMBULANCE:

Albani, James	\$	421.26		
Ball, Daniel	\$	129.81		
Burnham, Westley	\$	1,135.62		
Doucette, Dan	\$	1,314.81		
Good, Travis	\$	20.06		
Grant, Warren J	\$	19.67		
Hoare, Henry Peter	\$	4,399.27		
Lafata, Joseph	\$	1,197.07		
Nieberle, Ernest Jr	\$	2,695.44		
Reader, Ramie	\$	6,580.83		
Reed, Sean	\$	99.13		
Silva, Nicholas	\$	19.67		
Soucy, Michael A	\$	1,444.32		
Stavros, George	\$	200.21		
Thompson, David	\$	2,415.76		
Woodman, Eian	\$	2,686.96		
<b>Total Ambulance</b>			\$	<b>24,779.89</b>

### ANIMAL CONTROL OFFICER:

Reilly, Amelia	\$	8,900.00		
<b>Total Animal Control Officer</b>			\$	<b>8,900.00</b>

### ANIMAL HEALTH INSPECTOR:

Stone, Pamela	\$	5,500.00		
<b>Total Animal Health Inspector</b>			\$	<b>5,500.00</b>

### BOARD OF ASSESSORS:

Cairns, Richard	\$	6,191.00		
Ewing, Barry	\$	4,337.00		
Harrell, Brenda J	\$	39,231.55		
Palumbo, Gillian	\$	4,272.28		
Wilhelm, Kurt	\$	4,337.00		
<b>Total Board of Assessors</b>			\$	<b>58,368.83</b>

### BOARD OF HEALTH:

Cook, Lianne T	\$	4,359.60		
Lee, Christine M	\$	3,670.86		
Mc Gough, Marion J	\$	337.51		
White, Ann E	\$	44,439.57		

Wozny, Elaine M	\$	73,701.71	
<b>Total Board of Health</b>			<b>\$ 126,509.25</b>
BOARD OF SELECTMEN:			
Coogan, Matthew R	\$	8,980.00	
Coviello-Gould, Susan	\$	1,050.00	
Greel, Daniel	\$	1,680.00	
Jones, Jeffrey D	\$	1,050.00	
O'Donnell, Lisa J	\$	1,050.00	
Witham, Pamela J	\$	60,202.37	
<b>Total Board of Selectmen</b>			<b>\$ 74,012.37</b>
BUILDING INSPECTORS:			
Holton, Lucius W	\$	4,523.00	
Sanborn, William A	\$	12,920.00	
<b>Total Building Inspectors</b>			<b>\$ 17,443.00</b>
CEMETERY DEPARTMENT:			
Kneeland, Travis J	\$	2,511.25	
Wright, David J	\$	35.00	
<b>Total Cemetery Department</b>			<b>\$ 2,546.25</b>
CONSERVATION COMMISSION:			
Cunningham, Deborah	\$	9,760.33	
Decie, William C	\$	293.75	
Stevens, Samantha H	\$	1,098.90	
<b>Total Conservation Commission</b>			<b>\$ 11,152.98</b>
COUNCIL ON AGING:			
Crockett, Kristen S	\$	9,932.00	
Konopka, Geraldine	\$	6,461.98	
<b>Total Council on Aging</b>			<b>\$ 16,393.98</b>
ELECTION WORKERS:			
Addison, Phyllis	\$	130.00	
Ball, Sheila	\$	30.00	
Bradford, Bonnie	\$	50.00	
Brophy, Ardrith	\$	210.00	
Burnham, Michael	\$	22.50	
Carr, Rosemarie	\$	210.00	
Cataldo, Vickie H	\$	517.50	
Davis, Crystal	\$	27.50	
Davis, Pamela S	\$	30.00	
Doucette, Priscilla	\$	230.00	

Elwell, Kimball D	\$	140.00	
Estes, Kristina M	\$	60.00	
Feener, Nancy J	\$	167.50	
Ferriero, Julie	\$	20.00	
Fitzgibbon, Robert S	\$	27.50	
Fossa, Wendy A	\$	37.50	
Ginn, Sandra	\$	65.00	
Greene, Karen J	\$	10.00	
Guerin, Elizabeth	\$	112.50	
Guerin, Genevieve	\$	210.00	
Hull, Ellen M	\$	67.50	
Knowlton, Carolyn	\$	315.00	
Lane, Tina	\$	20.00	
Lifka, Deborah L	\$	25.00	
Lifka, Mariah R	\$	25.00	
Lynch, Suzanne A	\$	400.00	
Osburn, Linda L	\$	62.50	
Parady, Susan T	\$	210.00	
Polley, Diane	\$	70.00	
Rich, Sally Ann	\$	115.00	
Ross, Richard	\$	37.50	
Soucy, Carol L	\$	32.50	
Story, Elizabeth J	\$	22.50	
Wright, Karen H	\$	25.00	
Wright, Laura J	\$	22.50	
<b>Total Election Workers</b>			<b>\$ 3,757.50</b>

**FIRE DEPARTMENT:**

Albani, James	\$	1,701.98
Ball, Daniel	\$	1,217.03
Barrett, David W	\$	6,726.84
Carter, Keith C	\$	3,071.90
Cavender, Robert B	\$	278.89
Crocker, Samuel	\$	1,005.43
Dagle, Mary Elinor	\$	45,571.22
Doane, Dexter Alan	\$	178.59
Dort, Richard H	\$	460.99
Doucette, Dan	\$	19,575.07
French, Michael	\$	98.74
Gallant, Ronald	\$	338.68
Good, Travis	\$	2,029.27
Grant, Warren J	\$	2,340.59
Heath, Jason	\$	479.10
Jackson, Corey P	\$	3,134.22

Lafata, Joseph	\$	1,338.95	
Leeds, Barron L	\$	14,169.79	
McNeilly, James T	\$	1,484.44	
Muise, Ivan	\$	59.40	
Neal, Edward S	\$	2,230.06	
Nieberle, Ernest Jr	\$	3,827.06	
O'Bryan, Jonathan W	\$	7,195.80	
Ouellette, Nicholas	\$	8,106.07	
Parsons, Kent	\$	9,990.54	
Pereen, David O	\$	1,687.66	
Perrigo, Joan M	\$	4,909.64	
Pizzo, Anthony M	\$	1,080.90	
Price, Amy E	\$	177.81	
Ray, Andrew C	\$	12,757.70	
Reader, Ramie	\$	2,383.84	
Reed, Ryan M	\$	516.10	
Reed, Sean	\$	1,106.90	
Rich, Sally Ann	\$	6,377.79	
Savory, Scott	\$	140.42	
Soucy, Michael A	\$	12,911.53	
Stavros, George	\$	3,628.52	
Thompson, David	\$	14,087.11	
<b>Total Fire Department</b>			<b>\$ 198,376.57</b>
FIRE DEPARTMENT - PRIVATE DUTY:			
McNeilly, James T	\$	4,304.05	
Soucy, Michael A	\$	2,059.28	
<b>Total Fire Department - Private Duty</b>			<b>\$ 6,363.33</b>
HARBORMASTER:			
Davekos, Peter R	\$	168.48	
Fialho, Daniel	\$	9,542.78	
Perry, Troy R	\$	2,158.65	
Shute, Thomas R	\$	1,352.62	
Thatcher, John G	\$	842.40	
<b>Total Harbormaster</b>			<b>\$ 14,064.93</b>
HIGHWAY DEPARTMENT:			
Alger, Benjamin F	\$	131.75	
Burnham, Cory E	\$	6,540.00	
Burnham, Dennis	\$	55,565.97	
Davis, Amanda	\$	50,702.69	
Desmond, Sean D	\$	7,438.15	
Galli, Michael	\$	91,707.97	

Goodwin, Paul	\$	106,011.93	
Harrigan, Ralph	\$	16,700.36	
Johnson, Robert P	\$	16,629.00	
Merrithew, Benjamin J	\$	68,109.43	
Muise, Ivan	\$	33,494.13	
Nangle, Gayle M	\$	18,883.18	
Stanton, Alfred K	\$	49,737.25	
Wile, Christopher	\$	438.40	
Wright, Christopher E	\$	5,036.50	
<b>Total Highway Department</b>			<b>\$ 527,126.71</b>
LIBRARY:			
Cairns, Beth	\$	3,068.50	
French, Deborah	\$	48,158.88	
Theriault, Rachel V	\$	2,037.35	
Wanner, April L	\$	20,713.00	
<b>Total Library</b>			<b>\$ 73,977.73</b>
PLANNING BOARD:			
Feener, Mary Ellen L	\$	13,365.04	
<b>Total Planning Board</b>			<b>\$ 13,365.04</b>
PLUMBING INSPECTOR:			
Corriere, Richard P	\$	5,674.00	
<b>Total Plumbing Inspector</b>			<b>\$ 5,674.00</b>
POLICE DEPARTMENT:			
Berube, Thomas	\$	3,813.16	
Brewer, Mark E	\$	13,524.98	
Bruce, Daniel J	\$	62,290.86	
Davis, Ryan W	\$	84,078.12	
Edwards, Alexander F	\$	75,286.11	
Ewing, Katrina	\$	12,285.98	
Francis, Paul	\$	97,468.45	
French, Michael	\$	91,586.38	
Gilardi, Robert	\$	97,991.89	
Guzofski, Melissa M	\$	5,144.58	
Kent, David S	\$	2,133.27	
Lipinski, Chad	\$	13,824.02	
Lipinski, Chad	\$	2,868.58	
Peoples, Paul C	\$	60,985.02	
Romeos, James C	\$	92,597.40	
Shamshak, Thomas	\$	100,784.14	
Silva, Peter	\$	125,121.30	

Vangelist, David J	\$	13,591.97	
Vangelist, David J	\$	336.00	
<b>Total Police Department</b>			<b>\$ 955,712.21</b>
POLICE DEPARTMENT - PRIVATE DUTY:			
Bruce, Daniel J	\$	5,624.74	
Davis, Ryan W	\$	4,422.50	
Edwards, Alexander F	\$	7,411.50	
Francis, Paul	\$	854.24	
French, Michael	\$	9,526.17	
Gilardi, Robert	\$	1,367.92	
Peoples, Paul C	\$	11,613.00	
Romeos, James C	\$	2,935.20	
Shamshak, Thomas	\$	11,423.78	
<b>Total Police Department - Private Duty</b>			<b>\$ 55,179.05</b>
SHELLFISH DEPARTMENT:			
Hartley, Stephen F	\$	4,201.92	
Knovak, William J	\$	40,716.20	
Wilson, Peter	\$	3,208.14	
<b>Total Shellfish Department</b>			<b>\$ 48,126.26</b>
TOWN ACCOUNTANT:			
Friedrich, Brooke H	\$	6,723.34	
Tieri, Roxanne F	\$	39,832.39	
<b>Total Town Accountant</b>			<b>\$ 46,555.73</b>
TOWN ADMINISTRATOR/PERSONNEL OFFICER:			
Zubricki, Brendhan D	\$	137,898.33	
<b>Total Town Administrator/Personnel Officer</b>			<b>\$ 137,898.33</b>
TOWN CLERK:			
Burnham, Dawn A	\$	502.50	
Burnham, Dawn A	\$	7,341.25	
St. Pierre, Christina J	\$	57,026.05	
<b>Total Town Clerk</b>			<b>\$ 64,869.80</b>
TOWN CUSTODIAN:			
Muise, Gerald	\$	18,901.68	
<b>Total Town Custodian</b>			<b>\$ 18,901.68</b>
TOWN MODERATOR:			
Madsen, Rolf	\$	100.00	
<b>Total Town Moderator:</b>			<b>\$ 100.00</b>

TREASURER/COLLECTOR:

Antell, Virginia	\$	71,670.04	
Elwell, Dorothy M	\$	43,269.31	
<b>Total Treasurer/Collector</b>			<b>\$ 114,939.35</b>

WATER/SEWER:

Churchill, Arthur F	\$	65,462.02	
Frithsen, David W	\$	95,653.96	
Heitz, Eric T	\$	72,525.35	
O'Neil, Brian C	\$	68,334.22	
<b>Total Water/Sewer</b>			<b>\$ 301,975.55</b>

<b>GRAND TOTAL - All Departments</b>			<b>\$ 2,932,570.32</b>
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## EASTERN ESSEX DISTRICT DEPARTMENT OF VETERANS' SERVICES

Eastern Essex Veterans Services is charged under Massachusetts General Laws Chapter 115 with providing services to Veterans, their survivors, and dependents. The Town funds this program for their resident Veterans, and is subsequently reimbursed 75% by the Commonwealth. It is the responsibility of this dependent to follow the process dictated by the Department of Veteran Services so that the Town receives fully allowed reimbursement. The Veteran Services' Department acts as liaison between the Veteran and the State and Federal Government. This department assists Veterans with all benefits related to their Military Service; Service-Connected Disabilities, Bonuses, Pension/Annuities, Aid and Attendance, Burial Benefits, Military Records, etc.

The Commonwealth has an exam to certify the Veteran Service Officer (VSO). If the VSO does not pass the exam, then there is a chance that the Town would not receive the full 75% reimbursement. I am now a Certified Veteran Service Officer working for the Town. The department has made great strides in trying to make it more of a paperless office by scanning and uploading documents.

There has been a significant amount of personnel change in the Veterans Services Department. Ryan Lennon, former Veteran Services Director, resigned in May to take a Civil Service position. Karen Tyler was hired as the Veteran Services Director in July. After 30 years working in Veterans Services, Georgia Gadbois has retired. Tracey Brown took her place as the Administrative Assistant in December. The change has been a great asset to the Towns and their Veterans. The Department is moving forward in the right direction.

The focus for 2016: There will be more outreach, so the Veterans can be educated on the benefits to which they are entitled. Powers and Sullivan, LLC has been retained to conduct a financial audit. The department will document policies, procedures, and best practices. The District By-Laws will be updated.

Respectfully submitted,  
Karen F. Tyler, Director of Veterans' Services

## 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, Sue Lufkin, Ted Marshall, Katrina Haskell, Dana Moore, the Essex Police Department, and Nancy Dudley (including the yard staff at the Essex Historical/Shipbuilding 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 and the many other volunteers, sponsors, clergy, and organizations who all give so much to make the Holiday Festival so special for the Town. We would like to thank volunteer parents for organizing the Easter Egg Hunt at Memorial Park in the spring. We anticipate repeating 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 2015 featured the fifth year of the YMCA's operation and maintenance of the Centennial Grove during camp hours. This fifth year represented the second year of a new, ten-year contract with the YMCA, the extended timeframe for which was approved by the Town Meeting. 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*

Lisa J. O'Donnell, Chairman  
Susan Gould-Coviello  
David A. Doane