

TOWN ANNUAL REPORT ESSEX, MASSACHUSETTS 2016

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 was temporarily relocated to 74 Martin Street, while 30 Martin Street undergoes renovations, which are expected to be completed in May, 2017.)

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

John Matheson (February 2016)

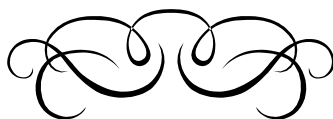
James L. Mulcahy, Jr. (March 2016)

Marlene Sanders (March 2016)

Ruth Smith (April 2016)

George Bragdon (July 2016)

Ruth (Betsy) E. Bevilacqua (November 2016)



TOWN OF ESSEX

ELECTED TOWN OFFICERS 2016-2017

BOARD OF ASSESSORS

Barry Ewing	Term Expires 2017
Richard S. Cairns, Chairman	Term Expires 2018
Kurt Wilhelm	Term Expires 2019

BOARD OF HEALTH

David Driscoll, Chair	Term Expires 2017
Alison Roderick Papps	Term Expires 2018
Ruth Price	Term Expires 2019

BOARD OF LIBRARY TRUSTEES

Diane Kotch	Term Expires 2017
Jennifer Mayer	Term Expires 2018
Beth Cairns	Term Expires 2019

BOARD OF SELECTMEN

Susan Gould-Coviello	Term Expires 2017
David A. Doane	Term Expires 2018
Lisa J. O'Donnell, Chairman	Term Expires 2019

CONOMO POINT COMMISSIONERS

Susan Gould-Coviello	Term Expires 2017
David A. Doane	Term Expires 2018
Lisa J. O'Donnell, Chairman	Term Expires 2019

CONSTABLE

Robert Bradley	Term Expires 2017
Raymond Greene	Term Expires 2017

ESSEX HOUSING AUTHORITY

Cliff Ageloff (State Appointee)	Term Expired 2015
Beth Cairns	Term Expires 2017
Harold Addison	Term Expires 2018
Margot C. Hammon	Term Expires 2019
Roger Tyler	Term Expires 2021

Irene Frontiero, Interim Superintendent

PLANNING BOARD

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
William French	Term Expires 2021

SCHOOL COMMITTEE

Alva Ingaharro	Term Expires 2017
Annie Cameron	Term Expires 2018
Sarah Parsons Wolf	Interim Term Expires 2019

TOWN MODERATOR

Rolf Madsen	Term Expires 2017
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TOWN OF ESSEX
APPOINTED TOWN OFFICERS
BOARDS & COMMITTEES 2016-2017

ACTION, INC. REPRESENTATIVE

Courtney Lane	June 30, 2017
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ADA COORDINATOR

William Sanborn	June 30, 2017
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ANIMAL HEALTH INSPECTOR

Pamela Stone	February 28, 2017
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ANIMAL/DOG CONTROL OFFICER

Amelia Reilly	June 30, 2017
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APPEALS BOARD

Keith Carter	January 31, 2017
Margaret M. Nelson	January 31, 2019
Edwin Perkins	January 31, 2018
Richard Carter – Alternate	January 31, 2018
Michael Davis - Alternate	January 31, 2018

BICENTENNIAL COMMITTEE

Emily Bourgette	Dawn Burnham, Chair
Robert Coviello	Laura Doyle
Laurel Eisenhower	David Gabor
Julie LaFontaine	Sue Lufkin
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

Paul Rullo	May, 2017
Trescott DeWitt, Chair	May, 2018
Brian Feener	May, 2019

BOARD OF PUBLIC WORKS SUPERINTENDENT – Paul Goodwin

BOARD OF REGISTRARS

Vickie Cataldo	June 30, 2017
Suzanne Lynch	June 30, 2018
Vacancy	June 30, 2019

BUILDING DEPARTMENT

William Sanborn, Building Inspector	June 30, 2017
L. William Holton, Assistant Building Inspector	June 30, 2017
Mary Ellen Feener, Building Inspector's Clerk	

BURIAL AGENT

Blake Story	June 30, 2017
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CATC REPRESENTATIVE

Vacancy	June 30, 2017
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CABLE TV REGIONAL REPRESENTATIVE

Barry O'Brien	June 30, 2017
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CATV REPRESENTATIVE

Barry O'Brien	June 30, 2018
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CENSUS LIAISON - Christina St. Pierre

COMMUNITY PRESERVATION COMMITTEE

Conservation Commission Representative	June 30, 2017
Essex Housing Authority Representative	June 30, 2017
Kim Drake, Chairperson (Planning Board)	June 30, 2017
Michael Galli (Water Department)	June 30, 2017

Richard Ross (Finance Committee)	June 30, 2017
Richard Stevens (Essex Historical Commission)	June 30, 2017
Peter Madsen	June 30, 2019

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 – Ken Whittaker

CONSERVATION CLERK – Deborah Cunningham

CONSERVATION COMMISSION

Wallace Bruce	June 30, 2017
Michael Burke, Chair	June 30, 2017
Elisabeth Frye	June 30, 2017
Robert Brophy	June 30, 2018
Ted Marshall	June 30, 2018
Angus Bruce	June 30, 2019
Jack Schylling	June 30, 2019

COUNCIL ON AGING

Michelle French	June 30, 2017
Keith Symmes	June 30, 2017
Thayne Symmes	June 30, 2017
Ralph Hawley	June 30, 2018
Kay Joseph	June 30, 2018
Arlene Pizzo	June 30, 2018
Jessica Webb	June 30, 2018
Priscilla Doucette	June 30, 2019
Amelia Hamlen	June 30, 2019
Patricia McGrath	June 30, 2019
Mary Wilhelm	June 30, 2019

COUNCIL ON AGING INTERIM DIRECTOR – Kristin Crockett

EASTERN NATIONAL VETERANS DISTRICT REPRESENTATIVE – David A. Doane

EIGHT TOWNS & THE GREAT MARSH COALITION

Matthew Coogan	June 30, 2017
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ELECTRICAL INSPECTORS

Ramie Reader, Inspector	June 30, 2017
John Shields, Assistant Inspector	June 30, 2017

ESSEX CULTURAL COUNCIL

Jack Gale	June 30, 2017
Betsy Vicksell, Chair	June 30, 2017
Georgeann Richards	June 30, 2019
Lou Irwin	June 30, 2022
Ann Trudeau	June 30, 2022
Jim Trudeau	June 30, 2022

FENCE VIEWERS - Board of Selectmen

FIELD DRIVERS - All Patrolmen

FINANCE COMMITTEE

David Gabor	May, 2017
Mark McKenna	May, 2017
Richard Ross	May, 2017
Kenneth Riehl	May, 2018
Vacancy	May, 2019
Vacancy	May, 2020
Vacancy	May, 2020

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

FIRE DEPARTMENT BOARD OF ENGINEERS

Daniel Doucette, Chief	June 30, 2017
Keith Carter, Deputy Chief	June 30, 2017
Ramie Reader, Deputy Chief	June 30, 2017

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, 2017
HARBORMASTER - Peter G. Silva		
HARBORMASTER DEPUTY		
Daniel Fialho		June 30, 2018
HARBORMASTER ASSISTANTS		
Paul Albani		June 30, 2017
Troy Perry		June 30, 2017
Ryan Devaney		June 30, 2018
David Kent		June 30, 2018
Brian Buck		June 30, 2019
Chad Lipinski		June 30, 2019
Thomas Shute		June 30, 2019
HISTORICAL COMMISSION		
Robert Coveillo		June 30, 2017
Nathaniel Crosby		June 30, 2017
Richard Stevens, Chairperson		June 30, 2018
Keith Symmes		June 30, 2019
Vacancy		June 30, 2019
Kurt Wilhelm, Alternate		June 30, 2018
LICENSING CLERK – Pamela J. Witham		
LOCAL EMERGENCY PLANNING COMMITTEE		
Daniel Doucette, Fire Department		June 30, 2017
Lisa J. O'Donnell, Selectmen's Liaison		June 30, 2017
Peter G. Silva, Police Department		June 30, 2017
Erin Kirchner, Board of Health		June 30, 2017
Paul Goodwin, Board of Public Works		June 30, 2017
MASSACHUSETTS AREA PLANNING COUNCIL REPRESENTATIVE		
Peter Phippen		June 30, 2019
OPEN SPACE COMMITTEE		
Leslie Burns		June 30, 2017
Tamson Gardner		June 30, 2017
Lysa Leland		June 30, 2017
Julie Scofield, Chairperson		June 30, 2017
Vacancy		June 30, 2017
PERSONNEL BOARD - Board of Selectmen		
PLANNING BOARD CLERK – Mary Ellen Feener		
PLUMBING & GAS INSPECTORS		
Richard Corriere, Inspector		June 30, 2017
David Preen, Assistant Inspector		June 30, 2017

POLICE CHIEF – Peter G. Silva

POLICE OFFICERS (FULL-TIME)

Daniel Bruce	June 30, 2019
Ryan Davis	June 30, 2019
Alexander F. Edwards	June 30, 2019
Paul Francis, Sergeant	June 30, 2019
Michael French	June 30, 2019
Robert Gilardi	June 30, 2019
James Romeos	June 30, 2019
Thomas P. Shamshak	June 30, 2019

POLICE OFFICERS (PART-TIME)

Katrina C. Ewing	June 30, 2017
Michael C. Juliano	June 30, 2017
David Kent	June 30, 2017
David Landry	June 30, 2017
Chad Lipinski	June 30, 2017
Paul C. Peoples	June 30, 2017
Tom Shute	June 30, 2017
David J. Vangelist	June 30, 2017
Robert Wheway	June 30, 2017

POLICE OFFICERS (SPECIAL)

Daniel Casey	June 30, 2017
Ryan Devaney	June 30, 2017

SELECTMEN'S ASSISTANT – Pamela J. Witham

SHELLFISH ADVISORY COMMISSION

Jim Haskell	June 30, 2017
William Knovak	June 30, 2018
Robert Doane	June 30, 2019
Michael Pascucci	June 30, 2019

SHELLFISH CONSTABLES

Peter Wilson, Deputy Constable	June 30, 2017
David Sargent, Deputy Constable	June 30, 2018
William Knovak, Constable	June 30, 2019
Stephen Hartley, Deputy Constable	June 30, 2019

STRATEGIC PLANNING COMMITTEE

John Bediz (Conomo Point Planning Committee Representative)	June 30, 2017
Michael Burke (Conservation Committee Representative)	June 30, 2017
Annie Cameron (School Committee Representative)	June 30, 2017
Robert Coviello (Merchants Group Representative)	June 30, 2017
Skip Crocker (Planning Board Representative)	June 30, 2017
David Gabor (Finance Committee Representative)	June 30, 2017
Paul Goodwin (Department of Public Works Representative)	June 30, 2017
Peter Madsen (Community Preservation Committee Representative)	June 30, 2017
Charles McNeil (Shellfish Representative)	June 30, 2017

Lisa J. O'Donnell (Board of Selectmen Representative)	June 30, 2017
Julie Scofield (Open Space Committee Representative)	June 30, 2017
Keith Symmes (Council on Aging Representative)	June 30, 2017
Matt Coogan (Town Planner) – Ex-Officio Member	
Mark Fine (MAPC Representative) – Ex-Officio Member	
Brendhan Zubricki (Town Administrator) – Ex-Officio Member	

	SURVEYORS OF LUMBER, WOOD & BARK	
Vacancy		June 30, 2017

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 St. Pierre

TOWN CLERK, ASSISTANT – Dawn Burnham

TOWN COUNSEL

KP Law, P.C.	June 30, 2017
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TOWN PLANNER – Matthew Coogan

TREASURER/TAX COLLECTOR - Virginia Antell

TAX COLLECTOR'S CLERK - Dorothy Elwell

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 total renovation of the Town Hall and Library at 30 Martin Street is almost complete! 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. The Town staff is preparing for the move back from the temporary quarters located at 74 Martin Street and 245 Western Avenue. Many thanks to the staff of the Town Hall as well as the Library for their flexibility and adaptive spirit during the past sixteen months.

The Manchester Essex School District is continuing the process toward the construction of a new elementary school to replace the deteriorating Memorial School in Manchester. The required feasibility study was funded by both towns in 2016 and the District will bring on a Project Manager before the study commences.

With respect to our natural resources and recreation areas, we have made great strides toward the Town's readiness for Essex salt marsh restoration/enhancement and Essex River dredging funding. With the help of Congressman Moulton's Office, Senator Markey's Office, and the U.S. Army Corps of Engineers, the Essex River Federal Channel has been officially re-designated, making the Channel entirely encroachment-free (a pre-requisite to any future Federal funding). The Army Corps of Engineers has conducted additional survey and testing work and has recently announced the funding of a Feasibility Study to determine how dredged materials may be used to restore or enhance our own River system. If the study finds certain techniques to be viable and environmentally-sound, it will help the Town prepare for sea level rise while restoring navigability to our waterways.

The Harbormaster has continued to oversee boat launching at the Town Landing. The assessment of a fee for non-resident launching continues to generate revenue. The Police Department has been helpful with additional patrols at Centennial Grove, which has eliminated vandalism and unwanted activity after sunset. The Department also assists with regular daytime patrols during the summer season, since Centennial Grove is now a residents-only facility, with the display of a resident tag required of all users. We would like to express our thanks to Chief Silva and his departments for helping in these areas.

Regarding Conomo Point, the Board has brought the last remaining elements of the Essex Consent Decree (which were all focused on the Point) to a conclusion. The Town no longer has to report new developments on a quarterly basis, something which has faithfully been done since 1996. Robbins Island joins Beach Circle and the Southern area as former Town property that has been sold to former tenants. The Town does, however, maintain a public presence in each of these areas since certain properties in each area were retained for future public use. Twenty-year leases for all inhabited properties in Northern Conomo Point commenced as of January 1, 2017, a development that will yield about \$10 million in non-tax revenue for the Town over the life of the

leases. Other areas in the north, such as vacant and accessory lots, are only being leased on a year-to-year basis, allowing for potential public use in the future. Further, the Town's first public waterfront access improvement project, which was funded by Town Meeting in 2016 should be complete by Memorial Day Weekend, 2017. 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 and 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:

- Attainment of Green Community Status, as guided by Town Planner Matt Coogan
- Regional Cable Contract Negotiations and Successor Contract
- Successful FEMA Flood Map Appeal, resulting in higher flood elevations in many areas
- Conclusion of State / Federal Coastal Resiliency Grant Work, resulting in important future prediction and planning data
- Volunteer Recruitment Drive, resulting in the appointment of members to important vacant seats
- Assessment of Options for Future of Former Commercial/Industrial Parcels on Southern Avenue
- Entrance into Coastal Resiliency and Economic Development Community Compacts with the Baker Administration

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

ANIMAL CONTROL OFFICER

I, Amelia Reilly, Animal Control Officer for the Town of Essex, would like to report the following for the year 2016:

- Multiple calls regarding dogs in the road; barking dogs; destruction of property by dogs; and, missing dogs.
- Two dogs were quarantined as a result of reported dog bites.
- Multiple calls regarding dogs left in hot cars.
- Three sets of horses running loose in Town that were caught and returned to their owners.
- Multiple calls regarding lost cats.
- Two cats killed by cars.
- Two warnings given for non-licensed dogs.
- Nine dogs returned to owners found running in the road.
- Six loose cows on Route 133.
- One pheasant found and caught on Conomo Point Road.

- One owl retrieved, given care, and released.
- One goat retrieved from the road and the owner found.
- Multiple wild animal calls for fox, raccoons, coyotes, seals, bats, and chickens.
- One order issued for restraint of a vicious dog.

I would like to thank the residents of Essex for remaining responsible for their dogs while running at large.

Respectfully submitted,
Amelia Reilly

BICENTENNIAL COMMITTEE

The Bicentennial Committee has been meeting for 2 years. We have planned several events for 2019. The celebration will kick off with an Ice-Cream Social and historical displays. This will be held on February 15th, the actual Anniversary of the Town's incorporation. The main celebration will be the weekend of August 9-11. There will be fireworks, a parade and a food truck festival. We will begin to meet as sub-committees in the coming year. Each committee member has taken on a monthly event. We will be looking to the public to join these sub-committees. We will be producing a calendar this summer. This will feature historical pictures of Essex. Many thanks to the Essex Historical Society for lending us many of the pictures. The committee is excited and looking forward to this celebration.

Respectfully submitted,
Dawn Addison Burnham, Chairman

BOARD OF ASSESSORS

The fiscal year is from July 1st through June 30th. Tax bills for the first two quarters are estimated from values and tax rate on the previous fiscal year. Third and fourth quarter bills, issued on January 1, 2017 and April 1, 2017, are based on property values as of January 1, 2016, and the tax rate. In December 2016, the tax rate was reduced by 45 cents to \$15.32 per \$1,000 of value.

The tax rate was set on real and personal property in order to raise \$12.5 million from \$817.3 million in valuation. Residential property accounts for 90% of the value, and therefore 90% of the tax levy. The total valuation of taxable land, (\$817.3 million) is \$51.7 million more than it was in January 2015.

During 2016 the State Department of Revenue completed a full audit of all our procedures and values, which were found to be in full compliance with all regulations and standards of practice. Based on sales covering the two year period of July 2014 through June 2016, residential land values are up, with waterfront properties having a greater value increase. Also, sales demonstrate that smaller houses, such as ranch and Cape Cod style, have increased value per square foot over

the past year. However, they still have a square foot value below colonials, conventional, and other styles of houses.

Tax maps of Essex are available at the CAI Technologies website [www.axisgis.com/EssexMA/]. CAI Technologies is the mapping company hired to update our maps. A link to their website is also provided through the town website [www.essexma.org] by clicking on “Assessors' Maps/GIS Online.” Much of the marsh land and woodland in Essex is poorly described in the old deeds. It is a continuing process to properly locate them on our tax maps.

We commend clerks Brenda Harrell and Gillian Palumbo for their work at the Assessors' office. Regular office hours are Monday through Wednesday from 7:30am to 3:30pm, and Thursdays from 8am to 3pm. Board of Assessors' meetings are held on the first and third Mondays of the month from 7 to 9pm. On meeting days the office is open from 8am to 2pm. If Monday is a holiday the Assessors' meeting is held on Tuesday. All meetings are open to the public.

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

BOARD OF HEALTH

In 1799, the nation's first Public Health Department was formed in Boston, MA, with Paul Revere as its Health Officer. The Health Department was formed in response to a potential Cholera outbreak, and a public health campaign was waged to reduce the number of deaths attributed to this contagious, yet preventable, disease.

Today, disease prevention and health promotion are still the goals of local public health. In Essex, these goals are accomplished with a three-member elected Board of Health and various department staff, all working under the authority of Massachusetts laws and regulations which outline the duties relating to the protection of public health. In 2016, Dr. David Driscoll has remained as the Board of Health Chair and Medical Director, and Allison Papps continued as Clerk. We regretfully bid farewell to Martha Mazzarino, whose second term expired in June after six years of service on the Board. Her knowledge and objectivity will be missed. Martha's vacancy was filled by Ruth Price, who brings to the Board an extensive public health background.

Lianne Cook, RN, remains as Public Health Nurse and Roberta Cody continues to provide food safety expertise and perform food service inspections. Erin Kirchner continues as Board of Health Administrator and Ann White remains Board of Health Administrative Clerk.

Under the Department of Public Health and the Department of Environmental Protection regulations, the Essex Board of Health oversees, monitors, inspects, investigates, and/or follows up on issues and complaints relating to the minimum standards for food establishments, housing, and on-site wastewater. The Board of Health is also responsible for tobacco control, emergency preparedness, barns and animals, private drinking water wells, and communicable diseases. In

addition, we are also responsible for maintaining, updating, and practicing for the implementation of an emergency dispensing site to vaccinate residents in the event of a local or national pandemic. We strive to fulfill the public health motto to “Prevent, Promote, Protect.”

In 2016, the Board of Health -

- Issued 19 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 22 nuisance complaints.
- Reviewed 30 Title 5 Inspection Reports.
- Reviewed 35 building permit applications.
- Reviewed 41 septic system design plans, plus 20 as-built design plans.
- Witnessed soil testing on 7 existing & proposed lots.
- Performed 95 food service and event inspections.
- Issued 51 Food Service Permits (Retail, Establishment, Non-profit, & Catering).
- Issued 47 Temporary Food Service Permits.
- Issued 10 Milk & Cream permits.
- Issued 1 permit for the manufacture of ice cream.
- Licensed 34 Septic System Installers.
- Licensed 8 Septic Haulers.
- Issued 20 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.

The following reportable diseases were reported to the BOH:

- 1 Rocky Mountain Spotted Fever
- 1 Salmonella
- 1 Zika Virus
- 2 Babesiosis
- 1 Campylobacteriosis
- 1 Varicella
- 1 Vibrio
- 1 Dengue Fever
- 1 Erlichiosis
- 1 Foodborne Illness Complaint
- 8 Lyme Disease
- 3 Influenza

In 2016, the Essex Board of Health voted to amend the Regulation Restricting the Sale of Tobacco Products. Essex joined 141 other communities in Massachusetts in raising the minimum age of purchase to 21, and 85 other communities in prohibiting the sale of flavored tobacco products. These changes ensure that we reduce adolescent tobacco initiation.

In addition, in 2016, our Public Health Nurse held free monthly blood pressure clinics at the Essex Senior Center and we held three flu clinics, administering over 100 flu vaccines at no cost to the public. We also held two successful “Medication Take Back Days” in partnership with our Police Department, to provide a safe way to dispose of unneeded medications to keep them out of the environment and eliminate potential misuse. In addition, we continue to work closely with MA DEP and our Town Selectmen’s office in the compliance of Conomo Point with the MA DEP’s Final Judgment requirements, striving towards full compliance with all on-site wastewater systems on Conomo Point by December 31, 2018.

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 Public Health Emergency Preparedness Coalition, Education Group, Care Delivery Group, Sheltering Committee, Hoarding Task Force, and the Substance Abuse Prevention Collaborative.

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.

BOH meetings are generally scheduled for the second and fourth Thursday evenings of each month at 7pm. Agendas and Minutes are posted on the Board of Health webpage: http://essexma.org/Pages/EssexMA_Health/index. Meetings are open to the public. If you have a particular issue you wish to discuss, please contact us to be placed on the agenda. We can be reached at the office at (978)768-7614, or via email at boh@essexma.org.

Respectfully Submitted,
Essex Board of Health

BOARD OF PUBLIC WORKS

In 2016, the Essex Public Works Department continued to perform its daily, weekly, monthly, and annual tasks in an effective and efficient manner. These tasks continue to grow as regulatory compliance increases and town demands increase. Every time any “new” items are discussed or performed, it adds to our work load. Some of these are: Conomo Point changes, new sidewalks, pocket parks, play grounds, municipal lots, waste water system, and many others. The entire department realizes most of this work is public works related and we are glad to do it. We all wear many hats to get the job done. Town people need to realize that these tasks require more time, money and maintenance. We continue to do our best but will not be able to continue to do all this with level funding budgets and no personnel increases.

The office staff continually goes above and beyond performing all administrative duties. Water and sewer on-line payments were added this year for rate payer convenience. The administrative assistants properly prioritize and handle all public works office/managerial duties too numerous to mention.

All staff assisted with snow, cemetery, and transfer station operations throughout the year. The employees continually perform all maintenance, budgets, and so on in these areas. The biggest issues to address in the near future are expansion of the cemetery and increased recycling costs at the Transfer station.

Arthur Churchill retired after 8+ years of service to the town and over 30 years in the water treatment field. We wish "Artie" the best. His wit and knowledge will be missed.

Finding licensed/experienced and trained personnel is becoming increasingly difficult. This will continue to be a challenge as more of our work force approaches retirement.

As mentioned, the entire staff performed all public works tasks throughout the year with diligence. Some of the larger projects we will discuss below, as well as future thoughts and considerations.

Another section of the Martin Street sidewalk was removed and replaced. Crack sealing was done on many roads in South Essex. Chapter 90 funds were used to reclaim, grade and pave the portions of Harlow and Lufkin Streets that were not paved after the sewer project.

Using \$100,000 of Chapter 90 funds for partial payment, the Town purchased a large 4-wheel drive dump truck to replace our 1999 vehicle, which has seen many tough winters.

The sewer collection system is now almost 12 years old. Every day as a staff, we are reminded that a \$27 million dollar project with "moving parts" takes much time, money and effort to maintain. Homeowner grinder pumps and lift station pumps are in need of constant maintenance. In December of 2016, we had an 8" pressure sewer line break on the causeway. This break costs \$20K to repair.

The water treatment/distribution had all its annual tasks performed. 2016 was the first year we had to place a mandatory water ban in effect, due to the dry conditions. Due to new regulations, this may be much more frequent in years to come. We replaced our GAC (granular activated carbon) and porous plates in our filter system. This was a costly and a much needed project that should aid in water quality for years to come. Other upgrades or replacements will be needed in our aging water treatment plant very soon.

The water/sewer departments are Enterprise Funds, which means they are funded by rates. We continually level fund almost every line item in an effort to keep budgets down. Contractual wages/benefits and regulations make this difficult. Our rates are relatively high compared to most communities. This is a typical problem for smaller systems, since there is no economy of scale. We continue to multi-task to try to avoid increases. A prime example of this is when the Town voted for the \$27 million sewer project and all its work/maintenance, etc. that goes with it, we

added zero employees. This is a credit to the entire staff. As both systems age and cost more, this may not always be the case.

While every effort is made to keep rates down, we simply have to be able to provide a good product. The medical community has claimed that disinfection and safe drinking water is one of the most important medical advances in the past 100 years for human health. Water is needed to sustain life, simple as that. It should therefore be a priority. The average household in Essex on town water and sewer still pays less than most families spend on monthly cell phone bills. It costs about as much per day to provide these essential services as a cup or two of coffee (depending upon your place of choice) per day.

This department and the Town need to prioritize and focus on this town's aging infrastructure. While new buildings and technology are important, they mean nothing without roads, drainage, water, and wastewater. The "out of sight, out of mind" mentality cannot be used. We all take for granted that we can get up in the morning and turn on the shower, fill the coffee pot, or drive to work on decent roads and so on. The Town's water mains are approaching their life expectancy. The wastewater system has already had some failures. Drainage, sidewalks, and roadways will be in need of significant upgrades and maintenance in the years to come. Water service disruption affects homes, businesses, schools, and the entire community. Planning for systematic replacement of town infrastructure will take enormous time, funds and engineering. This need is not immediate, but cannot and should not be delayed until frequent service disruption happens.

With proper planning, prioritizing, and communication, the Department of Public Works can and will continue to work hard and work with other town departments to provide quality services to the Town. Any issues that arise can be handled by working together. Proper preparation and planning are important as we move forward. Essex is a great community to live and work in, and we are proud to aid in the appearance and assets of this community. Thank you to all residents and employees that assist and support us throughout the year.

Respectfully Submitted,
Brian Feener, Chairman
Trescott Dewitt
Paul Rullo

BUILDING INSPECTOR

The Town of Essex' Building Inspector is William 'Bill' Sanborn and the Assistant Building Inspector is L.W. 'Bill' Holton. In 201, there was a total of 180 Building Permits issued. Twenty-nine permits were issued to install solar panels, four new dwellings were built, two pools were installed, six new garages/barns were built, six wood stoves were installed, nine additions were constructed, seven properties were insulated, and the remaining Building Permits were for signs, tents, sheet metal, demolition, building of decks, and repairs, remodeling and renovations.

There are many reasons you may need to visit the Building Department in 2017. Perhaps you are having renovations done to your property, or you having a tent installed for a function, or you are

changing the use of a property, starting a business, or building a barn? There are many projects which may require approval from the Town and you will want to consult the Building Department at the beginning of your planning process. The Building Inspectors will lay out the general flow so that you may obtain the required approvals from the Town of Essex Boards, Departments and Commissions before a Building Permit will be issued.

The hours for the Building Inspector are on Wednesday Evenings: 5:00 p.m. to 7:00 p.m. Hours for the Assistant Building Inspector are on Monday Mornings: 7:30 a.m. to 8:30 a.m.

Building Permits, Wood Stove and Sheet Metal Applications are available on the Town Website: www.essexma.org or can be picked up during regular business hours at the Town Hall, Monday through Thursday, between 7:30 a.m. and 3:30 p.m.

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 original .05% surcharge on local Real Estate Taxes was increased to 1.5% by 2015 Fall Town Meeting and 2016 ballot. This 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.

Annual Town Meeting 2016 approved the appropriation of \$50,000 from the Open Space Reserve and Community Preservation Reserve to be used toward the purchase of the Donovan Property by the Essex County Greenbelt Association for preservation as part of the Sagamore Hill Conservation Project. The Town will hold a Conservation Restriction on this property jointly with the Massachusetts Department of Conservation and Recreation.

Current members of the Committee are identified below. The Housing Authority seat is currently vacant.

Respectfully Submitted,
Kimberly Drake, (CPC Chair) Planning Board
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 FY2016:

- The Commission held hearings on 11 Notices of Intent filed for various projects including, but not limited to, additions, upgraded septic systems and new construction.
- The Commission held hearings on 16 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 held a hearing on one Amended Notice of Intent.
- The Commission issued two Enforcement Orders.
- The Commission reviewed three requests for minor modifications to an Order of Conditions.
- The Commission reviewed and approved three Extensions for an Order of Conditions.
- The Commission reviewed and signed a Conservation Restriction for 83 Forest Ave.
- The Commission reviewed the proposed Conservation Restriction for the Donovan-Sagamore Hill properties.
- The Commission reviewed and offered comments on the Northern Conomo Point Proposed Master Plan.
- The Commission reviewed the use of a mobile slaughterhouse at 94 John Wise Ave.
- The Commission reviewed the Town of Essex' Strategic Plan 2015-2020.
- The Commission reviewed two proposed subdivision plans.
- The Commission met with a representative for the Thin Layer Sediment Deposition Project.
- The Commission addressed winter storage on the Great Marsh.
- The Commission worked with the Chebacco Lake Association to organize volunteers to clear debris from the Alewife Brook.
- 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.
- Numerous building permit applications were reviewed by the Commission's Agent.
- The Commission continues to monitor routine yearly maintenance issues on past projects.
- Jamie Richardson resigned as Commissioner, effective June 30, 2016.

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,
Michael Burke, Chairman
Commissioners: Robert Brophy, Angus Bruce, Wallace
Bruce, Elisabeth Frye, Edward Marshall,
Jack Schylling
Staff: Kenneth Whittaker, Agent
Deborah Cunningham, Administrative Clerk

COUNCIL ON AGING

Mission: *The Mission of the Essex Council on Aging is to enhance and promote the quality of life for adults 60 and older in the community of Essex. We achieve our mission by:*

- *Providing an inclusive environment where all individuals can socialize, build relationships, and receive information.*
- *Collaborating with community partners to identify unmet needs.*
- *Developing programs and services that promote well-being and maintain independence.*
- *Educating the community on the needs of our seniors and their support networks.*
- *Treating those we serve with respect and dignity, and involving their input and ideas in COA activities and programs.*
- *Promoting aging in place with the help and support of the local community.*

Vision: *Our vision is to provide a comfortable and welcoming environment both in our Senior Center and through our outreach efforts. We strive to understand, embrace, and celebrate aging as an essential, lifelong aspect of humanity.*

Values: *Respect, Inclusivity, Collaboration, Initiative, Integrity, Dignity, Diversity, Self-Determination, Advocacy, Compassion, Excellence.*

This was another year full of change for the Essex Senior Center, but we are making great strides. Kristin Murphy, the Center's 2nd director resigned in November. Previous Director Kristin Crockett was named as Interim Director. The Council will be seeking applications for this position. The Council on Aging Board of Directors elected new officers: Michele French – Chairman, Ralph Hawley – Vice Chairman, and Jessica Webb – Secretary. Also, new this year is the addition of an MSW Intern, Dara Goldberg. She has been assisting us with our outreach programs, and construction and analysis of a community survey.

Volunteers are the cornerstone of the COA. We are fortunate to have a number of dedicated volunteers who have contributed countless hours of service to the Town of Essex, saving the

Town tens of thousands of dollars. Volunteer positions include reception, meals, programs, administrative assistance, board members, newsletter assistance, and more. The Council is always looking for volunteers to fill numerous roles, please let us know if you are willing and able to help out in any role!

Transportation is a key service provided by the Council to Essex residents over the age of 60, as well as those under 60 living with a disability. Transportation is provided to Market Basket on a weekly basis, medical appointments as needed, and for additional shopping and recreational trips. In 2016, the Council provided transportation for 48 Residents while making over 115 trips. The program is provided through a grant from the Federal Older Americans Act, as well as funds through the Town Budget. If you, or someone you know, needs transportation, please call us at 978-347-8114.

Social Services is another key service provided by the Council on Aging. We offer SHINE Counseling to all Medicare Beneficiaries, and also assistance and referrals for other areas such as Veterans Services, Housing, Medical Equipment, Home Care Services, and other services.

Other programs offered by the Essex Council on Aging include Health and Wellness Programs, Recreational Programs, Lunch and Breakfast Programs. We publish a paper newsletter as well as a digital newsletter, and have a Facebook page. If you are not receiving a copy of the newsletter and would like to, please contact us at coa@essexma.org.

Respectfully submitted,
Council on Aging

ELECTRICAL INSPECTOR

In 2016, a total of 131 electrical permits were issued:

Addition	15	Pool/Hot Tub	4
Fire/Security Alarms	8	Remodel	30
Furnace	4	Repair	19
Garages/Barns	10	Septic System	0
Generators	3	Solar Panels	30
Misc.	0	Temporary Service	0
New Home	8		

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 FY2016, the Essex Cultural Council disbursed \$4,651.00 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, 10 grants were funded.

MA Educational Theater Guild	MA High School Drama Festival	\$500
Essex Elementary/Dennis Cormier	Hands on History	\$300
Music at Eden's Edge	Summer Series in Essex	\$841
Burnham Public Library	Wildkat Hooping	\$200
Burnham Public Library	Fun and Games with Magic	\$300
Northeast MA Youth Orchestra	Youth Orchestra Chamber Honors Concert	\$100
Essex PTO	Museum of Science Field trip	\$1160
Maritime Gloucester	Off to the Races Exhibit	\$400
The Community House	Stage 284 2016 season	\$400
Council on Aging	Celebrating New England in Song and Story	\$450

Individuals and organizations who would like to bring enriching programs to our community for FY2018 can submit grants to the Council by October 15, 2017.

We encourage and welcome new members. For information contact Chairperson Betsy Vicksell (978) 768-7713.

Respectfully submitted
Betsy Vicksell Chair
Jack Gale
Jenny Harkness
Lou Irwin
Georgeann Richards,
Ann Trudeau
James Trudeau

FIRE DEPARTMENT

The Essex Fire Department consists of 43 on-call Firefighters and EMTs who respond to both fire and medical emergencies. The Department responded to 196 fire calls and 253 medical calls for a total of 449 calls during 2016. Also, the Fire Department completed many 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, car fires, barn fires, chimney fires, and a fire at the transfer station. There were also many incidents of false alarms, illegal burning, fuel leaks, and unattended fire pits.

We continue to provide daytime station coverage 7 days a week, insuring there is a firefighter on duty most days at the station. This person is available to answer questions, issue burning permits, perform administrative functions and respond to fire and medical emergencies.

The Essex Fire Department continues to support our residents by participating in 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. We also support our neighboring towns by providing mutual aid for both active fires and station coverage as needed.

With funding from the Annual Town Meeting, we replaced our primary ambulance and some of its equipment including a power patient stretcher. We also purchased a new thermal imaging camera, using funds from a MIIA grant and funds provided by the Essex Fire Company Equipment fund.

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 2016. 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 2016 training topics include:

CPR and EMT Con. Ed.	Ice/ Water Rescue
Ground Ladder	Thermal Image
Chimney Fire	Structure Fire
Solar Panel	Draft/ Water Supply
RIT	Boat operations
Tactics	Extraction

The Board of Engineers wishes to thank all members for their dedication and hard work this year. We also want to thank the staff of the Regional Dispatcher Center and the Essex Police

Department for their professional manner in handling emergency calls and Lyons Ambulance Service for providing us with Advanced Life Support (ALS).

Respectfully Submitted by the Board of Engineers,
Chief Daniel Doucette
Deputy Chief Ramie Reader
Deputy Chief Keith Carter

HARBORMASTER

During the year 2016, the Essex Harbormaster Department made tremendous progress in many areas. The season started with Deputy Dan Fialho leading the way with all of the Assistant Harbormasters replacing the decking of 2 of the town docks. We have been trying to improve all of the deck surfaces of the docks by doing a couple of sections each year. The wood material was replaced with a poly material which may increase the longevity of the surface over time. This process consisted of removing the old material, and replacing it with the new product. In the end, two of the docks presented much better and we hope that this will provide a more forgiving and suitable surface for those who use the docks.

The Board of Selectmen asked if I could provide coverage for collecting launch fees at the Town Landing. We were fortunate to have hired Assistant Harbormaster Paul Albani, who provided service as an Assistant Harbormaster, and as the lead person at the Landing to collect fees. Paul has been an outstanding employee this past year, and we have received many compliments about his professional manner and efficiency at the landing. Acting as the ramp attendant, he collected just over \$9000 throughout the season.

Deputy Fialho worked throughout the season to add additional lights to the center channel markers in the Essex River. This becomes especially helpful if boaters are operating in diminished or low light conditions, and at night. Due to the emergency need for dredging, the lighted buoys assist boaters in navigating through the deeper part of the channel when limited visibility is an issue.

During the latter part of the season, we pulled the Harbormaster boat out of the water in order to do needed repairs, and to install the Thermal Imaging Camera. This is a new piece of equipment that is used at night for search and rescue, and to enhance visibility greatly during periods of fog and darkness. Due to the extensive work that was needed to the boat, we elected to complete the installation of this equipment towards the end of the season because the boat would be out of the water for an extended period of time. We are looking forward to holding the training for this equipment in the spring of 2017 when the next season starts. The Thermal Image Camera will be a tremendous asset to the Harbormasters at night and in restricted visibility. We are grateful that the residents of Essex realized this and supported its purchase at town meeting.

During the 2016 season, there was a host of mooring work that was conducted. With the help of the Assistant Harbormasters, we inventoried all moorings in the Conomo Point area, and marked their latitude and longitude so that we can establish where each mooring is located. We found that there were moorings which were abandoned, not maintained, in need of additional marking, and a variety of other maintenance issues that needed to be addressed. This was a time consuming task and the corrective measures will go into the 2017 season.

It is important to get people off the mooring waiting list, and to place them on a mooring as soon as we can. During this past year, there was limited turn over for moorings, although we worked to place some in available areas. When we notify people on the waiting list that we have a potential mooring for them, their response often times is extremely slow, and this needs to be improved. The season is so short, it is paramount that people respond to our notification immediately so that it does not hold us up from moving on to the next person. During the upcoming season, we will be focused on exploring all options for a quicker turn over time, and looking to update the mooring/harbor regulations in order best serve the mooring holders, as well as the people who are on the mooring waiting list.

I want to take the opportunity to express my concern about the dire need to conduct dredging in our river. The lack of water during low tides is at alarming levels. There are times when the Harbormaster boat is unable to leave the dock because there is not enough water to float the boat. Thanks to the efforts of many who have been instrumental in doing the prep work that is necessary to prepare for dredging, we must continue to move forward in our efforts to see that dredging comes to fruition. The lack of water poses challenges when the Harbormaster boat has to respond to emergency calls for service.

I want to thank Deputy Dan Fialho for his service during the boating season, and for coordination of much of the work that is done to make sure all of the equipment is serviceable and ready to go when needed. I sincerely want to acknowledge the dependable staff of Assistant Harbormasters that serve the Town, and who make themselves available at a moment's notice. Their service is greatly appreciated.

I also want to thank the Essex Board of Selectmen and the Town Administrator Brendhan Zubricki, who support the good work that is done on the river, and who provide guidance to constantly improve the most beautiful resource in our community, the Essex River.

Respectfully,
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.

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

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

T.O.H.P. BURNHAM PUBLIC LIBRARY

January was a tumultuous month for the TOHP Burnham Library as it began a yearlong residence at its temporary home at 245 Western Avenue. After months of planning and design of the new space, the move was performed by National Library Relocators, who packed, re-shelved, removed shelving and secured it in the new building, which resulted in a smooth transition. The temporary space proved to be an excellent fit for the Library.

An Open House promoted the Library's new location and the programming for the year was amped up thanks to the Friends of the Library. The Library was host to more than 77 children's, 23 adult, and 15 young adult programs. The Library partnered with the Coordinated Family and Community Engagement (CFCE) which supplies locally based programs serving families with children. Families enjoyed Music and Movement and STEAM programs which were very well received over two 7-week periods.

There are changes ahead at MVLC. Throughout the year, committees investigated moving from the current nonproprietary ILS to a proprietary system. Evergreen will be replaced with SirsiDynx/Symphony in the spring of 2017. Look for exciting and positive improvements in the patron catalog. The Library continues to purchase databases for its patrons. Complementing the State reference databases are, Newsbank, Wowbrary, Tumblebooks, Freegal and the consortium e-book platform Overdrive have been very well received.

The Library was awarded a Small Libraries in Network grant, and The Massachusetts Board of Library Commissioners certified Essex to participate in the State Aid to Public Libraries.

The Library collaborated with the three other Cape Ann libraries and community partners to promote literacy and the arts by creating a contest which invited Cape Ann residents of all ages to create part or all of a picture book for consideration to be published. A first edition of these submissions will be published in 2017. This is a first of its kind and we are very excited to have this opportunity to build and share community through art and literacy. Maybe it will be an Essex resident's piece that is chosen!

I would like to take this opportunity to thank the Library Trustees: Diane Kotch, Jen Mayer and Beth Cairns for their support. The last year and a half took many hours as trustees to follow the extensive renovation of the library building. There were many meetings to attend, review of architectural plans, numerous site visits and countless hours invested. We understand the value of

the Library in its community. The finished building will supply our community with the vital components of a library they can be proud of and enjoy for years to come.

Respectfully submitted;
Deborah French, Director

LICENSING CLERK

A total of 142 licenses and permits were approved by the Board of Selectmen and issued by the Licensing Clerk in 2016. The following is a breakdown of the number and description of licenses and permits issued:

25	Antiques Licenses
5	Auction Permits
2	Automatic Amusement Device Licenses
9	Class II Licenses (Sale of Used Cars)
29	Common Victualler's Licenses
10	Entertainment Licenses - One-Day
2	Entertainment Licenses – Sunday (Annual)
8	Entertainment Licenses – Weekday (Annual)
0	Flea Market Permits
5	Keeping, Storage, Sale of Fuel Permits
1	Gravel Pit Permits
1	Innkeeper's Licenses
13	Liquor Licenses - All Alcohol, Restaurant
1	Liquor Licenses – Wine & Malt, Restaurant
2	Liquor Licenses – All Alcohol, Package Store
3	Liquor Licenses – Wine & Malt, Package Store
26	Liquor Licenses – One Day
0	Municipal Street Licenses
0	Paraffin Licenses
0	Peddlers, Hawkers, & Vendors Permits

The hours for the Licensing Clerk are from 7:30 a.m. to 3:30 p.m., Mondays through Thursdays. Most license and permit applications are available on the Licensing Clerk's webpage on the Town's website: http://www.essexma.org/Pages/EsssexMA_Clerk/license

Please contact the Licensing Clerk with any licensing questions or concerns at the Town Hall, 978-768-6531, or by email: pwitham@essexma.org.

Respectfully submitted,
Pamela J. Witham, Licensing Clerk

METROPOLITAN AREA PLANNING COUNCIL: NORTH SHORE TASK FORCE

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

During 2016, the North Shore Task Force took part in a variety of activities, including:

- Reviewing and offering input into a variety of regional transportation programs, including the Transportation Improvement Program, the Unified Planning and Work Program and the Regional Transportation Plan, as well as opportunities to participate in Transportation Demand Management and Suburban Mobility programs.
- Participating in the NSTF Climate Resiliency Workshop using NOAA's Coastal Flood Exposure Mapper, a tool for thinking about resiliency in coastal communities and working with Massachusetts Coastal Zone Management and Salem Sound Coast watch staff on how to apply for and create a successful coastal resiliency program.
- Working with Smart Growth staff from the Massachusetts Department of Housing and Community Development to learn about affordable housing and school funding assistance programs offered under the MGL 40 R and 40 S programs.
- Collaborating with the Great Marsh Coalition to produce the Coalition's fifth annual Climate Adaptation and Mitigation Conference, focusing on the results of North Shore coastal communities coastal resiliency assessments and action steps to deal with future sea level rise and other climate change related events.
- Hearing a presentation from MAPC Government Affairs staff on proposed legislation around zoning reform and how it could impact North Shore communities.
- Hosting annual informational meeting on how North Shore Task Force communities can take advantage of District Local Technical Assistance Funding and new MAPC Technical Assistance funding opportunities. North Shore technical assistance funded projects in 2016 included the High Street Corridor Study in Danvers, completion of a Visioning Plan with Manchester as Phase One of its Master Plan and the beginning of Visioning Plan with Middleton as it moves forward to update its Master Plan. Other North Shore projects included the completion of a storm water prevention project with Ipswich under the Massachusetts Department of Environmental Protection's 604b grant program to identify the top three sites to install storm water remediation projects in Ipswich impacting the Ipswich River.
- Holding a regional legislative forum with the North Suburban Planning Council in which North Shore and Norths Suburban legislators were able to frame concerns and goals for the upcoming year and network with NSTF and NSPC members. MAPC Government Affairs staff also highlighted MAPC legislative achievements for the 2016 session, and outlined priority themes for the 2017 session.

- Holding a workshop in collaboration with staff from Salem, Peabody and consultant Weston and Sampson on the two cities' successful Brownfields Assessment grant efforts. The success of the program has led to the creation of a revolving loan fund in Salem where owners with contaminated land can work with the City to obtain low interest remediation loans.
- Working with the Cape Ann Trail Stewards and MAPC Trails and Open Space staff to present a North Shore Trails and Open Space Workshop. There is growing interest by NSTF members to connect North Shore open space and trail areas, linking area transit options with pedestrian and biking paths in the North Shore communities, reducing car use, pollution and congestion on local roads.

Respectively Submitted,
Sam Cleaves, AICP
Principal Regional Planner

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 two years. The final document was approved by the Division of Conservation Services in the Fall and Essex now benefits in two ways: First, we have a thorough assessment of the Town's physical assets to allow for informed planning and decision-making; and second, the Town is eligible to apply for grants where a current Open Space Plan is a pre-requisite. Some minor revisions yet remain but the Plan is in force and valid until 2023.

We were pleased to play a small part in the successful acquisition of 'Sagamore Hill,' an effort that was led by the Essex County Greenbelt Association. The Town of Essex voted to allocate its CPA funding to the project and a major asset has now been added to the Region's inventory of land under conservation for the benefit of all.

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 and whose efforts are on-going.

We also participated in the first State-wide forum for Open Space Committees sponsored by Greenbelt, where Open Space Committee members and related entities could meet, exchange ideas and information and learn about newly available resources for our common benefit.

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.

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

PERSONNEL BOARD

The Personnel Board bylaw was revised by the Fall Town Meeting in 2016 to allow the three Selectmen to officially serve as its members. The Selectmen had been discharging the duties of the Personnel Board for some time anyway, since volunteers had not come forward to serve. 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

The Town of Essex Planning Board met regularly on the first and third Wednesday of each month throughout the year. Following are some highlights from the past year.

In February, the Planning Board, under the Rules and Regulations Relative to Subdivision Control, approved the Definitive Subdivision Application submitted by the Town of Essex/Board

of Selectmen for the Central Conomo Point Subdivision, the Robbins Island Road portion. The first portion of the Central Zoning District, Beach Circle, was previously approved and subdivided.

In November, the Board reviewed and approved the Special Permit Application and Plan submitted by the Board of Selectmen as the Essex Conomo Point Commission for a Recreational Facility on land owned by the Town of Essex located at 138/153 Conomo Point Road and the immediate surrounding of 153 Conomo Point Road.

There was one Public Hearing for work on a property located on a Designated Scenic Road. The Designated Scenic Roads in the Town of Essex are Choate, Belcher, Story and Apple.

There was one Site Plan Review Application. The Board reviewed and approved the application and plan with certain conditions.

There were seven ANR (Approval Not Required) Applications. The Board endorsed each of the ANR plans submitted.

Nine Building Permits were reviewed by the Planning Board and all were approved. The Board met with the Town Planner once during 2016 to discuss future planning goals for a potential Mixed Use/Downtown District. The Board submitted written comments to the Open Space Recreation Committee regarding the 2016 report the OSRC had shared with the Planning Board. As required by the Bylaws, the Board submitted their nominee for the open seat on the Department of Public Works Commission. The Board presented Warrant Articles at both the Annual Town Meeting in the spring and the Special Town Meeting in the fall.

The Planning Board consists of seven volunteer Board Members: A Chair, a Vice Chair, a Clerk and a Vice Clerk. Massachusetts General Law (M.G.L.) mandates that Planning Board Members are elected or appointed for terms of such length so that the term of at least one member will expire each year, and their successors shall be elected or appointed for terms of three or five years which was determined at a Town Meeting. M.G.L. also mandates a Chairman and a Clerk be chosen from among the Board Members. The Essex Planning Board has a Vice Chair and a Vice Clerk in case of an absence.

The Chair Westley Burnham was responsible for attending Department Head Meetings, he volunteered to be a member of the Building Committee and he was available to answer questions from the public. The Vice Chair, Kimberly Drake, volunteered to be a member of the Conomo Point Planning Committee and volunteered to serve as the Chair of the Community Preservation Committee. William French was the Clerk and Corey Jackson was the Vice Clerk. Board Member Samuel Sturgis Crocker V volunteered to be a member of the Strategic Planning Committee. Jason Heath and Dexter Doane also served as Board Members throughout the year.

In 2017, you may have a project which may require approval and/or a permit. You will want to consult the Building Department at the beginning of your planning process. The Building Inspector will lay out the general flow so that you may obtain the required approvals from the Town of Essex Boards, Departments and Commissions before a Building Permit will be issued.

The Building Inspector is available to determine if what you are proposing will require submission of an application to the Planning Board. You may contact the Planning Board Office with any questions and/or if the Building Inspector suggests you speak with the Planning Board.

Many of the applications you may need, the Rules and Regulations Relative to Subdivision Control Law, the hours of operation of the office and the contact information for the office may be found on the Town web site: www.essexm.org.

The Town Bylaws may be found on the Town web site, on the Home Page. The Bylaws about Zoning may be found in Chapter VI.

Respectfully submitted,
Westley Burnham, Chair

PLUMBING & GAS INSPECTOR

One hundred and sixty-five plumbing & gas permits were issued in 2016:

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

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

Respectfully submitted,
Richard Corriere

POLICE DEPARTMENT

The year 2016 kicked off like many years in the past. It was a year filled with challenges, great work by all of the officers, and many successes. When I pause to look at the activity of the Department, I am very pleased to recognize the Community Policing efforts that we have worked diligently on throughout the year. The Department deployed the newly acquired police bike which was purchased with funds through the Essex County District Attorney's office. Officer Dan Bruce took the initiative and organized setting up the bike and scheduling patrols throughout town during key times, and public events. These efforts were recognized by the public. I had many comments about the value of having our officers serving the residents and public in a completely different way which was outside of the norm. The Polaris eBike is the latest and greatest in technology, with regard to electric assisted power. We are looking forward to continuing the bike patrol program this coming summer, and using grant funding to pay for these patrols.

Our Department continues to make great progress with respect to interacting with our youth. I believe that it is important for children to have a strong relationship with the police officers in their community. In October, the Department held a Bike Rodeo at the school. Seaside Cycle assisted us by checking brakes, tire inflation, seat adjustment, etc. at a bike safety station. Our

officers provided new bicycle helmets to all of the participants. The children then received instruction on safe bicycle operation, hand signals, and how to avoid dangerous situations. The children were also guided through a pre-planned bike course to test and reinforce their skills. The children were given a certificate of completion. We had planned on approximately 25 children to participate, and were thrilled that we had 65 participants. I am very grateful for the work of Officer James Romeos, and Officer Dan Bruce who planned and organized this event. This was an excellent opportunity for the parents and the children to have a positive interaction with the all of the police officers who took part in this event.

The Police Department Classic Car Show had to be canceled in May due to the threat of inclement weather. With the help of organizers Officer James Romeos, Heidi Jackson Dean and her whole team from the First Ipswich Bank, as well as the other members of the planning group, we all worked together to reschedule the event which was held in September. The day proved to be exceptional, and we had record attendance. We also tried something new this year, by shutting down a portion of Martin St. In addition to the classic cars parked in the municipal lot, classic cars were parked along the closed section of Martin St., and down alongside the Police Station where they were displayed for the enjoyment of the public.

Grant opportunities to fund Community Policing initiatives have all but disappeared, but we were very fortunate to be awarded two grants for our Department. The first directly involves Community Policing, and the other was for purposes of Opioid issues. It is unfortunate that there is a growing trend of increased opioid usage in our society. We must be creative in our approach to treatment, and we must hold those responsible for their actions of selling, producing, and distributing controlled substances.

The Police Department had an incredible uptick in reports of fraud this past year. There is a high level of deception that is being used to make the public believe that they owe money for fictitious debts. They range from bogus calls claiming to be the electric company or the IRS, threatening to take action against you. Some of them actually resort to threatening you, or your family if you do not pay. They also tell you that you must pay with “gift cards” or other non-traditional means of payment. If you get calls of this nature, hang up and contact the police immediately, because it is not legitimate. We have worked extremely hard to warn the public through the newspaper, social media, and word of mouth, but still, some residents continue to be victimized. The worst case this year was a resident whose loss amounted to approximately \$40,000. Do not EVER provide your social security number, date of birth, bank account numbers, or other private information to anyone on line, or over the phone. In 2017, we will be putting a great deal of emphasis on fraud awareness.

During 2016, our Department was active in promoting crosswalk safety, as well as preventing underage serving of alcohol to minors. Officer Dan Bruce wrote grants for both issues, and organized our officers to conduct compliance checks for both to ensure that motorists are stopping for pedestrians in the crosswalks, and that minors are not being served alcohol in businesses in town. Stings were conducted for both, and the results indicated that there is much work to be done with both issues. Our Department is committed to promoting safety for all residents and businesses, and our work will continue in both areas.

This past year has proven more than ever, that throughout the country, a police officer's job is becoming more complex and dangerous. Through our training, education, and diverse experience, our officers work diligently to deliver professional police service to the residents of Essex. I am very proud to work with the officers of this Department, and I encourage them all to always strive for excellence in the performance of their duties.

In 2015, after several years of hard work, our agency achieved State Certification. This is a level of excellence that I am most proud of according to State standards. Our next efforts are to bring the Police Department to the Accreditation level. This is an incredible undertaking which does not happen overnight. There are countless hours which have been put into this process by Sergeant Paul Francis since I assigned him as the Accreditation Manager. In addition to the regular daily tasks that the Sergeant is responsible for, he has worked tirelessly on the Accreditation. Our efforts will continue until the Essex Police Department has reached State Accreditation. I am most appreciative of the Sergeants efforts, and I am confident that he will lead us to Accreditation in the near future.

It is important to thank Secretary Mary Elinor Dagle. She is responsible for countless daily tasks that she organizes within the Police and Harbormaster Departments. Her coordination, diligence, and professionalism is always appreciated and respected.

I want to thank Fire Chief Dan Doucette and the members of the Fire Department for working by our sides throughout the year in caring for everyone who is in need of medical service.

I would like to especially thank the Essex Board of Selectmen and Town Administrator Brendhan Zubricki, for their support and guidance throughout the year. We are fortunate to work with leaders like you in our community.

Respectfully,
Chief Peter G. Silva

2016 ANNUAL STATS, ESSEX POLICE DEPARTMENT

911 MISDIAL/ABANDONED	29	HAZARDOUS MATERIALS	1
AGENCY ASSIST	73	ILLEGAL DUMPING	3
AIRCRAFT PROBLEM	0	MISC INVESTIGATION	57
AMBULANCE	253	JUVENILE ISSUE	8
ASSAULT AND BATTERY	8	LARCENY	8
ANIMAL BITE	3	LOST/FOUND PROPERTY	86
ANIMAL COMPLAINT	265	MESSAGE , DELIVER	17
ANNOYING CALLS	27	MEDICAL CALL	253
ARREST	18	MISSING PERSON	4
ATTEMPT TO SERVE 209A	23	MV CRASH	61
PAPERWORK SERVED	41	MV CRASH WITH INJURY	10
BOLO (BE ON THE LOOKOUT)	342	MV DISABLED	46
B&E ATTEMPT	3	MV LOCKOUT	2

BUILDING CHECK	444	TRAFFIC/MV COMPLAINT	127
BURGLAR ALARM	158	NOISE COMPLAINT	23
CHILD NEGLECT	12	PARKING COMPLAINT	158
CHILD SEAT INSTALL/INSPECT	8	PROPERTY DAMAGE	41
CITIZEN ASSIST	637	REPOSESSION MV	7
CIVIL DISPUTE	34	ROAD RAGE	12
COMMUNITY POLICING	25	SELECTIVE RADAR PATROL	37
DEER STRUCK MY MV	15	SUICIDE ATTEMPT	4
DETAIL	127	SUMMONS	80
DIRECTED PATROL	4990	SUSPICIOUS ACTIVITY	182
DISORDERLY	10	THEFT-MISC	23
DISTURBANCE MISC	21	THREATS	12
DOMESTIC DISPUTE	92	TRAFFIC HAZARD	48
ESCORT	15	TRAFFIC STOP	673
FIREARM IMPROPER STORAGE	0	TRESPASSING	19
FIREARM LICENSE ISSUED	67	UNATTENDED DEATH	0
FIRE CALLS	196	UNWANTED GUEST	4
FIRE INVESTIGATIONS	22	UTILITY REQUEST	167
FIRE STRUCTURE	5	VANDALISM	31
FIREWORKS	5	VIOLATION OF ORDER	6
FRAUD	127	WATERCRAFT INCIDENT	28
REPORT OF GUNSHOTS	9	WELL BEING CHECK	37
HARASSMENT	11		
TOTAL		10,390	

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.

The Manchester Essex Regional School District is consistently and proudly among the highest-performing districts in the State. MERSD is an inclusive school district; as such, we are a collaborative culture that welcomes all members into our learning community. Recognizing that students share more similarities than differences, our learning community respects each individual's unique contributions. It is expected that all adults share the responsibility for providing every student with access to and participation in high quality education. In addition to a robust core curriculum that balances high expectations for student achievement with the needs of the whole child, we offer specialty programming and a variety of twenty-first century learning opportunities, such as: elementary foreign language; Integrated Pre-Kindergarten; specialized learning programs for students with dyslexia, autism spectrum disorders, and developmental delays; STEM coursework in coding, engineering, project based environmental studies, FIRST Robotics, and Authentic Science Research (ASR); nationally recognized debate and DECCA

teams; Project Adventure; award winning arts and music programs; and, state champion athletic teams.

Throughout 2016 MERSD continued to make progress in fulfilling its goals as outlined in the Strategic and District Improvement Plans. Highlights include:

- MERSD established the Memorial School Building Committee and received support from our communities to enter into a Feasibility Study with the Massachusetts School Building Authority (MSBA). This phase of the project will investigate the question of whether to renovate or replace the Memorial School, and it will help determine the most cost effective path forward.
- MERSD hosted two educator delegations from Japan.
 - Singing Sands Singing Sands Sister City Delegation: Through Caroline Kennedy, the Memorial School was partnered with Kyotango, Japan. Both have a Singing Beach. Throughout the school year, the elementary schools exchanged letters and gifts. Over the summer, a delegation visited to learn more about our schools and community.
 - Special Education Research Visiting Team: On the recommendation of our colleagues at Landmark, a team of researchers and educators from Japan visited MERSD to observe classes and consult with teachers and administrators about inclusive practices and developing programs for students with dyslexia and social and emotional learning needs.
- MERHS recognized for outstanding student achievement.
 - MERHS ranked 14th in *Boston Magazine* Best High Schools edition.
 - MERHS nationally ranked a Gold Medal School - US News & World Report Best High Schools.
 - MERHS recognized as a commendation school by Massachusetts Department of Education.
- MERMS engaged in an all school review conducted by the New England League of Middle Schools (NELMS). This comprehensive assessment included: a two-day site visit, school-wide surveys of teachers, staff, and students, school-wide meetings, observations of classroom instruction, and conferences with a wide variety of administrators, community members, parents, teachers and staff.

MERSD proudly works to educate each child from his/her own readiness level in order to facilitate the intellectual, social and emotional growth process. 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

REGIONAL DISTRICT FINANCE & OPERATIONS

MERSD's financial position remains stable 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. This assistance enables MERSD to maintain its educational program each year, without having to dip into reserve (aka "rainy day") funds, which are meant to protect taxpayers from unanticipated financial emergencies. For example, this past summer, MERSD repaired a costly water service line to the Memorial School, which burst unexpectedly during the summer, using reserve funds, thereby avoiding the need to request additional taxpayer support. Similarly, MERSD will use reserves in combination with grants from the Massachusetts School Building Authority, to cut in half the cost to taxpayers of a Feasibility Study for renovation or replacement of the Memorial Elementary School. MERSD has also leveraged its improved financial position to secure more favorable interest rates for long-term debt associated with construction of the Middle High School. After refinancing this debt in the spring of 2016, MERSD will save taxpayers \$95-100 thousand annually through 2033, resulting in total taxpayer savings of \$1.7 million over the remaining life of the bonds.

Following the one-time revenue correction from taxpayers in FY16, MERSD has committed to keeping annual operating increases within the levy limit for the foreseeable future. To that end, the FY17 and FY18 budgets are both "level services" or carry forward budgets, which are designed to maintain the same level of program currently in place. In keeping with practice for the past several years, MERSD looks for cost restructuring opportunities and other operational efficiencies to fund any needed programmatic investments in order to minimize requests for additional taxpayer funding. Over the past several years, MERSD has outsourced many operational services in order to generate savings and the need for internal staffing/management, including: evening custodial services, food service operations, and transportation. 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 \$1.2 million budgeted for trust contributions through FY18, funded entirely by savings from employee benefits restructuring.

The FY18 operating budget assumes spending growth of \$783K, which is 3.3% more than FY17. On the revenue side, MERSD is expecting non-town revenue growth of 4.1%, as it has increased State Aid estimates slightly, to align with current year actual funding. As a result, the assessment increase to the towns is 3.2% above FY17. Longer-term, we continue to expect State Aid growth to be below the estimated 3.0-3.5% spending growth rate in our multi-year budget projections. All of these budget projections are lower than the estimates contained in MERSD's multi-year operating budget, which MERSD uses to help the two towns plan for the future. Charges to the towns for MERSD's capital budget, which pays for debt service related to construction of the Regional Middle High School, are expected to decline by \$48K or 2.2% in FY18, compared to the prior year. These savings are in addition to savings generated by the refinancing referenced above.

Memorial School Building Project: MERSD established the Memorial School Building Committee (MSBC) and received support from our communities to enter into a Feasibility Study with the Massachusetts School Building authority (MSBA). Through this process, the MSBC will

work to find fiscally responsible, forward-thinking solutions for the Manchester Elementary School building that meet the needs of the District's current and future curriculum, is mindful of future maintenance and the impact on the environment, serve the school community, and is supported by voters in Manchester and Essex, as well as the MSBA. MERSD achieved financial support from our communities and from 31% MSBA matching funds to enter into a Feasibility Study to determine whether to renovate or replace the Memorial School. For more information on the Memorials School Building Project please visit www.mersd.org.

Understanding that facility needs of Memorial Elementary School have been prioritized by the MSBA process, MERSD has begun to turn its attention to interim measures at Essex Elementary, which is more than fifty years old, but in better condition. MERSD is currently working with the Town of Essex planning department to leverage Green Community grant funding to consider potential energy saving improvements that can minimize the annual cost of operations. From a maintenance standpoint, Essex Elementary had a number of improvements in 2016. Most notably, the girls' locker room was renovated and converted to accommodate two additional learning spaces that are needed to support in-district special education programs. The new counseling room in the library was also converted from carpet to tile. The sidewalk in front of the school was repaved and the wheelchair access was enhanced. The handicap accessible parking space was also improved to provide easier access. The Eagle's Nest play scape was completely power washed, sanded, and weatherproofed. All swing chains and hardware have also been upgraded and replaced. The Essex courtyard underwent an extensive in-house beautification project. Summer maintenance also included refinishing of the cafeteria and gymnasium floors, re-staining the exterior of the portable classrooms, and painting classrooms and corridors.

Avi Urbas, Director of Finance & Operations

DISTRICT CURRICULUM & INSTRUCTIONAL TECHNOLOGY

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.

Important aspects of this work 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).
- Creating and implementing a K-12 two-year District-wide professional development plan.

- Spearheading a new professional development site to automate the scheduling, collection, and oversight of all aspects of teachers' professional development.
- Collaborating with the High School Principal and MHS department heads to facilitate the written documentation of MESD curriculum and to support the creation of District curriculum maps.
- Collaborating with the Elementary Principals and staff to support District-wide alignment of elementary curriculum.
- Partnering with the Middle School Principal and NELMS to facilitate a school-wide assessment and the creation of a multi-year action plan for professional development.
- Collaborating with social-emotional researchers to bring supports, information, and training to the MERSD faculty, staff, students, and parents.
- Facilitating the transition to a new website and future development of a mobile app in collaboration with the District Technology Team and administrative colleagues.
- Collaborating with Director of Finance to facilitate the District technology review and implement District technology action plan.
- Developing District practices for the implementation of the new technology-based State Assessment System.
- Developing and implementing new District mentoring program.

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.

Julie DeRoche, Ed.D., Director of Curriculum & Instructional Technology

MANCHESTER ESSEX 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. We believe that education should be student centered. Students should have opportunities to authentically express their understandings.

The students at Manchester Essex Regional High School continue to achieve at high levels. The High School was named a Commended School by the Department of Elementary and Secondary Education. Ninety-two percent of the Class of 2016 moved onto to post-secondary academic options. One hundred twenty-six students took Advanced Placement courses during the 2015-2016 schoolyear. Those students took 283 AP course ending exams, with 86% of the students scoring 3 – 5 (levels that are deemed acceptable for college credit). Seven 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. One hundred percent of students achieved proficient or advanced scores on the English Language Arts

exam. Ninety-seven percent of students achieved proficient or advanced in Mathematics. Ninety-three percent achieved advanced or proficient in Science.

During the 2015-2016 schoolyear, Manchester Essex Regional High School adopted several 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.

During the 2015 – 2016 schoolyear, a committee of teachers representing all disciplines reviewed the high school day schedule. With two goals in mind, increased opportunities for student centered learning and reduction of student stress, the committee considered alternative bell schedules. Ultimately, the committee recommended a new day structure in which students enroll in seven classes and five meet per a day on a full rotation and a directed study (U block) for all students. During U block, students have the opportunity to complete homework and/or obtain extra help from teachers.

MERHS has adopted a focus on student's social emotional help – *A Community that Cares*. During the fall, the Signs of Suicide Program was implemented. This program teaches students to “ACT.” *Acknowledge* a friend that communicates that are down or thinking of hurting themselves, *Care* for the friend, and *Tell* a trust adult.

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 Bicycles for Humanity 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. MERHS DECA continues to find success in regional, State and international competitions.

The School Council at the high school level is having a productive year. The Council is working on building community partnerships. In partnership with the Cape Ann Chamber of Commerce, it is planning a Career Day for sophomores and juniors. It is also meeting with local librarians, police, and fire.

Students continue to participate in a large variety of co-curricular, extra-curricular and athletic programs. During the winter of 2016, girls' basketball played in the State Tournament. In the spring, boys' baseball had its longest run ever in the State Tournament, losing the Division 4 North Final in 14 innings. Girls' and boys' tennis played in the State Tournament as did both boys' and girls' lacrosse. During the fall of 2016, the success continued. Boys' soccer won the Division 2 North State Championship. Field hockey had an undefeated season. The girls' cross country team won the Division 6 State Championship.

For the seventh 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. 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

MANCHESTER ESSEX REGIONAL MIDDLE SCHOOL

The Manchester-Essex Regional Middle School (MERMS) welcomed a new principal in the 2016-17 schoolyear. Joanne Maino, a former English and social studies teacher and Grade 6 team leader, who worked for the District from 2008 through 2014, returned to MERMS as Principal. In an effort to reacquaint herself with the school community and to gain a more complete understanding of who MERMS is as a middle school; Ms. Maino hired the New England League of Middle Schools (NELMS) to conduct a whole-school assessment. The assessment, guided by the principles and core values of the Association of Middle Level Education (AMLE), is a comprehensive look into the school that includes stakeholder surveys and interviews, as well as a three-day visit to the school in which all classrooms are visited and teaching practices observed. Interviews included all faculty and staff, parents, and students within each grade level. In addition to the NELMS Visiting Committee, Ms. Maino assembled a NELMS Steering Committee, consisting of teachers across content areas and from all grade levels to unpack the report and recommendations and to communicate with the larger faculty and staff. The assessment was completed in January, and the work of rolling the plan out to faculty and staff, as well as to the School Committee and additional stakeholders, has begun. Next steps will include prioritizing the NELMS recommendations and developing a plan for immediate next steps, as well as longer-term goals and initiatives.

All work going forward will be grounded in a commitment to 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 a diversity of approaches and supports to be successful. 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.

In order to remedy some complications created by the larger class sizes in the 7th and 8th grade, a new bell schedule was developed for the 2016-17 school year. Faculty and students reported confusion around the 2015-16 bell schedule. In an effort to alleviate such confusion, the schedule was reverted back to a six-day rotating schedule with a drop; a structure with which faculty, staff,

and students are familiar. Because of shared staff with the High School, one block remains constant throughout the day; it does not rotate or drop. The schedule will be a primary area of focus going forward as we continue to strive to provide a student-centered learning environment that acknowledges the unique needs of our middle-level students.

Course offerings remain consistent with prior years. Each grade level is comprised of “core content” classes including English, Math, Science, and Social Studies. Grades 7 and 8 include foreign language (Spanish or French) as one of their five core classes, and Grade 6 includes Literacy and Information Skills as semester-level courses. In keeping with the Middle School philosophy of providing opportunities for students to explore their interests and to discover their passions, we offer exploratory classes to students in all three grades: Art, Health, and Physical Education for all grades, foreign language (Spanish & French) for 6th Grade, and Engineering for 7th and 8th Grade. In addition, general music, chorus, and band are offered at all three grade levels.

The Middle School continues 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 21st century skills in an authentic way. Most all teachers have adopted Google Classroom, and they continue to explore advances in curriculum and assessment through the use of Google Apps for Education. These advancements in technology continue to provide more universal access to students and embed the development of technology and digital citizenship skills into teaching and learning.

Transition is a critical component of the Middle School experience. We will continue to focus on strengthening the Elementary-Middle School transition. Areas of focus will include a 5th and 6th grade “swap day.” Leveraging the strengths of the Fly-Up Day experienced in the past, Swap Day will extend the period of time in which the 5th grade students are at the Middle School in order to lengthen their exposure to the Middle School environment and deepen their understanding and overall comfort level within classrooms. The main goal of the Swap Day is to provide additional time for students to begin not only to get to know their school and their teachers, but also to socially interact with new peers in a relaxed yet structured way. The Middle School has also worked closely with the High School, 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 and guardians.

Orientation Day for Grade 6 parents and students in the summer will be replaced with three to four Locker Nights. Rising 6th grade students will be invited in to receive their locker assignment. Eighth grade mentor students will be available to assist students in opening their lockers. Classrooms will be open during this time so that students and parents may tour through the space. After the school year begins and students have had some time to settle in, a Grade 6 parent information/orientation night will take place within the first week of school to provide parents and guardians with information on Aspen, Google Classroom, understanding the Student Planner, understanding the Middle School schedule and other general information that will help them further acclimate to their new school.

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. 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. Mr. O'Maley, our school Guidance Counselor, 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. This past year we hired a new School Adjustment Counselor and Psychologist, Dr. Kathleen Pennoyer. Dr. Pennoyer joins our School Psychologist, Dr. Kate McGravey. Dr. Pennoyer and Dr. McGravey 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 and to gain a deeper understanding of the challenges that impact their community and how they can take on leadership roles within these challenges. 8th Grade representatives from both Essex and Manchester attended a Massachusetts Youth Summit on Opioid Awareness and an ADL presentation focusing on building community and combating hate. Student leadership continues to be a focus as we recommend students for Project 351 and offer opportunities to shine in and out of the classroom. We continue to collaborate with the YMCA Theatre Company to offer fall and spring performances of Shrek the Musical, Jr., and Aladdin, respectively. Club offerings continue. We offer Homework Club, STEM Club, Engineering Club, Mountain Biking Club, Ski Bradford, Journalism Club, and Student Council. 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 2017!

Joanne Maino, MERMS Principal

ESSEX ELEMENTARY SCHOOL

Essex Elementary School enrolled 250 students in kindergarten through grade 5. The K-5 classrooms average approximately 20 students per class. EES maintains a wide range of support services, including reading, math, guidance, special education, and health services. Beyond the academics, elementary students receive instruction in art, music, physical education, computer applications, and Spanish. EES continues to support and utilize a modern, up-to-date library and integrates technology into instruction throughout the building each and every day. The computer lab is used on a daily basis, and there are four wireless mobile computer labs (PCs, Ipads, 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, developing a cohesive K-5 approach to balanced literacy, and identifying necessary changes to improve the effectiveness of home-school communication. We also piloted the Positive Behavior Interventions and Support model as a way to support the social-emotional well-being of our students.

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. It has been determined that the First Congregational Church of Essex would be an evacuation site if the need arose to move all staff and students off school grounds. Staff practiced moving to this location during a faculty meeting and planned for any logistical challenges that we might face. The District has also purchased a security system for the front door. This provides a secure access so that school personnel can monitor who is in the building at all times. Cameras were installed outside the building and throughout the hallways to provide additional security. The Safety Team will continue to review safety protocols and revise our practices as needed. We thank

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

The 2016 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 math, while our students were below in ELA. Teachers continue to review this data in order to make informed instructional decisions. 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. Last year, with support from PTO and Spaulding Education Fund, the book *Zen Ties* was purchased for every family at Manchester Memorial School and Essex Elementary School. *Zen 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 366 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 (physical education/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.

A major project that the school has embarked on is the Massachusetts School Building Authority's (MSBA) grant process. The District submitted a statement of interest and the school was accepted into the grant process last year. A school building committee was formed last year to begin the feasibility process to determine what type of school building is needed, where it could/should be located, and how much a renovation or new construction project would cost. The process was sparked by the growing list of pending repairs needed for the building (windows, roof, heating system, etc.) and the fact that the MSBA process involves significant financial reimbursement to the Town/District for renovations and/or new construction. It is exciting to see this process start to take shape!

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

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

562 Maple Street

Hathorne, Massachusetts 01937

Essex Technical High School (ETHS) is Massachusetts' newest regional technical and agricultural high school, serving seventeen (17) member communities on the North Shore and over thirty-five (35) other communities statewide. Our mission is to provide students with both an academic and technical education that expands their opportunities after high school.

Twenty-four (24) career technical programs are available to students from member communities; students from other communities select from among eight agricultural and natural resource programs.

Enrollment at ETHS is 1,300 for the 2016-2017 school year. Moreover, over 1,000 students applied for 360 openings in our current 9th grade. Our new facility, which opened in September 2014, was designed for over 1,400 students (which we will reach in 2017-2018), and is organized into four (4) separate academies, which include programs that share similar career and programmatic objectives.

Animal and Plant Science

Veterinary Science
Equine Science
Companion Animals

Natural Resource Management
Sustainable Horticulture

Life and Natural Sciences

Cosmetology
Environmental Technology
Biotechnology

Dental Assisting
Health Assisting

Construction Technology

Electricity
Carpentry
Plumbing
Heating, Ventilation, Air Conditioning/Refrigeration

Masonry and Tile Setting
Landscaping and Turf Management
Arboriculture

Technology and Services

Automotive Technology
Collision Repair and Refinishing
Culinary Arts
Design and Visual Communication

Graphic Communication
Information Technology Systems
Advanced Manufacturing

In addition, our school is known for the unique opportunities provided to students and our communities, including the following:

- Our Cooperative Education Program places upperclassmen (juniors and seniors) in businesses where they work among professionals in their career majors.
- Several of the programs are open to and provide service directly to residents of our communities, including the Maple Street Bistro and Café, the Salon, Pet Grooming, Automotive and Collision Repair, and Blooming Designs, which all offer our students the opportunity to serve customers.
- Business and industry representatives serve on our Program Advisory Committee to ensure that our focus is on workforce needs.
- All of our graduates are placed in colleges, jobs, or the military, with the majority of ETHS alumni attending two- and four-year colleges.
- All ETHS academic courses are college preparatory and our programs include Honors and Advanced Placement options.
- We have early college and articulation agreements with many colleges and universities that provide our students with the opportunity to receive college credit for career and technical courses taken at ETHS.
- ETHS provides students with extracurricular activities that include MIAA competitive sports, intramural athletics, and various clubs and service groups, including SkillsUSA and FFA; organizations that encourage students to explore and develop additional skills across their career and technical disciplines.

Essex Technical High School offers a unique combination of career and technical programs from current industry and agriculture, a comprehensive academic program, and broad-ranging student activities.

William H. Lupini, Ed.D., Superintendent-Director
Alvin W. Craig, School Committee Representative

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 two food pantries, 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, Prescription Food Bags, a bustling thrift store operation, and a robust holiday meal basket program.

In 2016, **The Open Door** distributed **24,371 pounds** of good food (or **20,309 meals**) to **114 unduplicated Essex residents** representing **57 households** through **369 visits**. Our two food pantries (located in Gloucester and our new satellite site in Ipswich) alone distributed **19,042 pounds** of food, a **50 percent increase year on year (YOY) from FY15*** to Essex residents. (*FY15 food pantry distributed **12,695 pounds** of food to Essex residents.)

In the last five years (2012-2016) our food pantry distributed **75,934 pounds** representing **63,278 meals** to **165 Essex households** representing at least **378 people**.

In late 2015, we also expanded our **Mobile Market** program (a 10-site free farmers market where low-income people live and learn) to 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.

In 2016, **64 low-income Essex seniors** representing **34 households**, were provided with **3,983 meals, a 105 percent increase YOY from FY15**** ensuring that the most vulnerable seniors in Essex have consistent access to good food. All Essex residents can access our SNAP (Food Stamp) application assistance and advocacy program. (**FY15 Essex **Mobile Market** provided **1,936 meals**).

Many Essex-based groups and organizations including the Manchester/Essex Rotary, First Congregation Church of Essex, North Shore Bible Church, First Universalist Church of Essex, First United Methodist Church, Manchester Essex Middle and High schools, Essex Brownie and Scout troops, along with local businesses, support and volunteer in our programs especially in our

food pantries, Community Meals and food drives. This collaborative grass-roots support provides the collective muscle to connect people to good food all year round.

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:978-283-6776) or email 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:978-283-6776) or sarah@foodpantry.org.

Respectfully submitted,
Sarah Grow, Director of Advocacy and Development

HAWC

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

HAWC provides free, comprehensive services to victims of domestic violence and their children including: a 24-hour hotline, emergency family shelter, individual advocacy, support groups, court advocacy, a Parent-Child Trauma Recovery Program, family law and immigration law, and community outreach and education.

With hubs in Salem, Gloucester, and Lynn, an office at North Shore Medical Center, and our emergency shelter program, HAWC is a resource to the communities we serve and the people living within them.

FY16 Highlights:

- HAWC leadership finalized its strategic plan in 2015, which will provide clear direction for the Agency's growth and evolution over the next three years.
- HAWC is collaborating with North Shore Elder Services on a project to enhance our response to elder abuse cases throughout the North Shore.
- We have partnered with New England School of Law, the students of which will provide pro bono legal services to HAWC clients.
- The Massachusetts Office for Victim Assistance (MOVA) awarded HAWC with a SAFEPLAN grant, increasing our presence in the North Shore courts.

FY16 Outcomes:

- 1,357 individuals called our hotline a total of 2,435 times for information and support.
- 531 individuals received one-on-one advocacy.
- 67 people attended a total of 340 support group meetings.
- 38 families received counseling through our Parent-Child Trauma Recovery Program.
- 1,430 clients received legal assistance.
- 76 high-risk cases were reviewed for on-going safety planning to prevent homicide.
- 39 individuals entered into HAWC's Emergency Shelter.

- 91 clients received services through our partnership with North Shore Medical Center.

The data below details the number of Essex residents who accessed the following services in FY16:

- Total number of clients served: 2
- Hotline: 1
- Legal advocacy: 1
- Served by high-risk team: 1

SHELLFISH CONSTABLE

Once again, the state of the shellfishing industry is very good. We have had an excellent growth of new seedings. This, along with the seedings of the last two years, has left us with plenty of legal, harvestable clams for this year, as well as young clams for future harvesting.

I would like to say that both the truck and the boat are running fine as of this writing.

However, the Shellfish Advisory Board could use some more active members.

I, also at this time, would like to thank my Assistant Wardens: Pete Wilson and Steve Hartley; and also Dave Sargent; and, the shellfishermen themselves. Their hard work has made this year's work a lot easier. With all of these individuals working hard, and once again doing their parts, it has made for a smooth running year.

Once again, I wish everyone in the Essex shellfishing industry, a safe and prosperous year.

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, Town Building Committee, Open Space Committee, Council on Aging, Department of Public Works, and the 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

received technical assistance from the Metropolitan Area Planning Council (MAPC), Greater Boston's Regional Planning Agency, to create the Strategic Plan.

The Strategic Plan was developed through a series of seven, two-hour workshops. Through these sessions, the Essex Strategic Planning Committee worked to determine the Town's long-term planning priorities. 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.

In fiscal year 2016, the SPC focused specifically on two goals. One was increasing public participation in Town government, and the SPC is planning on hosting an open house as part of the grand re-opening of Town Hall later this spring to encourage residents to volunteer for boards and committees. For the other, maintaining and developing a strong business community, the SPC recommended that the Board of Selectmen enter into a Community Compact with the State that will aid in future economic development endeavors. The SPC is also working on creating an Economic Development Committee that will work on economic issues for the Town.

The Strategic Plan should be considered a living document. The SPC will remain constituted and will meet quarterly to track and monitor progress in delivering this Plan. The SPC has also developed a means of reporting on that progress regularly to the residents of Essex through the SPC webpage. 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,
David Gabor, Chair

TOWN ACCOUNTANT

The following reports of the accounts of the Town of Essex for the Fiscal Year 2016 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, 2016, which reflect FY16 operations, are:

General Fund	\$1,283,768.
Water Enterprise	\$ 93,891.
Sewer Enterprise	\$1,818,662.

Respectfully submitted,
Roxanne Tieri

FUND EQUITY JUNE 30, 2016

General Fund	2,092,366
Water Fund	93,891
Water Filtration Project5	344,994
Sewer Enterprise Fund	1,960,423
Special Revenue Fund Equity:	
Ambulance Fund	211,144
Ballfield Restoration Gift	931
Board of Health Gift	84
Board of Health - Health Revolving	209
" " - Public Nurse Revolving	8,756
" " - Triathlon Revolving	2,085
Boardwalk - Seaport Grant	23,123
Care of Impounded Dogs	113
Centennial Grove Revolving	2,933
Chapter 40 Sec 53G Consulting Fees	3,082
Chapter 90 Highway	(101,154)
Community Preservation Fund	170,848
Conomo Point Picnic Tables Gift	100
Conomo Point Waterfront Access	450,000
Council on Aging Gifts	6,612
Council on Aging Grant	465
Cultural Council Grants	4,430
EOPPS - Pedestrian/Bicycle Safety Grant	(1,429)
EOPPS - Underage Alcohol	(1,451)
EOPPS - Substance Abuse	2,032
Essex Holiday Festival	2,617
EYC Department Gift	183
EYC Park Improvement Gifts	2,456
Fire Department Gift	178
Green Crab Depletion Grant	(5,014)
Harbormaster Gift	1,135
I-Net Grant - Comcast	15,052
Insurance Revolving	3,192
Library Grant	11,701
Parking Lot Construction	6,140
Police Gift	562
Sale of Real Estate Fund	2,909,133
Septic Repair Program	169,815
Town Hall Renovations	3,037,947
Town Hall Roof Repair	24,375

Town Technology Fund	58,224	
War Memorial Restoration Gift	2,136	
Waterways Improvement	5,774	
Wetlands Protection	<u>39,432</u>	
Total Special Revenue Funds		7,067,951
Trust Funds:		
Luther T. Burnham	97,202	
Albert Cogswell	72,531	
Conservation Fund	21,185	
T.J. Coolidge	35,603	
Municipal Building	25,054	
Ryder Estate	177,376	
Selectmen's Trust	2,584	
Cemetery Perpetual Care	212,008	
Cemetery Flowers	2,889	
Cemetery Lot Care	31,213	
Cemetery Lot Sale	24,079	
O.P.E.B. Trust	296,302	
Stabilization - Town Buildings	21,029	
Stabilization - Recreation Capital	21,029	
Stabilization - Vehicles & Equipment	21,029	
Stabilization Fund	<u>667,729</u>	
Total Trust Funds		<u>1,728,842</u>
Total Fund Equity		<u>13,288,467</u>

DEBT SCHEDULE JUNE 30, 2016

Outstanding Maturing Debt:		
Town Hall Renovations	540,000	
Water Treatment Plant	102,000	
Water Storage Tank	92,000	
Septic Title V	241,931	
Sewer Bond	701,000	
Sewer MWPAT	<u>11,824,839</u>	
Total Bonds Payable		13,501,770
Permanent Notes:		
DPW Facility - State House Note	12,700	

Water Mains	<u>101,000</u>	
Total Permanent Notes		<u>113,700</u>
 Total Long Term Debt Payable		 <u>13,615,470</u>

CASH RECEIPTS
JULY 1, 2015 - JUNE 30, 2016

TAXES AND EXCISE

Personal Property	185,543	
Real Estate	11,930,444	
Tax Title	46,261	
Payment in Lieu of Taxes	0	
Motor Vehicle	718,586	
Boat Excise	9,570	
Room Occupancy	9,608	
Meals Tax	210,765	
Penalties and Interest	<u>31,217</u>	
		13,141,994

CHARGES FOR SERVICES

Municipal Lien Fees	3,400	
Other Departmental	2,557	
Private Detail Administrative Fees	5,962	
RMV Fees	5,942	
Appeals Board	1,400	
Boat Launching Fees	10,620	
DPW Fees	25	
Planning Board	4,000	
Rental of Town Property	608,094	
Transfer Station	<u>159,429</u>	
		801,429

LICENSES AND PERMITS

Alcohol	20,250	
Board of Health	18,060	
Building	137,195	
Cable TV	596	
Clam	19,845	
Dog Licenses	7,520	

Electrical	24,960	
Firearms Permits	1,100	
Fire Department Permits	11,598	
Gas/Plumbing	9,590	
Licensing Board	6,324	
Moorings	30,964	
Title 5	9,585	
Town Clerk Licenses	<u>586</u>	298,173

OTHER

Earnings on Investments	11,090	
Earnings on Sale of Real Estate Fund	19,709	
Parking Tickets	13,295	
Fines	2,250	
Sale of Surplus Property	2,302	
Miscellaneous	<u>20,561</u>	69,207

FEDERAL & STATE REVENUE

Cultural Council	7,330	
CPA State Match	13,494	
Council on Aging Grants	8,580	
DPW - Chapter 90	219,787	
Election - Polling Hours	577	
Library - LIG/MEG	3,437	
Police Grants	9,520	
Eelgrass Grant	3,360	
Green Crab Depletion Grant	7,487	
Board of Health - Substance Abuse	2,500	
Fire Generator Grant	2,000	
MEMA Emergency Preparedness	<u>3,230</u>	281,302

CHERRY SHEET REVENUE

Cherry Sheet Assessments	(89,811)	
Elderly Exemptions	2,008	
Loss of Taxes, State Land	11,091	
Government Assistance	225,704	
Veterans Benefits	<u>18,545</u>	167,537

SPECIAL REVENUE FUNDS

Ambulance	130,295	
Board of Health - Gifts, Revolving	5,935	
Cemetery Lot Sales	6,615	
Centennial Grove Revolving	4,640	
Comcast - Franchise Fee	17,641	
Community Preservation Fund	48,851	
Council on Aging - Gifts	1,728	
Holiday Festival Gifts	2,355	
Police - Gifts	920	
Sale of Real Estate Fund	237,336	
Septic Repair Program - Loans	19,305	
Wetlands Protection	<u>2,590</u>	
		478,211

TRUST FUNDS

Burnham Trust	146	
Cemetery Flowers	5	
Cemetery Lot Care	7,905	
Cemetery Perpetual Care	7,119	
Cogswell Trust	109	
Coolidge Trust	53	
Conservation Fund	33	
Municipal Building Trust	38	
O.P.E.B. Trust	12,209	
Ryder Trust	266	
Selectmen's Trust	4	
Stabilization Trust	<u>3,702</u>	
		31,589

WATER ENTERPRISE FUND

Water Rates	720,287	
Other Charges	5,036	
Penalties and Interest	7,477	
Investment Income	159	
Water Betterment Principal	22,636	
Water Betterment Interest	<u>4,467</u>	
		760,062

SEWER ENTERPRISE FUND

Sewer Rates	689,825
Tax Title	9,502
Connections and Other Charges	11,980

Penalties and Interest	8,152	
Investment Income	951	
Sewer Betterment Principal	856,505	
Sewer Betterment Interest	<u>149,525</u>	
		<u>1,726,440</u>
 TOTAL REVENUE		 <u>17,755,944</u>

OTHER NON REVENUE CASH RECEIPTS		
Borrowing - Renewal	101,000	
Collector and Deputy Fees	12,079	
Cancelled Payments	25,063	
Tailings	448	
Due to Commonwealth - Firearms Permits	3,000	
Due to ADP	707	
Due from Campbell Construction	1,092	
Payroll Deductions Withheld	545,458	
Notary Fees due Clerk	11	
Police & Fire Detail	<u>95,575</u>	
		<u>784,433</u>
 TOTAL CASH RECEIPTS		 <u>18,540,377</u>

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Moderator Stipend		100.00	100.00	-		-
Moderator Expense		20.00	20.00	-		-
Moderator Total	-	120.00	120.00	-	-	-
Selectmen Administrative Assistant Salary		56,971.00	56,971.00	-		-
Town Planner, Part-Time		17,271.00	15,347.00	1,924.00		1,924.00
Selectmen Stipend		3,000.00	3,000.00	-		-
Selectmen Temporary Salary		-	-	-		-
Sick/Vac Payout - Retiring Employees		5,500.00	5,500.00	-		-
Selectmen Procurement/Advertising		1,200.00	1,142.22	57.78		57.78
Town Meeting Audio/Visual Services		3,500.00	2,075.00	1,425.00		1,425.00
Town Events, Incidental Expenses		5,000.00	1,748.03	3,251.97		3,251.97
Advertise Town Resources		20,000.00	20,000.00	-		-
Selectmen Office Supplies		900.00	900.00	-		-
Selectmen Dues & Meetings		2,000.00	1,127.18	872.82		872.82
A1/11-15-10FTM Town Bldg Feasibility Study	5,000.00		-	5,000.00	5,000.00	-
A22/16ATM Demolition & Fence-Allen Property		25,000.00	-	25,000.00	25,000.00	-
A3/11-18-13FTM Federal Channel Study	3,002.00		-	3,002.00	3,002.00	-
A13/11-17-14FTM Appeal FEMA Maps	25,000.00		15,520.00	9,480.00	9,480.00	-
A11/11-14-11FTM Conomo Pt Appraisals	1,850.00		1,850.00	-		-
A8/11-18-13FTM Public Safety Study Comm-Consultant	500.00		-	500.00	500.00	-
A27/07ATM Historic Records Preservation	1,741.32		-	1,741.32	1,741.32	-
A18/11-16-15FTM Bicentennial Fund		5,000.00	-	5,000.00	5,000.00	-
A23/16ATM Bicentennial Fund		5,000.00	-	5,000.00	5,000.00	-
A30/16ATM Strategic Planning Comm Outreach		2,500.00	-	2,500.00	2,500.00	-
Enc Administrative Assistant Salary	424.18		424.18	-		-
Encumbered Town Planner, Part-Time	500.00	-	500.00	-		-
Selectmen Total	38,017.50	152,842.00	126,104.61	64,754.89		
Town Administrator Salary		125,500.00	125,500.00	-		-
Sick Leave Buyback		3,218.00	3,218.00	-		-
Town Administrator Seminar Fees		750.00	455.00	295.00		295.00
Town Administrator Expenses		1,000.00	885.11	114.89		114.89
Town Administrator Travel		2,000.00	1,992.39	7.61		7.61

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Town Administrator Dues & Memberships		800.00	671.50	128.50		128.50
Enc Town Administrator Salary	933.93	-	933.93	-		-
Town Administrator Total	933.93	133,268.00	133,655.93	546.00		
Finance Committee Expenses		410.00	308.15	101.85		101.85
Finance Committee Reserve Fund	-	62,607.70	-	62,607.70		62,607.70
Finance Committee Total	-	63,017.70	308.15	62,709.55		
Town Accountant Salary		41,208.00	41,208.00	-		-
Town Accountant Clerical		5,634.00	5,377.06	256.94		256.94
Town Accountant Seminar Fees		850.00	625.00	225.00		225.00
Audit & GASB: Professional Services		36,000.00	36,000.00	-		-
Software Support Fee		11,000.00	10,735.12	264.88		264.88
Town Accountant Telephone		425.00	395.35	29.65		29.65
Town Accountant Office Supplies		950.00	932.32	17.68		17.68
Town Accountant Travel		300.00	55.55	244.45		244.45
Town Accountant Dues & Memberships		100.00	85.00	15.00		15.00
Enc Town Accountant Salary	306.93	-	306.93	-		-
Town Accountant Total	306.93	96,467.00	95,720.33	1,053.60		
Assessors' Senior Clerk		43,085.80	43,085.80	-		-
Assessor Stipend		15,311.00	15,310.92	0.08		0.08
Assessors' Junior Clerk, Part-Time		5,539.20	1,743.29	3,795.91		3,795.91
Software Support		6,000.00	5,800.00	200.00		200.00
Assessment Aids		3,000.00	-	3,000.00		3,000.00
Mapping		25,000.00	9,238.75	15,761.25		15,761.25
Bookbinding		500.00	-	500.00		500.00
Consulting Services		30,000.00	26,500.00	3,500.00		3,500.00
Legal Expense		1,500.00	66.00	1,434.00		1,434.00
Telephone		525.00	403.92	121.08		121.08
Office Supplies		2,000.00	1,950.38	49.62		49.62
Expenses		500.00	94.22	405.78		405.78
Dues & Memberships		300.00	270.00	30.00		30.00
Enc Assessors Clerical	345.30	-	345.30	-		-
Assessors Total	345.30	133,261.00	104,808.58	28,797.72		

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Treasurer/Collector Salary		73,084.00	73,084.00	-		-
Collector Clerical		44,330.24	44,330.24	-		-
Sick Leave Buyback		954.76	299.37	655.39		655.39
Ch 41 Sec108P Treasurer Stipend (A12/11-3-08FTM)		1,000.00	1,000.00	-		-
Copy Machine Expense		250.00	54.98	195.02		195.02
Seminar Fees		800.00	532.72	267.28		267.28
Contracted Services - Payroll		11,300.00	10,631.52	668.48		668.48
Payroll Processing ADP		7,050.00	7,050.00	-		-
Financial Advisory Services		2,575.00	2,000.00	575.00		575.00
Collector Legal Expense		5,000.00	2,969.45	2,030.55	2,030.55	0.00
Tax Title Expense		5,050.00	4,868.94	181.06		181.06
Bank Fee		250.00	-	250.00		250.00
Telephone		900.00	813.52	86.48		86.48
Postage		9,750.00	8,605.96	1,144.04		1,144.04
Office Supplies/Equipment		5,000.00	4,948.46	51.54		51.54
Travel		1,000.00	656.65	343.35		343.35
Dues & Memberships		240.00	200.00	40.00		40.00
Interest Due on Property Tax Abatements (ATB)		1,000.00	122.10	877.90		877.90
A21/16ATM Payroll Tax Assessment		211,910.34	211,910.34	-		-
Enc Treasurer/Collector Salary	544.13		544.13	-		-
Enc Treasurer/Collector Clerical	368.32		368.32	-		-
Enc. Sick Leave Buyback	500.00		-	500.00		500.00
Encumbered Payroll Processing	275.00		275.00	-		-
Enc. Treasurer/Collector Legal	1,158.55		1,158.55	-		-
Prior Year Encumbrance Tax Title Legal Expense	655.11	-	655.11	-		-
Treasurer/Collector Total	3,501.11	381,444.34	377,079.36	7,866.09		
Legal Expense		75,000.00	69,127.76	5,872.24		5,872.24
Legal Expense - Conomo Point	-	185,000.00	38,546.41	146,453.59		146,453.59
Legal Total	-	260,000.00	107,674.17	152,325.83		
Personnel Officer Salary		13,945.00	13,945.00	-		-
Personnel Board Expenses		500.00	500.00	-		-
Enc Personnel Officer Salary	104.19	-	104.19	-		-
Personnel Total	104.19	14,445.00	14,549.19	-		

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Melrose IT Hosting		6,300.00	3,463.05	2,836.95		2,836.95
Town Website Support/Maintenance		4,500.00	4,320.00	180.00		180.00
Internet Service		3,000.00	2,748.61	251.39		251.39
Notification System Support		5,000.00	4,510.00	490.00		490.00
Network Equipment & Maintenance	-	4,000.00	4,000.00	-		-
Technology Total	-	22,800.00	19,041.66	3,758.34		
Town Clerk Salary		67,037.32	63,584.23	3,453.09		3,453.09
Town Clerk's Assistant		8,832.00	8,832.00	-		-
Temporary Help		161.00	-	161.00		161.00
Ch 41 S 19K Town Clerk Stipend (5/4/15ATM)		1,000.00	1,000.00	-		-
Training Expense		1,056.56	1,056.56	-		-
Copy Machine		729.55	668.67	60.88		60.88
Office Supplies		763.89	763.89	-		-
Parking Tickets		1,750.00	1,079.00	671.00		671.00
Dog Licenses		525.00	471.55	53.45		53.45
Dues & Memberships		230.00	230.00	-		-
Enc Town Clerk Salary	813.50	-	813.50	-		-
Town Clerk Total	813.50	82,085.32	78,499.40	4,399.42		
Election Wages		5,150.00	2,127.71	3,022.29		3,022.29
Ballots		364.00	364.00	-		-
Voting Lists		24.36	-	24.36		24.36
Election Expenses	-	5,185.64	5,185.64	-		-
Election Totals	-	10,724.00	7,677.35	3,046.65		
Registrars Stipends		1,274.90	923.35	351.55		351.55
Registrars Printing		575.10	575.10	-		-
Registrars Supplies	-	1,800.00	1,800.00	-		-
Registrars Total	-	3,650.00	3,298.45	351.55		
Licensing Board Clerical		2,644.00	2,644.00	-		-
Licensing Board Expenses		175.00	175.00	-		-
Enc Licensing Board Clerical	20.00	-	20.00	-		-
Licensing Board Total	20.00	2,819.00	2,839.00	-		

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Conservation Agent Wages		8,015.00	2,199.15	5,815.85	108.00	5,707.85
Clerical Wages		16,815.00	11,561.32	5,253.68	491.97	4,761.71
Software Maintenance		500.00	-	500.00		500.00
Telephone		650.00	646.76	3.24		3.24
Expenses		1,200.00	1,014.38	185.62		185.62
Dues & Memberships		400.00	-	400.00		400.00
Enc Conservation Commission Agent	60.75		60.75	-		-
Enc. Conservation Commission Clerical	467.33	-	467.33	-		-
Conservation Commission Totals	528.08	27,580.00	15,949.69	12,158.39		
Clerical Wages		12,586.00	10,481.11	2,104.89		2,104.89
Seminars/Training		400.00	-	400.00		400.00
Telephone		403.00	403.00	-		-
Notices		2,399.92	1,580.65	819.27		819.27
Technology		350.00	331.16	18.84		18.84
Expenses	-	500.00	270.63	229.37		229.37
Planning Board Totals	-	16,638.92	13,066.55	3,572.37		
Clerical Wages		1,364.00	705.87	658.13		658.13
Expenses		2,000.00	1,060.01	939.99		939.99
Encumbered Zoning Clerical, Part-Time	103.85	-	103.85	-		-
Zoning Board Totals	103.85	3,364.00	1,869.73	1,598.12		
Conomo Point Clerical		2,644.00	2,644.00	-		-
Conomo Point Stipend		150.00	150.00	-		-
A13/15ATM Management of Conomo Pt Real Estate		50,000.00	26,078.49	23,921.51	23,921.51	-
A3/11-17-14FTM Comono Pt Management	33,807.49		33,807.49	-		-
A2/11-16-15FTM Conomo Pt Management		50,000.00	-	50,000.00	50,000.00	-
A4/11-17-14FTM Robbins Island Subdivision	7,748.75		7,748.75	-		-
A12/15ATM Northern Conomo Pt Appraisals		25,000.00	22,300.00	2,700.00	2,700.00	-
A4/12ATM Improvements to Southern Conomo Pt	1,417.41		-	1,417.41	1,417.41	-
A14/14ATM Conomo Pt Roadway Improvements	14,311.47		-	14,311.47	14,311.47	-
Enc. Conomo Point Clerical	20.00	-	20.00	-		-
Conomo Point Totals	57,305.12	127,794.00	92,748.73	92,350.39		

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
A26/14ATM Open Space Plan, Consultant	2,670.00	-	2,670.00	-		-
Open Space Totals	2,670.00	-	2,670.00	-		
Town Property Custodian		19,648.00	19,622.49	25.51		25.51
Town Hall Electricitiy		13,787.00	11,480.59	2,306.41		2,306.41
Town Hall Heating Fuel/Natural Gas		15,000.00	3,742.52	11,257.48		11,257.48
Town Hall Generator Fuel		600.00	-	600.00		600.00
Town Hall Water Usage		850.00	450.31	399.69		399.69
Town Hall Sewer Usage		1,700.00	568.17	1,131.83		1,131.83
Town Hall Office Machines		3,000.00	3,000.00	-		-
G.I.S. - Mapping Services		1,000.00	1,000.00	-		-
Selectmen Telephone		2,768.00	2,440.52	327.48		327.48
Town Hall Office Supplies		3,500.00	3,369.41	130.59		130.59
Town Property Expenses		30,300.00	17,201.68	13,098.32	9,250.00	3,848.32
Town Hall Fire Alarm Monitor/Test		900.00	-	900.00		900.00
Town Hall Generator Maintenance		600.00	554.00	46.00		46.00
Greenhead Fly Program		3,600.00	3,567.60	32.40		32.40
Blanket Liability Insurance		94,609.70	79,387.77	15,221.93		15,221.93
A25/16ATM Town Hall Furnishings		65,000.00	-	65,000.00	65,000.00	-
A24/16ATM Folsom Pavillion Design Comparison		18,750.00	4,691.72	14,058.28	14,058.28	
A17/11-16-15FTM Town Hall Tree Replacements		3,000.00	1,150.00	1,850.00	1,850.00	-
A16/11-16-15FTM Repair/Replace Folsom Pavilion		20,000.00	11,625.00	8,375.00	8,375.00	-
Enc. Town Property Custodian	146.23	-	146.23	-		-
Town Property Totals	146.23	298,612.70	163,998.01	134,760.92		
Town Report	-	4,000.00	3,172.82	827.18		827.18
Town Report Totals	-	4,000.00	3,172.82	827.18		
Police Chief Salary		101,296.00	100,908.92	387.08		387.08
Police Officer Salaries		505,608.39	495,840.56	9,767.83		9,767.83
Police Clerk Salary		37,214.00	37,083.52	130.48		130.48
Part-Time Police Salaries		94,203.61	94,203.61	-		-
Over-Time Extra Investigation		8,025.00	4,895.77	3,129.23		3,129.23
Shift Coverage Over-Time		45,768.00	44,042.24	1,725.76		1,725.76

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Incidental Over-Time		24,547.00	21,097.28	3,449.72		3,449.72
Prisoner Callout Over-Time		6,400.00	4,481.41	1,918.59		1,918.59
Night Differential		30,109.00	29,962.40	146.60		146.60
Holiday Over-Time		25,298.00	25,099.92	198.08		198.08
Court Detail Over-Time		9,300.00	8,009.63	1,290.37		1,290.37
Sick Leave Buyback		8,856.00	6,726.60	2,129.40		2,129.40
Educational Stipend		107,359.00	106,881.66	477.34		477.34
Inservice Training		20,200.00	20,069.54	130.46		130.46
Police Ambulance Training		1,875.00	1,874.32	0.68		0.68
Firearms Training Expenses		12,382.00	12,194.04	187.96		187.96
Ambulance Training Expenses		750.00	497.00	253.00		253.00
Inservice Training Expenses		4,200.00	4,017.75	182.25		182.25
Vehicle Maintenance		10,000.00	8,606.79	1,393.21		1,393.21
Police Trailer Maintenance		6,625.00	6,100.00	525.00		525.00
Police Seminar Fees		750.00	-	750.00		750.00
National Crime Information		480.00	-	480.00		480.00
Drug & Alcohol Testing		800.00	800.00	-		-
Police Telephone		5,300.00	3,866.74	1,433.26		1,433.26
Police Beeper/Radio Repairs		4,675.00	4,318.15	356.85		356.85
Boston Area Police Emergency Radio Network		1,056.00	1,000.00	56.00		56.00
Police Office Supplies		3,450.00	3,353.24	96.76		96.76
Police Vehicle Fuel		23,790.00	13,549.08	10,240.92		10,240.92
Police Supplies		10,059.00	9,354.67	704.33		704.33
Police Uniform Allowance		16,000.00	12,809.60	3,190.40		3,190.40
Police Travel Expense		1,876.00	1,306.06	569.94		569.94
Police Dues & Memberships		2,824.00	2,824.00	-		-
A34/13ATM Fire/Police Station - Safe Vestibule	14,312.00		-	14,312.00	14,312.00	-
A9/11-18-13FTM Police - Electronic Control Devices	8,400.00		8,400.00	-		-
Reserve Fund Transfer - Replacement Cruiser		42,000.00	39,312.74	2,687.26		2,687.26
Enc Police Chief Salary	753.80		753.80	-		-
Enc Police Officers Salary	3,728.16		3,728.16	-		-
Enc Police Clerical	368.32		368.32	-		-
Encumbered Police Part-Time Labor	1,043.12		1,043.12	-		-
Enc Police Shift Coverage	369.04		369.04	-		-
Encumbered Incidental Over-Time	261.40		261.40	-		-
Enc Police Night Differential	221.92		221.92	-		-

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Enc Police Sick Leave Buyback	8,074.04		8,074.04	-		-
Enc Police Educational Stipend	794.00	-	794.00	-		-
Police Department Totals	38,325.80	1,173,076.00	1,149,101.04	62,300.76		
ECO Salaries	-	961.04	-	961.04		961.04
ECO Office Expenses	-	2,538.96	2,538.96	-		-
ECO Department Totals	-	3,500.00	2,538.96	961.04		
Fire Chief		7,200.00	7,200.00	-		-
Fire Clerical Salary		9,882.74	9,882.74	-		-
Fire Fighter Salaries		124,551.26	94,618.65	29,932.61		29,932.61
Fire Engineers Salaries		2,800.00	2,800.00	-		-
Fire Inspection Salaries		6,821.00	733.43	6,087.57		6,087.57
Fire Training Salaries		18,599.00	14,161.30	4,437.70		4,437.70
Fire Training Expense		900.00	53.48	846.52		846.52
Fire Dept Electricity		15,400.00	15,085.36	314.64		314.64
Fire Dept - Heating Oil/Natural Gas		4,600.00	3,634.60	965.40		965.40
Fire Dept Water Usage		800.00	635.48	164.52		164.52
Fire Dept Sewer Usage		1,150.00	1,091.56	58.44		58.44
Fire Station Repair & Maintenance		9,500.00	8,731.07	768.93		768.93
Ladder Testing		1,400.00	1,120.00	280.00		280.00
Fire Equipment Repair & Maintenance		14,100.00	13,970.31	129.69		129.69
Forest Fire Equipment		3,700.00	3,586.89	113.11		113.11
Equipment Lease - Ferrara Intruder II Pump Truck		38,652.00	38,652.00	-		-
Fire Dept Telephone		3,700.00	3,700.00	-		-
Fire Dept Pagers		4,400.00	4,400.00	-		-
Fire Dept Gas		550.00	364.72	185.28		185.28
Fire Dept Office Supplies		1,300.00	820.26	479.74		479.74
Fire Dept Vehicle Fuel		6,250.00	5,643.91	606.09		606.09
Fire Dept Other Expenses		12,819.26	12,798.53	20.73		20.73
Fire Prevention		1,750.00	1,487.30	262.70		262.70
Fire Dept Uniforms		11,680.74	11,680.74	-		-
Fire Dept Dues & Memberships		2,500.00	2,301.00	199.00		199.00
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	2,165.00	17,165.00	-		-

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Encumbered Clerical, Part-Time	34.53	-	34.53	-		-
Fire Department Total	17,034.53	307,171.00	276,352.86	47,852.67		
Ambulance Salaries		30,999.00	19,906.54	11,092.46		11,092.46
Ambulance Training Salaries		19,633.00	12,891.84	6,741.16		6,741.16
Ambulance Training		5,300.00	4,991.50	308.50		308.50
Ambulance Repair & Maintenance		2,000.00	1,718.73	281.27		281.27
Third Party Ambulance Billing Services		10,082.58	9,567.30	515.28	515.28	0.00
Ambulance Supplies		9,014.25	9,014.25	-		-
Affiliation and License Fees		2,603.17	2,600.00	3.17		3.17
A26/16ATM Power Stretcher		18,500.00	18,383.53	116.47	116.47	0.00
A30/15ATM Purchase Ambulance	230,000.00	-	219,138.68	10,861.32	10,861.32	0.00
Ambulance Total	230,000.00	98,132.00	298,212.37	29,919.63		
Building Inspector Salary		13,308.00	13,308.00	-		-
Assistant Building Inspector Salary		4,659.00	4,659.00	-		-
Building Inspector Clerical Salary		4,949.00	3,999.96	949.04		949.04
Building Inspector Training		600.00	600.00	-		-
Building Inspector Telephone		400.00	394.35	5.65		5.65
Building Inspector Expenses	-	851.30	851.30	-		-
Building Inspector Total	-	24,767.30	23,812.61	954.69		
Plumbing Inspector Salary		5,844.00	5,844.00	-		-
Plumbing Inspector Expenses	-	200.00	181.28	18.72		18.72
Plumbing Inspector Total	-	6,044.00	6,025.28	18.72		
Electrical Inspector Salary		5,844.00	5,844.00	-		-
Electrical Inspector Expenses	-	150.00	150.00	-		-
Electrical Inspector Total	-	5,994.00	5,994.00	-		
Emergency Management Stipend		300.00	300.00	-		-
Emergency Management Expenses		1,300.00	1,229.40	70.60		70.60
Emergency Management Dues & Memberships	-	150.00	-	150.00		150.00
Emergency Management Total	-	1,750.00	1,529.40	220.60		

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Animal Health Inspector Salary		5,665.00	5,665.00	-		-
Animal Control Officer		12,000.00	12,000.00	-		-
Animal Control Expenses	-	2,300.00	1,121.05	1,178.95		1,178.95
Animal Inspector Total	-	19,965.00	18,786.05	1,178.95		
Harbormaster Deputy Salary		8,151.57	3,750.33	4,401.24		4,401.24
Town Landing Ramp Attendant		3,531.43	3,531.43	-		-
Harbormaster Assistant Salary		8,904.00	6,008.13	2,895.87		2,895.87
Training		800.00	-	800.00		800.00
Harbormaster Boat Repairs		8,400.00	8,305.39	94.61		94.61
Pier & Float Maintenance		1,650.00	1,534.39	115.61		115.61
Drug & Alcohol Testing		2,000.00	1,183.00	817.00		817.00
Mooring Permit Expense		3,200.00	2,187.84	1,012.16		1,012.16
Harbormaster Fuel & Oil		4,477.00	2,007.52	2,469.48		2,469.48
Buoys		2,800.00	2,473.60	326.40		326.40
Harbormaster Uniform Allowance		1,523.00	1,523.00	-		-
Incidental Fees and Expenses		2,300.00	2,223.17	76.83		76.83
A27/16ATM Thermal Imaging Camera		10,000.00	-	10,000.00	10,000.00	-
A31/15ATM Install Rescue Door Harbor Boat	6,000.00	-	2,982.50	3,017.50		3,017.50
Encumbered Harbormaster Deputy	97.74		97.74	-		-
Encumbered Harbormaster Assistants	168.48	-	168.48	-		-
Harbormaster Total	6,266.22	57,737.00	37,976.52	26,026.70		
Shellfish Constable Salary		42,118.00	42,118.00	-		-
Shellfish Deputy Salary		8,657.00	8,321.73	335.27		335.27
Shellfish Vehicle Maintenance		1,500.00	-	1,500.00		1,500.00
Shellfish Boat Repairs		2,000.00	547.62	1,452.38		1,452.38
Shellfish Telephone		450.00	358.02	91.98		91.98
Shellfish Boat & Truck Fuel		2,000.00	615.65	1,384.35		1,384.35
Shellfish Expenses		425.00	224.18	200.82		200.82
Shellfish Uniform Allowance		125.00	113.00	12.00		12.00
Shellfish Dues & Memberships		200.00	-	200.00		200.00
Enc Shellfish Constable Salary	313.47		313.47	-		-
Encumbered Shellfish Deputy	449.28	-	449.28	-		-
Shellfish Total	762.75		53,060.95	5,176.80		

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Manchester Essex Regional School District Assmnt	-	7,228,425.00	7,228,425.00	-		-
MERSD Total	-	7,228,425.00	7,228,425.00	-		
Essex North Shore Agricultural & Technical School	-	208,958.00	208,779.00	179.00		179.00
Essex North Shore Agric. & Tech. School Total	-	208,958.00	208,779.00	179.00		
Superintendent Salary		86,426.00	86,426.00	-		-
Assistant Superintendent Salary		27,881.00	27,881.00	-		-
Clerical Wages		26,954.00	26,228.01	725.99		725.99
Laborer Wages		18,340.00	17,850.00	490.00		490.00
Foreman Wages		60,512.00	60,511.52	0.48		0.48
Operator Wages		127,542.00	123,196.64	4,345.36		4,345.36
Stormwater Compliance		1,500.00	93.92	1,406.08		1,406.08
Ground Maintenance		17,827.00	14,735.50	3,091.50		3,091.50
Overtime		6,700.00	4,345.53	2,354.47		2,354.47
Sick Leave Buyback		2,808.00	2,808.00	-		-
Electricity		5,200.00	2,548.55	2,651.45		2,651.45
Water Usage		1,350.00	1,056.09	293.91		293.91
Truck Maintenance		16,000.00	15,961.06	38.94		38.94
Small Equipment Repair		2,300.00	1,908.26	391.74		391.74
Bridge Inspection and Repair		3,500.00	1,393.80	2,106.20		2,106.20
Equipment Lease		23,153.00	23,152.73	0.27		0.27
Seminar Fees		500.00	371.25	128.75		128.75
Monitoring Wells		5,500.00	5,200.00	300.00		300.00
Stormwater Compliance Expenses		7,000.00	6,541.31	458.69		458.69
Drug & Alcohol Testing		700.00	395.00	305.00		305.00
Tree Removal		10,000.00	9,981.84	18.16		18.16
Telephone		2,355.00	2,330.91	24.09		24.09
Building Fuel		7,000.00	4,097.09	2,902.91		2,902.91
Office Supplies		2,345.00	2,098.93	246.07		246.07
Grounds Maintenance		10,000.00	9,094.58	905.42		905.42
Playground Maintenance		9,000.00	8,859.17	140.83		140.83
Truck Fuel		15,000.00	11,243.25	3,756.75		3,756.75
Highway Maintenance		81,000.00	80,952.79	47.21		47.21

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Tools & Supplies		3,125.00	3,124.90	0.10		0.10
Other Maintenance		7,075.00	7,054.04	20.96		20.96
Clothing Allowance		1,760.00	1,760.00	-		-
Dues & Memberships		700.00	695.00	5.00		5.00
A26/15ATM Lease Front End Loader	32,738.79		32,738.79	-		-
A26/16ATM DPW Dump Truck		75,500.00	-	75,500.00	75,500.00	-
Enc Highway Superintendent Salary	599.49		599.49	-		-
Enc Assistant Highway Superintendent Salary	207.59		207.59	-		-
Enc Highway Clerical	301.60		301.60	-		-
Enc Highway Foreman	453.44		453.44	-		-
Enc Highway Operator	739.68		739.68	-		-
Prior Year Encumbrance Grounds Maintenance	580.00		580.00	-		-
Encumbered Highway Grounds Maintenance	1,300.00	-	1,300.00	-		-
Highway Total	36,920.59	666,553.00	600,817.26	102,656.33		
Snow Removal Over-Time		13,720.00	10,694.41	3,025.59		3,025.59
Snow Removal Contractors		10,223.00	5,555.00	4,668.00		4,668.00
Snow Removal Other Expenses	-	57,085.00	46,043.66	11,041.34		11,041.34
Snow and Ice Total	-	81,028.00	62,293.07	18,734.93		
Street Lighting	-	18,070.00	15,298.74	2,771.26		2,771.26
Street Lighting Total	-	18,070.00	15,298.74	2,771.26		
Recycling Coordinator Wages		15,050.00	14,773.92	276.08		276.08
Electricity		3,208.00	2,387.74	820.26		820.26
Trash Contract		163,515.00	160,295.46	3,219.54		3,219.54
Recycling Contract		22,600.00	22,545.52	54.48		54.48
Hazardous Waste Disposal		4,985.00	4,983.92	1.08		1.08
Inspection Services		900.00	825.00	75.00		75.00
Telephone		420.00	401.25	18.75		18.75
Sticker Printing		700.00	566.00	134.00		134.00
Maintenance		2,500.00	2,046.22	453.78		453.78
Encumbered Transfer Station Part-Time Labor	132.68	-	132.68	-		-
Recycling Total	132.68	213,878.00	208,957.71	5,052.97		

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Waste Water Legal Expense	-	16,500.00	1,638.00	14,862.00		14,862.00
Waste Water Legal	-	16,500.00	1,638.00	14,862.00		
Cemetery Wages		27,415.00	27,088.00	327.00		327.00
Clerical Wages		3,692.00	3,592.44	99.56		99.56
Part-Time Wages		14,706.00	13,187.00	1,519.00		1,519.00
Overtime		2,782.00	1,266.24	1,515.76		1,515.76
Electricity		390.00	162.60	227.40		227.40
Repair & Maintenance		3,000.00	2,735.17	264.83		264.83
Gas and Fuel		2,500.00	2,497.20	2.80		2.80
Materials		2,000.00	1,881.92	118.08		118.08
Small Equipment		2,000.00	1,912.07	87.93		87.93
Encumbered Cemetery Wages	353.76		353.76	-		-
Enc Cemetery Part-Time Wages	316.00	-	316.00	-		-
Cemetery Total	669.76	58,485.00	54,992.40	4,162.36		
Sanitarian/Administrator Salary		80,094.06	80,094.06	-		-
Clerical Wages		45,965.00	45,169.66	795.34		795.34
Nurse Wages		9,864.00	8,434.41	1,429.59		1,429.59
Seminar Fees		950.00	205.00	745.00		745.00
Advertising		550.00	299.98	250.02		250.02
Contracted Services		5,000.00	4,364.10	635.90		635.90
Water Testing		700.00	235.00	465.00		465.00
Telephone		1,240.00	827.10	412.90		412.90
Postage		570.00	474.53	95.47		95.47
Office Supplies		1,300.00	1,063.40	236.60		236.60
Expenses		1,400.00	778.16	621.84		621.84
Travel		1,800.00	1,505.74	294.26		294.26
Dues & Memberships		550.00	351.00	199.00		199.00
Enc Sanitarian Admin Salary	567.62		567.62	-		-
Enc Board of Health Clerical	368.32		368.32	-		-
Enc Board of Health Nurse	62.28		62.28	-		-
Prior Year Encumbrance BOH Expenses	48.92	-	48.92	-		-
Board of Health Total	1,047.14	149,983.06	144,849.28	6,180.92		

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Social Service Agencies	-	2,500.00	2,500.00	-		-
Social Services Total	-	2,500.00	2,500.00	-		
Director, Part-Time		30,251.00	26,273.31	3,977.69		3,977.69
Van Driver Wages		9,420.00	7,144.26	2,275.74		2,275.74
Electricity		2,650.00	2,265.13	384.87		384.87
Heating Fuel		1,200.00	805.36	394.64		394.64
Water/Sewer Utility		625.00	504.01	120.99		120.99
Vehicle Maintenance		600.00	129.00	471.00		471.00
System Inspection/Maintenance		5,000.00	5,000.00	-		-
Van Driver Expenses		1,050.00	744.46	305.54		305.54
Telephone		2,040.00	1,955.58	84.42		84.42
Vehicle Fuel		2,500.00	1,395.63	1,104.37		1,104.37
COA Expenses		10,000.00	9,815.65	184.35		184.35
A10/11-16-15FTM Senior Center Maintenance		2,000.00	2,000.00	-		-
Encumbered COA Director	260.00		260.00	-		-
Prior Year Encumbrance COA Expense	5,000.00	-	5,000.00	-		-
Council on Aging Total	5,260.00	67,336.00	63,292.39	9,303.61		
Regional Assessment		15,000.00	12,495.60	2,504.40		2,504.40
Ordinary Benefits	-	40,000.00	33,228.37	6,771.63		6,771.63
Veterans Benefits Total	-	55,000.00	45,723.97	9,276.03		
Sanitation Facilities		3,500.00	2,080.00	1,420.00		1,420.00
Grove Maintenance	-	2,200.00	2,200.00	-		-
Centennial Grove Total	-	5,700.00	4,280.00	1,420.00		
Library Director		50,040.00	50,031.52	8.48		8.48
Staff Wages		36,935.00	36,738.61	196.39		196.39
Copier		2,590.00	2,590.00	-		-
Telephone		800.00	797.33	2.67		2.67
Office Supplies		1,347.21	1,209.33	137.88		137.88
Technology		1,000.00	999.49	0.51		0.51
Materials		28,862.12	23,976.86	4,885.26		4,885.26
Travel		140.67	138.39	2.28		2.28

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
MVLC Membership		13,580.00	13,048.03	531.97		531.97
Encumbered Library Director	370.86		370.86	-		-
Encumbered Library Part-Time Labor	307.50	-	307.50	-		-
Library Total	678.36	135,295.00	130,207.92	5,765.44		
Administrative		1,000.00	-	1,000.00		1,000.00
Printing	-	500.00	500.00	-		-
Historical Commission Total	-	1,500.00	500.00	1,000.00		
Memorial Day Expenses	-	900.00	898.69	1.31		1.31
Memorial Day Total	-	900.00	898.69	1.31		
Bond Principal		95,000.00	95,000.00	-		-
MERSD Debt Assessment - Principal		602,313.15	602,313.11	0.04		0.04
A5/15ATM Septic Debt	-	26,194.00	26,194.00	-		-
Bond Principal Total	-	723,507.15	723,507.11	0.04		
Bond Interest		15,221.00	14,678.70	542.30		542.30
MERSD Debt Assessment - Interest		176,792.85	176,792.85	-		-
Interest Short Term Note	-	15,000.00	-	15,000.00		15,000.00
Bond Interest Total	-	207,013.85	191,471.55	15,542.30		
Retirement Board Assessment	-	402,786.00	395,110.60	7,675.40		7,675.40
Retirement Total	-	402,786.00	395,110.60	7,675.40		
Workers Compensation		26,685.00	7,774.90	18,910.10		18,910.10
Unemployment Claims	-	1,000.00	8.21	991.79		991.79
Workers Comp/Unemployment Total	-	27,685.00	7,783.11	19,901.89		
Health Insurance	-	590,400.00	420,759.71	169,640.29		169,640.29
Health Insurance Total	-	590,400.00	420,759.71	169,640.29		
FICA	-	73,662.00	69,989.53	3,672.47		3,672.47
FICA Total	-	73,662.00	69,989.53	3,672.47	-	-

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Sub Total General Fund	441,893.57	14,468,234.34	13,820,316.79	1,147,286.12	364,042.58	783,243.54
CAPITAL PROJECTS						
Chapter 90	(29,530.00)		71,624.22	(101,154.22)	(101,154.22)	
Parking Lot	6,140.00			6,140.00	6,140.00	
Boardwalk - Seaport Grant	23,123.37			23,123.37	23,123.37	
Town Hall - Roof Repair	24,375.06			24,375.06	24,375.06	
Conomo Point - Waterfront Access		450,000.00		450,000.00	450,000.00	
Town Hall - Renovations	4,206,649.49	368,521.00	1,537,223.55	3,037,946.94	3,037,946.94	
Water Filtration Plant		362,000.00	17,006.01	344,993.99	344,993.99	
Sewer - Capital Project	3,120.87	-	1,400.00	1,720.87	1,720.87	-
Sub Total Capital Projects	4,233,878.79	1,180,521.00	1,627,253.78	3,787,146.01	3,787,146.01	-
COMMUNITY PRESERVATION FUND						
A12/11-16-15FTM Spring Street Fence Additional		21,000.00	17,830.00	3,170.00	3,170.00	
A10/11-17-14FTM Reconstruct Spring St Fence (Ph 3)	25,000.00	-	25,000.00	-	-	
A32/15ATM Electric Panels Cebacco Terrace		45,000.00	35,413.15	9,586.85	9,586.85	
A10/11-17-14FTM Mem. Park Survey/Master Plan	30,000.00		1,800.00	28,200.00	28,200.00	
A25/14ATM Cataloging Historical Records-T H Vault	2,458.31	-	2,458.31	-	-	
A12/11-16-15FTM Preserve Town Hall Vault Items		16,700.00	31.43	16,668.57	16,668.57	
A35/13ATM Digitization of Civil War Records	4,900.00	-	100.00	4,800.00	4,800.00	
A25/14ATM Preservation of Civil War Documents	2,184.75	-	593.25	1,591.50	1,591.50	
A25/14ATM Preservation of Historical Maps & Plans	6,516.50	-	4,718.95	1,797.55	1,797.55	
A10/11-17-14FTM Historic Homes Survey	6,000.00	-	6,000.00	-	-	
A32/15ATM CPC Administration		2,965.00	300.00	2,665.00	-	2,665.00
A7/11-17-14FTM Repair East End of Town Hall	5,787.35	-	-	5,787.35	5,787.35	-
Sub Total Community Preservation Act	82,846.91	85,665.00	94,245.09	74,266.82	71,601.82	2,665.00
WATER ENTERPRISE						
Superintendent Salary		14,404.00	14,404.00			
Assistant Superintendent Salary		55,762.00	55,762.00			
Clerical Wages		20,148.00	20,127.32	20.68		20.68
Part-Time Wages		8,858.00	8,049.20	808.8		808.80
Operator/Tech Wages		37,016.00	36,732.80	283.2		283.20

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Operator Wages		140,621.00	140,608.16	12.84		12.84
Over-Time		18,362.00	17,194.54	1,167.46		1,167.46
Sick Leave Buyback		4,681.00	3,595.37	1,085.63		1,085.63
Health Insurance		44,275.00	40,634.40	3,640.60		3,640.60
Workers' Compensation		9,377.34	9,377.34			
Retirement Board Assessment		46,509.66	46,483.60	26.06		26.06
FICA		4,138.00	3,973.86	164.14		164.14
Electricity		58,380.00	46,184.83	12,195.17		12,195.17
Vehicle Maintenance		3,500.00	3,316.08	183.92		183.92
Sludge Removal		11,500.00	9,372.95	2,127.05		2,127.05
Seminar Fees		2,000.00	2,000.00			
Drug & Alcohol Testing		500.00	190.00	310		310.00
Well Cleaning		20,000.00	9,200.00	10,800.00		10,800.00
EPA & State Mandatory Testing		4,500.00	4,288.06	211.94		211.94
Contracted Services		7,000.00	4,194.00	2,806.00		2,806.00
Backflow Testing		2,100.00	2,100.00			
Telephone		3,080.00	3,057.29	22.71		22.71
Fuel		7,500.00	5,692.47	1,807.53		1,807.53
Office Supplies		5,720.00	5,287.75	432.25		432.25
Vehicle Fuel		5,500.00	4,084.73	1,415.27		1,415.27
Tools & Supplies		4,000.00	3,700.35	299.65		299.65
Chemicals		85,000.00	79,951.42	5,048.58		5,048.58
Lab Supplies		4,500.00	3,444.80	1,055.20		1,055.20
Other Maintenance		82,955.00	67,950.72	15,004.28		15,004.28
Materials		3,545.00	3,544.51	0.49		0.49
Meter Reading Units		1,500.00	1,237.50	262.5		262.50
Pipe Fittings & Meters		9,000.00	8,736.16	263.84		263.84
Clothing Allowance		1,320.00	1,320.00			
Dues & Memberships		2,500.00	2,497.93	2.07		2.07
Liability Insurance		14,000.00	10,366.18	3,633.82		3,633.82
Bond Principal		33,000.00	33,000.00			
Bond Interest		4,500.00	4,500.00			
Principal and Interest on Short Term Note		12,620.00	12,619.77	0.23		0.23
A20/14ATM Electrical Efficiency Upgrade		2,000.00	2,000.00			
A24/15ATM Pickup Truck with Plow		37,000.00	37,000.00			
A22/15ATM Magnetic Flow Meters		10,500.00	10,200.00	300.00		300.00

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Encumbered Water Superintendent	99.74		99.74			
Encumbered Water Assistant Superintendent	415.18		415.18			
Encumbered Water Clerical	92.08		92.08			
Encumbered Water Operator Tech	554.08		554.08			
Encumbered Water Operator Labor	889.76		889.76			
Encumbered Water Over-Time	138.52	-	138.52	-	-	-
Sub Total Water Enterprise	2,189.36	843,372.00	780,169.45	65,391.91	-	65,391.91
SEWER ENTERPRISE						
Superintendent Salary		14,404.00	14,404.00			
Assistant Superintendent Salary		9,294.00	9,294.00			
Clerical Wages		19,147.00	18,535.70	611.30		611.30
Plant System II/Waste Water Tech		37,016.00	36,732.80	283.20		283.20
Operator/Tech Salary		36,433.00	36,370.32	62.68		62.68
Overtime		15,280.00	12,847.73	2,432.27		2,432.27
Sick Leave Buyback		1,224.00	1,188.22	35.78		35.78
Health Insurance		28,775.00	28,524.12	250.88		250.88
Workers Compensation						
Retirement Board Assessment		23,694.00	23,241.80	452.20		452.20
FICA		2,369.00	2,027.27	341.73		341.73
Electricity		29,020.00	27,439.79	1,580.21		1,580.21
Vehicle Maintenance		1,500.00	1,380.14	119.86		119.86
Seminar Fees		400.00	400.00			
Drug & Alcohol Testing		240.00	80.00	160.00		160.00
City of Gloucester Usage Charge		441,060.00	441,058.40	1.60		1.60
Backflow Testing		800.00	400.00	400.00		400.00
Telephone		2,000.00	1,757.29	242.71		242.71
Fuel		2,600.00	2,446.79	153.21		153.21
Office Supplies/SCADA Software		7,000.00	6,763.10	236.90		236.90
Vehicle Fuel		4,000.00	3,363.87	636.13		636.13
Tools & Supplies		5,700.00	4,200.48	1,499.52		1,499.52
Chemicals		6,200.00	6,187.00	13.00		13.00
Other Maintenance		81,400.00	72,914.28	8,485.72		8,485.72
Materials		400.00	333.95	66.05		66.05
Clothing Allowance		440.00	440.00			

Town of Essex
FY2016 Appropriation Report

Account Description	Forward FY15	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balances
Dues & Memberships		400.00	397.00	3.00		3.00
Liability Insurance		2,200.00	2,152.51	47.49		47.49
MWPAT Debt Adm & Origination Fees		18,654.00	18,652.30	1.70		1.70
Bond Principal		1,161,162.00	1,161,162.00			
Bond Interest		89,460.00	89,458.33	1.67		1.67
A25/15ATM Utility Truck w/Crane	52,000.00		48,718.00	3,282.00		3,282.00
A23/15ATM Repair or Replace Sewer Pump	40,000.00		37,885.00	2,115.00		2,115.00
Encumbered Sewer Superintendent	99.74		99.74			
Encumbered Sewer Assistant Superintendent	69.37		69.37			
Encumbered Sewer Clerical	117.44		117.44			
Encumbered Operator Tech	554.08		554.08			
Encumbered Sewer Operator Labor	433.76	-	433.76	-	-	-
Sub Total Sewer Enterprise	93,274.39	2,042,272.00	2,112,030.58	23,515.81	-	23,515.81
 GRAND TOTAL - ALL FUNDS	 4,854,083.02	 18,620,064.34	 18,434,015.69	 5,097,606.67	 4,222,790.41	 874,816.26

Town of Essex
Combined Balance Sheet
June 30, 2016

	General	Special Revenue	Capital Projects	Enterprise	Trust & Agency	General Long-Term Obligations	Total
Assets							
Cash and Investments	\$ 13,948,219						\$ 13,948,219
Cash - Due to/Due from Other Funds	(11,665,287)	3,659,499	4,137,779	2,095,643	1,772,365		(0)
Receivables							
Personal Property Taxes	5,984						5,984
Real Estate Taxes	161,830						161,830
Allowance for Abatements & Exemp	(126,746)						(126,746)
Tax Liens Receivable	512,670	305		19,937			532,913
Deferred Taxes/Betterments				12,698			12,698
Taxes In Litigation Receivable	210,999	1,037		53,257			265,292
Betterment Assessments, Apportnd							-
Betterment Assessments Unappor	54,196	141,598		8,148,148			8,343,941
Excises	57,612	-					57,612
Departmental		39,872		549,107			588,979
Intergovernmental							-
Other Assets - Tax Possessed	446,634						446,634
Amount to be Provided		-				13,615,470	13,615,470
Total Assets	\$ 3,606,111	\$ 3,842,311	\$ 4,137,779	\$ 10,878,791	\$ 1,772,365	\$ 13,615,470	\$ 37,852,827
Liabilities and Fund Equity							
Liabilities							
Warrants Payable	\$ 169,736	\$ 3,730	\$ 356,773	\$ 43,091			\$ 573,330
Accounts Payable					64,115		64,115
Deferred Revenue - Property Taxes	41,068						41,068
Deferred Revenue - Other	1,282,110	182,812		8,783,107			10,248,030
Bond Anticipation Notes Payable							-
Accrued Payroll Withholdings	8,485						8,485
Due to other Government					3,488		3,488
Other Liabilities	12,345						12,345
Bonds Payable						13,615,470	13,615,470
Total Liabilities	\$ 1,513,744	\$ 186,542	\$ 356,773	\$ 8,826,198	\$ 67,602	\$ 13,615,470	\$ 24,566,330
Fund Equity							
Retained Earnings				\$ 1,912,592			\$ 1,912,592
Reserved for Encumbrances	364,043						364,043
Reserved for Expenditures	300,000	83,194		140,000	3,000		526,194
Reserved for Special Purposes	695	3,572,575	3,781,006		1,701,763		9,056,040
Unreserved	1,427,629						1,427,629
Bonds Authorized							-
Bonds Authorized and Unissued							-
Total Fund Equity	\$ 2,092,366	\$ 3,655,769	\$ 3,781,006	\$ 2,052,592	\$ 1,704,763	\$ -	\$ 13,286,497
Total Liabilities and Fund Equity	\$ 3,606,111	\$ 3,842,311	\$ 4,137,779	\$ 10,878,791	\$ 1,772,365	\$ 13,615,470	\$ 37,852,827

TOWN CLERK & BOARD OF REGISTRARS

During the calendar year 2016, the Office of the Town Clerk, along with the Board of Registrars, assisted with a Special Town Meeting (February 1, 2016), the Annual Town Meeting (May 2, 2016), and the Fall Town Meeting (November 14, 2016). The Town also hosted the Presidential Primary (March 1, 2016), the Annual Town Election on (May 9, 2016), the State Primary (September 8, 2016) and the Presidential Election (November 8, 2016).

The Town Clerk and Board of Registrars would like to thank the Essex poll workers, volunteers, and our staff in a number of departments for all of their hard work and dedication to make each Town Meeting and/or Election seamless. The opportunity to vote is one of our most prized civil rights in the United States. As part of the major election legislation overhaul that occurred in 2014, the 2016 Presidential Election season brought forth early voting in Massachusetts for the first time. 705 Essex Voters participated in Early Voting out of a total of 2741 voters, or 25.72%. Overall, early voting is most likely here to stay in Massachusetts, as it was an overwhelming success with an average of over 22% of voters participating. The Town Clerk was fortunate enough to be appointed to the Massachusetts Town Clerk's Association Election Law Task Force Advisory Group to advise our Task Force Representative of small-town needs. The Town Clerk is also a member of the Massachusetts Town Clerk's Association's Legislative Committee, able to work with our lobbyist to ensure the Legislature has the administration of local government and how it affects their constituents in mind.

The Town Clerk was also appointed as the Town's Record Access Officer (RAO), a new position created by Chapter 121 of the Acts of 2016, the New Public Records Law. As a result of this new legislation, all public record requests must be forwarded to the RAO for tracking and to ensure prompt response. The RAO is also responsible for outlining the type of records maintained by various departments to help the public better be able to find the information they are looking for.

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

Business Certificates (d/b/a registration)

- 37 Certificates issued.

Dog Licensing

- 505 Dog Licenses issued.
- 4 Kennel Licenses issued.
- 6 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

- 89 Resident recreational shellfish permits issued.
- 45 Non-resident recreational shellfish permits issued.
- 74 Commercial shellfish permits issued, of those:
 - 16 Senior permits issued

- 9 Student permits issued
- 4 Sea worm and eel permits issued.

Vital Records

- 28 Children were born to Essex residents, including 3 sets of twins.
- 29 Essex residents passed in 2016.
- 9 Couples filed their marriage intentions in the Town of Essex in 2016.
- 8 Marriages were recorded in 2016.

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

Respectfully submitted,
Christina St. Pierre

2016 ESSEX TOWN MEETING MINUTES

Minutes of the Special Town Meeting of the Town of Essex February 1, 2016

The February 1, 2016 Special Town Meeting of The Town of Essex held at the Essex Elementary School Cafetorium was called to order at 7:28 pm by Moderator Rolf P. Madsen. A quorum over 60 voters was present at the time. The Moderator then called for the attendance to recite the Pledge of Allegiance.

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

Voted unanimously.

ARTICLE 1 – TRANSFER FUNDS FOR WATER FILTRATION PLANT MAINTENANCE AND REPAIRS

Motion made by Trescott DeWitt, duly seconded, that the Town vote to transfer from Water Enterprise Free Cash the sum of \$175,000 and to transfer from General Free Cash the sum of \$187,000, for a total appropriation of \$362,000, for repairs to and/or replacement of certain components of the Water Filtration Plant and any costs incidental thereto, including but not limited to the costs of design, construction, oversight, and testing of said repairs/replacements.

Voted Unanimously.

ARTICLE 2 – TRANSFER OF FUNDS FOR RENOVATIONS TO TOWN HALL & LIBRARY
Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to transfer from the Town Sale of Real Estate Fund the sum of \$368,521 to be added to an existing, \$4,200,000 appropriation to make further renovations to the Town Hall and Library building at 30 Martin Street, including but not limited to, full exterior renovation, addition of an elevator, addition of a fire suppression system, and any improvements required by the Americans with Disabilities Act; and also including costs of design, project management and construction oversight/administration, temporary relocation, furnished temporary office space, temporary office utilities, insurance, and all other costs incidental or related to the project; and further to authorize the Board of Selectmen to enter into all agreements and execute on behalf of the Town any and all documents as may be necessary or convenient to effectuate the purposes of this vote.

Voted Unanimously.

A motion was made and duly seconded to dissolve the meeting at 7:50 p.m.

Voted Unanimously.

A true copy.

Attest:

Christina J. St. Pierre, Town Clerk

**Minutes to the
197th Annual Town Meeting of the Town of Essex
May 2nd, 2016**

The 197th Annual Town Meeting of the Town of Essex was called to order at 7:35 p.m. by Town Moderator Rolf P. Madsen. A quorum of over 200 voters was present at the time.

The following people were appointed as tellers: Sam Cushing, Kathy Azadian, Anne Landry, Richard Ross, Rebecca Jones, Betsy Ridge-Madsen, Vickie Cataldo and Laura Doyle.

There were no objections to the tellers appointed.

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

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

The 2016 Local Election shall be held on Monday, May 9th, 2016:

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:

One Assessor for three years.

One Town Moderator for one year.

One Selectman for three years.

One Board of Health member for three years.

Two Constables for one year.

One School Committee member for three years.
One Board of Library Trustee for three years.
One Planning Board member for five years.
One Housing Authority member for five years.

AND, to do this by vote on one ballot. The polls will be open on Monday, May 9, 2016 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 Lisa J. O'Donnell, 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 Susan Gould-Coviello, duly seconded, that the Town receive the Reports of the Town Officials, Boards, and Committees contained in the Annual Town Report.

Motion made by Bruce Fortier, duly seconded, that the motion before the meeting be amended by replacing it with "moved, that the Meeting hear, receive, and consider the Reports of the Town Officials and Committees, and also, receive and consider any Reports contained in the Annual Town Report, and, also, take any action related thereto."

Amendment carries.

Main motion as amended – Voted Unanimously.

ARTICLE 3: FY17 WAGE AND SALARY SCALE

Motion made by Mark Osburn, duly seconded, that the Town vote to approve the Wage and Salary scale for fiscal year 2017 in accordance with the recommendations of the Personnel Board Report.

Voted unanimously.

ARTICLE 4: FY17 ELECTED OFFICERS SALARY AND COMPENSATION

Motion made by Mark Osburn, duly seconded, that the Town fix the salary and compensation of each of the elected officers of the Town as required by Massachusetts General Law Chapter 41, Section 108, as amended, for fiscal year 2017 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 2017 in accordance with the terms of repayment for Community Septic Management Program loan funds.

Voted unanimously.

ARTICLE 6: REVOLVING FUNDS FOR ANIMAL CONTROL & BOARD OF HEALTH
 Motion made by, David Doane, duly seconded, that the Town vote pursuant to Massachusetts General Laws chapter 44, section 53E ½ to authorize the revolving funds of the Town for fiscal year 2017 as shown in Article 6 of the Annual Town Meeting Warrant.

Voted unanimously.

Article 6 as shown in the Annual Town Meeting Warrant:

<u>Revolving Fund</u>	<u>Spending Authority</u>	<u>Revenue Source</u>	<u>Allowed Expenses</u>	<u>Spending Limit</u>
Animal Control Officer	Board of Selectmen	Payments from dog owners seeking to claim impounded dogs	Compensating the ACO for the care of impounded dogs and reimbursing the ACO for all associated expenses	\$10,000
Board of Health – Youth Triathlon	Board of Health	Donations, grants and fees collected for the youth triathlon	Purchase of supplies and services for planning and execution of the Annual Youth Triathlon	\$12,000
Board of Health – Health, Safety and Emergency	Board of Health	Donations, grants and fees collected for the purpose of health , safety and/or emergency planning, preparation and education	Purchase of supplies and services for the purpose of health, safety and/or emergency planning, preparation and education	\$10,000
Board of Health – Public Health Nurse	Board of Health	Medicare and other reimbursements relating to contracted labor, pharmaceuticals and other reimbursements relating to the services of the Public Health Nurse	Purchasing supplies and pharmaceuticals for the Public Health Nurse and for Public Health nurse labor	\$12,000

Motion made by Lisa J. O'Donnell, duly seconded, that Article 29 be visited before Article 7.

Voted unanimously.

ARTICLE 29: COMMUNITY PRESERVATION FUNDS

Motion made by, Kimberly Drake, duly seconded, that the Town appropriate or reserve from Fiscal Year 2017 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 7: CONOMO POINT PLANNING COMMITTEE

Motion made by Mark Lynch, duly seconded, that Article 7 be indefinitely postponed.

Voted unanimously.

Motion made by Lisa J. O'Donnell, duly seconded, that Articles 10 and 11 be considered together before Article 8.

Voted unanimously.

ARTICLE 10: FUNDING CONSTRUCTION PLANS FOR WATERFRONT ACCESS AND RELATED IMPROVEMENTS TO CONOMO POINT

Motion made by Mark Lynch, duly seconded, that the Town vote to transfer from the Sale of Real Estate Fund the sum of \$450,000 to retain the services of a design consultant to develop final construction plans for waterfront access and related improvements for the Town's property at Conomo Point, north of the Southern Conomo Point Subdivision, including but not limited to the development of design plans for the project, the preparation bid documents, the oversight of the actual construction of such improvements, and all work incidental or related thereto; and for the construction of such waterfront access and related improvements and all costs incidental or related thereto.

Motion carried.

Point of Order – the attendance rose to call for a standing counted vote.

Standing Counted Vote:

Yes – 114

No – 66

Motion carries.

ARTICLE 11: TRANSFER PROPERTIES FROM PURPOSES OF LEASE TO GENERAL MUNICIPAL PURPOSES

Motion made by, Susan Gould-Coviello, duly seconded, that the Town vote to transfer the following, Town-owned properties from the Board of Selectmen, acting as Conomo Point Commissioners, which properties are currently held for purposes of lease, to the Board of Selectmen, acting as Conomo Point Commissioners, for general municipal purposes:

138 Conomo Point Road, Map 108, Lot 61

153 Conomo Point Road, Map 108, Lot 41

Declared 2/3rds vote.

ARTICLE 8: TRANSFER PROPERTIES FROM PURPOSES OF LEASE TO GENERAL MUNICIPAL PURPOSES AND CONVEYANCE PURPOSES

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to transfer lots 4, 5, 6, 7, 9, 10, 11, 12, 14, 16, 17, and 18 depicted on the approved Definitive Subdivision Plan entitled "Central Conomo Point Subdivision, Robbins Island Portion, Essex, MA" which is on file with the Essex Town Clerk, from the Conomo Point Commissioners for purposes of lease to the Board of Selectmen, acting as Conomo Point Commissioners, for general municipal and conveyance purposes;

and further, after said plan has been duly recorded with the Registry of Deeds, to authorize the Board of Selectmen, acting as Conomo Point Commissioners, to convey any or all of said lots for such terms and conditions and for such consideration as the Board of Selectmen, acting as Conomo Point Commissioners, deem to be in the best interests of the Town; provided, however, that the sale prices shall not be lower than the amount of the fair market values for the land only, as established by Massachusetts Certified General Appraiser Mark Tyburski, in his report dated April 14, 2016; and further to authorize the Board of Selectmen, acting as Conomo Point Commissioners, to enter into all agreements and to execute any and all instruments as may be necessary or convenient on behalf of the Town to affect the purposes of this vote.

Declared 2/3rds vote.

ARTICLE 9: AUTHORIZATION FOR CONOMO POINT COMMISSIONERS TO LEASE

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to authorize the Board of Selectmen, serving in their capacity as Conomo Point Commissioners, to lease for periods of up to twenty years, the following lots depicted on Assessors' Map 108, or any portions thereof:

15, 21, 22, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 53, 54, 55, 56, 57, 58, 59, 60, 62, 63, 65, 66, 67, 68, 69, 70, 71, 72, 74, 75, 76, 77 and 79

on such terms and conditions and for such consideration as the Board of Selectmen, acting as Conomo Point Commissioners, deem to be in the best interests of the Town, provided, however, that the rent for such leases shall be no less than the amount of the fair market rental value of the land only, as established by Massachusetts Certified General Appraiser Mark Tyburski, in his reports dated April 25, 2016.

And further to authorize the Board of Selectmen, acting as Conomo Point Commissioners, to enter into all agreements and to execute any and all instruments as may be necessary or convenient on behalf of the Town to affect the purposes of this vote.

Motion carries.

Note to reader: Articles 10 & 11 were visited prior to Article 8.

Motion made by Annie Cameron, duly seconded, to visit Articles 18 & 19 before Article 12.

Voted Unanimously.

ARTICLE 18: MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT FUNDING – FY17
Motion made by Ann Cameron, duly seconded, that the Town vote to raise and appropriate the sum of \$7,423,549 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 sixteen.

Voted by the majority.

ARTICLE 19: FUNDING THE APPORTIONED SHARED OF THE MANCHESTER MEMORIAL ELEMENTARY SCHOOL FEASIBILITY STUDY
Motion made by Ann Cameron, duly seconded, that the Town vote to raise and appropriate the sum of \$147,959 to fund and approve Article 19 as written in the Annual Town Meeting warrant.

Voted by the majority.

Article 19 as shown in the Annual Town Meeting Warrant:

ARTICLE 19
To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$147,959, which represents its apportioned share of the Manchester Memorial Elementary School feasibility study, authorized by the Manchester Essex Regional School District (MERSD), for the purpose of paying costs of the Manchester Memorial Elementary School feasibility study, for the school located at 43 Lincoln Street in Manchester-by-the-Sea, Massachusetts, and further described in a deed recorded in Book 3507 pages 137 and 138 in the Essex South Registry of Deeds and depicted on Map 47, lot 6 of the Town of Manchester by the Sea Assessors’ maps, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended at the direction of MERSD School Building Committee. The MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Study costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Study shall be as set forth in the Feasibility Study Agreement that may be executed between the District and the MSBA; or take any other action relating thereto.

ARTICLE 12: FUNDING AND IMPLEMENTING COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN AND THE AFSCME, LOCAL 2905, AFL-CIO
Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to raise and appropriate the sum of \$10,000, to appropriate from Sewer Department receipts the sum of \$2,000, and to appropriate from Water Department receipts the sum of \$4,500, for a total appropriation of \$16,500, to fund and implement a collective bargaining agreement between the

Town and the American Federation of State, County, and Municipal Employees, Local 2905, AFL-CIO.

Voted unanimously.

ARTICLE 13: FUNDING AND IMPLEMENTING COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN AND THE POLICE BENEVOLENT ASSOCIATION OF ESSEX, MA COALITION OF POLICE, INTERNATIONAL UNION OF POLICE ASSOCIATIONS, AFL-CIO.

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to raise and appropriate the sum of \$17,000 to fund and implement a collective bargaining agreement between the Town and the Police Benevolent Association of Essex, Massachusetts Coalition of Police, International Union of Police Associations, AFL-CIO.

Voted unanimously.

ARTICLE 14: FINANCE COMMITTEE REPORT

Motion made by Justin Bourgette, duly seconded, that the Town vote to appropriate the sum of \$6,482,271 as follows: a) raise by taxation the sum of \$823,678 for debt repayment, principal and interest; b) transfer from the Cemetery Sale of Lots Fund the sum of \$5,700 to the Cemetery Budget; c) transfer from the Cemetery Lot Care Fund the sum of \$6,680 to the Cemetery Budget; d) transfer from the Cemetery Perpetual Care Fund the sum of \$5,700 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 \$200,000 to the Health Insurance Budget, g) transfer from the Ambulance Fund the sum of \$50,000 to the Ambulance Budget; h) transfer from Overlay Surplus the sum of \$100,000 to the Health Insurance Budget; and i) to raise by taxation the sum of \$5,286,513 to be allocated between the salaries and expenses of the Town according to the remaining budget items as indicated in the Finance Committee Report; and to authorize the Finance Committee to permit budget line item transfers within a department from salary lines to salary lines and from expense lines to expense lines.

Voted unanimously.

ARTICLE 15: SEWER ENTERPRISE FUND

Motion made by Trescott Dewitt, duly seconded, that Article 15 be indefinitely postponed.

Voted unanimously.

ARTICLE 16: SEWER ENTERPRISE FUND BUDGET

Motion made by Trescott Dewitt, duly seconded, that the Town vote to appropriate the sum of \$2,032,051 for the Sewer Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$836,295 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 – \$726,845 from departmental receipts and the sum of \$40,000 from Sewer Enterprise free cash; all as indicated in the Finance Committee Report; and to authorize the Finance Committee to permit budget line item transfers

within the Sewer Department from salary lines to salary lines and from expense lines to expense lines.

Voted unanimously.

ARTICLE 17: WATER ENTERPRISE FUND BUDGET

Motion made by Trescott Dewitt, duly seconded, that the Town vote to appropriate the sum of \$756,161 for the Water Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$12,653 from water betterments and the sum of \$35,850 from departmental receipts; and b) funds to be allocated between the salaries and expenses of the Water Department – \$707,658 from departmental receipts; all as indicated in the Finance Committee Report; and to authorize the Finance Committee to permit budget line item transfers within the Water Department from salary lines to salary lines and from expense lines to expense lines.

Voted unanimously.

Note to reader: Articles 18 & 19 were visited prior to Article 12.

ARTICLE 20: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT

Motion made by Alvin Craig, duly seconded, that the Town vote to raise and appropriate the sum of \$327,053 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, 2016.

Voted unanimously.

ARTICLE 21: PAYMENT OF PAYROLL TAX ASSESSMENTS

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to transfer from Free Cash the sum of \$211,910.34 for the payment of payroll tax assessments from the Massachusetts Department of Revenue and the Internal Revenue Service.

Voted unanimously.

ARTICLE 22: TRANSFER FUNDS FOR THE MAINTENANCE OF 5 SOUTHERN AVENUE

Motion made by David Doane, duly seconded, that the Town vote to transfer from Free Cash the sum of \$25,000 to demolish or secure a structure located at 5 Southern Avenue (Map 136, Lot 113) and to dispose of any contents therein or thereupon, to purchase and erect a security fence at said location, and to do anything incidental or related thereto.

Voted unanimously.

ARTICLE 23: ESSEX BICENTENNIAL CELEBRATION FUND

Motion made by Susan Gould-Coviello, 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 unanimously.

ARTICLE 24: FUNDING A DESIGNER FOR THE PRESERVATION AND/OR REPAIR OF THE FOLSOM PAVILION AT CENTENNIAL GROVE

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to transfer from Free Cash, the sum of \$18,750 to retain the services of a designer to develop design plans and cost estimate options for the preservation and/or repair and/or the demolition and replacement of the Folsom Pavilion at the Centennial Grove, and all work incidental or related thereto.

Voted unanimously.

ARTICLE 25: FUNDING THE PURCHASE OF FURNISHING/FIXTURES AT TOWN HALL

Motion made by David Doane, duly seconded, that the Town vote to transfer from Free Cash the sum of \$65,000 to purchase furnishings and fixtures for the Town Hall/Library at 30 Martin Street.

Voted unanimously.

ARTICLE 26: PURCHASE A FULLY-EQUIPPED DUMP TRUCK

Motion made by Trescott DeWitt, duly seconded, that the Town vote to transfer from Free Cash the sum of \$75,500 to purchase a fully-equipped dump truck for the Department of Public Works and to authorize the Board of Selectmen to dispose of any truck replaced by this purchase, by sale or trade, and to take any other actions necessary to effectuate the purposes of this vote.

Voted unanimously.

ARTICLE 27: THERMAL IMAGING CAMERA FOR HARBORMASTER DEPARTMENT

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to transfer from the Waterways Fund the sum of \$10,000 to purchase a thermal imaging camera for use by the Harbormaster Department.

Voted by the majority.

ARTICLE 28: POWER STRETCHER FOR USE BY THE AMBULANCE DEPARTMENT

Motion made by Daniel Doucette, duly seconded, that the Town vote to transfer from the Ambulance Fund the sum of \$18,500 to purchase a power stretcher for use by the Ambulance Department.

Voted unanimously.

Note to reader: Article 29 was visited prior to Article 7.

ARTICLE 30: DEVELOPMENT AND IMPLEMENTATION OF ESSEX STRATEGIC PLAN

Motion made by David Gabor, duly seconded, that the Town vote to transfer from Free Cash the sum of \$2,500 for the Essex Strategic Planning Committee to accomplish public involvement and outreach with respect to the ongoing development and implementation of the Essex Strategic Plan.

Voted unanimously.

ARTICLE 31: DEFRAY OPERATIONAL EXPENSES

Motion made by Justin Bourgette, duly seconded, that Article 31 be indefinitely postponed.

Voted unanimously.

ARTICLE 32: REPLENISH FINANCE COMMITTEE RESERVE FUND

Motion made by Justin Bourgette, duly seconded, that Article 32 be indefinitely postponed.

Voted unanimously.

ARTICLE 33: UNPAID BILLS FROM PRIOR FISCAL YEARS

Motion made by Justin Bourgette, duly seconded, that Article 33 be indefinitely postponed.

Voted unanimously.

A motion was made and duly seconded to dissolve the meeting at 9:55 p.m.

Voted unanimously.

A true copy.

Attest:

Christina J. St .Pierre, Town Clerk

**Minutes of the
Special Fall Town Meeting of the Town of Essex
November 14, 2016**

The November 14, 2016 Special Fall Town Meeting of The Town of Essex held at the Essex Elementary School Cafetorium was called to order at 7:35pm by Moderator Rolf P. Madsen. A quorum of 91 voters was present at the time. The Moderator then called for the attendance to recite the Pledge of Allegiance.

The following people were appointed as tellers: Tricia Soulard, Stacie Capotosto, Christopher Wolf, Suzanne Lynch, Dawn Burnham and Laura Doyle.

There were no objections to the tellers appointed.

The Moderator then presented the Volunteer and Employee of the Year awards. The 2016 recipients are:

Volunteers of the Year:

Harold C. Addison

Lee H. Lower

James E. Witham

Employee of the Year
Pamela J. Witham

ARTICLE 1: GENERAL BYLAW CHANGE – CONOMO POINT PLANNING COMMITTEE MEMBERSHIP NUMBERS

Motion made by John Bediz, duly seconded, that the Town vote to amend the Town of Essex Bylaws, Section 2-20 Conomo Point Planning Committee by reducing the number of members from twelve (12) to seven (7); provided that the members serving on the Committee at the time of passage of this amendment shall continue to serve until the conclusion of the May 1, 2017 Annual Town Meeting, or their sooner resignation or removal, at which time their appointments shall expire and a new slate of members may be appointed at said meeting.

Voted by the Majority.

ARTICLE 2: FREE CASH TRANSFER FOR CONOMO POINT MANAGEMENT

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 and outfitting of all outdoor areas.

Voted by the Majority.

ARTICLE 3: ADDITIONAL FUNDING FOR PHASE III OF TOWN HALL RENOVATIONS

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 \$175,000 to be added to an existing appropriation made via Article 14 of the May 4, 2015 Annual Town Meeting to make further renovations to the Town Hall and Library building at 30 Martin Street including but not limited to full exterior renovation, addition of an elevator, addition of a fire suppression system, and any improvements required by the Americans with Disabilities Act; and also including costs of design, project management and construction oversight/administration, temporary relocation, furnished temporary office space, temporary office utilities, insurance, and all other costs incidental or related to the project; and further to authorize the Board of Selectmen to enter into all agreements and execute on behalf of the Town any and all documents as may be necessary or convenient to effectuate the purposes of this Article.

Voted Unanimously.

ARTICLE 4: FUNDING THE PURCHASE OF FURNISHINGS & FIXTURES FOR TOWN HALL

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to transfer from Free Cash the sum of \$63,000 to be added to an existing appropriation made via Article 25 of the May 2, 2016 Annual Town Meeting to purchase furnishings and fixtures for the Town Hall/Library at 30 Martin Street.

Voted Unanimously.

ARTICLE 5: EASEMENT FOR UPGRADING ELECTRICAL SERVICE ON CENTENNIAL GROVE ROAD

Motion made by David Doane, duly seconded, that the Town vote to authorize the Board of Selectmen to convey an easement to National Grid, or its nominee or assignee, upon certain property, hereinafter described, for the purpose of anchoring electric transmission poles, including, but not limited to, push braces and leads, said easement shown on the easement sketch entitled "Centennial Grove Rd Essex, MA" dated August 24, 2016, on file with the Town Clerk, said property being those premises located on Centennial Grove Road, being Assessors Map 143, Lot 36 and Assessors Map 146, Lot 20, and described in a deed recorded with the Essex South District Registry of Deeds in Book 6132, Page 100, on such terms and conditions and for such consideration, including nominal consideration, as the Board of Selectmen shall deem appropriate.

Voted Unanimously.

ARTICLE 6: REPAIRS TO FOLSOM PAVILION AT CENTENNIAL GROVE

Motion made by Lisa J. O'Donnell, duly seconded, that Article 6 be indefinitely postponed.

Voted Unanimously.

ARTICLE 7: ZONING BYLAW AMENDMENT - UPDATE DEFINITION OF 'SIGN' TO BE CONSISTENT THROUGHOUT CHAPTER

Motion made by Westley Burnham, duly seconded, that the Town vote to amend the Essex Zoning Bylaw as set forth in Article 7 of the Warrant.

Voted Unanimously.

Text of Article 7 as it appears in warrant:

ARTICLE 7

To see if the Town will vote to amend the Essex Zoning Bylaw by deleting the existing definition of "sign" in Section 6-2.2, Definitions, and inserting in its place the following new definition:

SIGN 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.

; or to take any other action relating thereto

ARTICLE 8: ZONING BYLAW AMENDMENT – PARKING SPACES PER DWELLING UNIT

Motion made by Westley Burnham, duly seconded, that the Town vote to amend the Essex Zoning Bylaw as set forth in Article 8 of the Warrant.

Declared 2/3rds Vote.

Text of Article 8 as it appears in warrant:

ARTICLE 8

To see if the Town will vote to amend the Essex Zoning Bylaw by deleting the existing requirements for RESIDENTIAL STRUCTURES located in Section 6-6.1.1, Table of Parking Requirements, and inserting in its place the following new requirement:

Two parking spaces for each dwelling unit

; or to take any other action relating thereto.

ARTICLE 9: ZONING BYLAW AMENDMENT – MINIMUM STANDARDS FOR ALL DRIVEWAYS

Motion made by Westley Burnham, duly seconded, that the Town vote to amend the Essex Zoning Bylaw as set forth in Article 9 of the Warrant.

Discussion ensued.

Motion made by Gilbert E. Guerin, duly seconded, to put the word “new” ahead of the word driveways where there are changes to the current regulations.

Amendment carries.

Discussion ensued on the main, now amended article.

Main article as amended passes with declared 2/3rds vote.

Text of Article 9 as it appears in warrant:

ARTICLE 9

To see if the Town will vote to amend the Essex Zoning Bylaw by deleting the existing Section 6-6.3, Driveways, paragraph c., and inserting in its place the following new Section 6-6.3, Driveways, paragraph c.:

c. Minimum driveway standards for driveways.

Driveway access to the dwelling or other building site shall be indicated on the plans submitted to the building inspector at the time of building permit application.

Such a driveway shall provide access for vehicles including moving vans, ambulance, fire and police vehicles and shall have:

Width of at least 12 feet, but shall be cleared to a width of at least 14 feet, applicable to the portion used by more than one lot.

Maximum grade of 10 percent.

Adequate clearing at the intersection of the public way to provide a minimum of 30 foot sight lines.

Shall be cleared to maintain 14 feet vertical clearance.

; or to take any other action relating thereto.

**ARTICLE 10: ZONING BYLAW AMENDMENT TO WATER RESOURCE PROTECTION
OVERLAY DISTRICT, USE REGULATIONS**

Motion made by Kimberly Drake, duly seconded, that the Town vote to amend the Essex Zoning Bylaw by deleting Section 6-10.3.3.a.13., Water Resource Protection Overlay District, Use Regulations, and inserting in its place the following new Section 6-10.3.3.a.13., Water Resource Protection Overlay District, Use Regulations:

13. Land use which renders impervious more than 15 percent or 2,500 sq. ft. of a lot, except as allowed by Section 6-10.3.3.b.7.

Discussion ensued.

Motion made by Kimberly Drake, duly seconded, to indefinitely postpone this article.

Voted Unanimously.

**ARTICLE 11: ZONING BYLAW AMENDMENT TO WATER RESOURCE PROTECTION
OVERLAY DISTRICT**

Motion made by Westley Burnham, duly seconded, to indefinitely postpone this article.

Voted Unanimously.

ARTICLE 12: ZONING BYLAW AMENDMENT – FIX SCRIVENER’S ERRORS

Motion made by Westley Burnham, duly seconded, that the Town vote to amend the Essex Zoning Bylaw as set forth in Article 12 of the Warrant.

Voted Unanimously.

Text of Article 12 as it appears in warrant:

ARTICLE 12

To see if the Town will vote to amend the Essex Zoning Bylaw to correct the following scrivener errors:

Amend the title of the Essex Zoning Bylaw by deleting the title and inserting in its place “Chapter VI, ZONING, The power of the Town to adopt acts concerning zoning as contained in M.G.L. 40A et seq.”;

Amend the definition of “Use, Change of” by deleting the word “entitled” and inserting in its place “titled”;

Amend the definition of “Structure” by deleting “(780 CMR Section 110.3 Exemptions)”;

Amend Section 6-10.2.1.a. by deleting “(currently 780 CMR)” and

Amending Section 6-5.11.b. by deleting the number “3” and inserting in its place the letter “c”

ARTICLE 13: PURCHASE AND EQUIP A POLICE CRUISER

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to transfer from Free Cash the sum of \$34,000 to purchase and equip a police cruiser and to authorize the Board of Selectmen to dispose of the cruiser being replaced by the purchase by sale or trade.

Voted Unanimously.

ARTICLE 14: FUNDING THE TOWN’S OTHER POST-EMPLOYMENT BENEFITS

Motion made by Mark McKenna, duly seconded, that the Town vote to transfer from Free Cash the sum of \$125,000 to fund the Town’s Other Post-Employment Benefits (OPEB) Trust Fund.

Voted Unanimously.

ARTICLE 15: PURCHASE AUTOMATIC ELECTRONIC DEFIBRILLATOR DEVICES

Motion made by Daniel Doucette, duly seconded, that the Town vote to transfer from Free Cash the sum of \$6,500 to purchase automatic electronic defibrillator devices for Town buildings.

Voted Unanimously.

ARTICLE 16: FUNDING TO UPDATE THE TOWN’S HAZARD MITIGATION PLAN

Motion made by David Doane, duly seconded, that the Town vote to transfer from Free Cash the sum of \$4,500 to be used to update the Town’s Hazard Mitigation Plan, which amount shall be a match to a grant received or to be received for such purposes.

Voted Unanimously.

ARTICLE 17: CREATION OF PEG ACCESS AND CABLE RELATED FUND

Motion made by Mark McKenna, duly seconded, that the Town vote to accept the provisions of Section 53F ¾ of Chapter 44 of the General Laws, which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2018, which begins on July 1, 2017.

Voted Unanimously.

ARTICLE 18: REDIRECT LEFTOVER FUNDS FOR PHYSICAL BUILDING SECURITY FOR POLICE & FIRE HEADQUARTERS

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to transfer the sum of \$14,312, representing the balance of an appropriation made pursuant to Article 34 of the May 6 and 7, 2013 Annual Town Meeting to design, construct, equip and furnish a safe vestibule within the Essex Police and Fire Headquarters, to a new special appropriation – the updating of any aspect of physical building security at the Police and Fire Headquarters at 24 Martin Street.

Voted by the Majority.

**ARTICLE 19: FUND ENGINEER FOR POLICE & FIRE HEADQUARTERS SITING
BETWEEN 24 AND 30 MARTIN STREET**

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to transfer from Free Cash the sum of \$12,500 to retain the services of an engineer to study potential changes to the location and/or footprint size of the existing Police and Fire Headquarters and/or to the layout of Shepard Memorial Drive and/or to the layout of Memorial Park.

Voted Unanimously.

ARTICLE 20: BYLAW AMENDMENT – PERSONNEL BOARD

Motion made by David Doane, duly seconded, that the Town vote to amend the Town of Essex Bylaws, Section 3-3 Personnel Board, as set forth in Article 20 of the Warrant.

Motion Carries.

Text of Article 20 as it appears in warrant:

ARTICLE 20

To see if the Town will vote to amend the Town of Essex Bylaws, Section 3-3 Personnel Board, by deleting the text of Section 3-3.1 in its entirety and replacing it with the following:

3-3.1 BOARD OF SELECTMEN TO SERVE AS. The duly elected Selectmen of the Town, by virtue of their election as Selectmen, shall constitute the members of the Personnel Board, and their terms of membership on said Personnel Board shall be conterminous with their respective terms on the Board of Selectmen.

; or take any other action relating thereto.

ARTICLE 21: REPLENISH WATER ENTERPRISE FUND LINE ITEMS

Motion made by Michael Galli, duly seconded, that the Town vote to transfer from Free Cash the sum of \$35,000 to be added to the Water Enterprise Fund Chemicals and Electricity line items for fiscal year 2017.

Voted Unanimously.

ARTICLE 22: CONTINUED PRE-FUNDING FOR FUTURE CAPITAL IMPROVEMENTS

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to transfer from Free Cash three sums of \$15,000 to be added to each of the following funds: the building capital improvements fund, the recreational capital improvements fund, and the purchase of vehicles and major equipment that qualify as capital purchases fund; for a total appropriation of \$45,000.

Voted Unanimously.

ARTICLE 23: REPLENISH FINANCE COMMITTEE RESERVE FUND

Motion made by Mark McKenna, 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 2017.

Voted Unanimously.

ARTICLE 24: APPROPRIATION TO TOWN'S STABILIZATION FUND

Motion made by Mark McKenna, duly seconded, that the Town vote to transfer from Free Cash the sum of \$40,000 to be added to the Town's Stabilization Fund.

Voted Unanimously.

ARTICLE 25: UNPAID BILLS FROM PAST FISCAL YEARS

Motion made by Mark McKenna, duly seconded, that the Town vote to transfer from Free Cash the sum of \$7,038 to pay unpaid bills from past fiscal years.

Voted Unanimously.

Motion made and duly seconded to dissolve the meeting at 9:16 p.m.

Voted Unanimously.

A true copy.

Attest:

Christina J. St. Pierre, Town Clerk

TOWN OF ESSEX, MA
MARCH 1, 2016 ELECTION RESULTS
2016 PRESIDENTIAL PRIMARY - DEMOCRATIC

Presidential Preference:

BERNIE SANDERS	429
MARTIN O'MALLEY	2
HILLARY CLINTON	354
ROQUE "ROCKY" DE LA FUENTE	0
NO PREFERENCE	1
SCATTERED	0
BLANKS	0

State Committee Man:

THOMAS E. LAWNSBY	6
SCATTERED	7
BLANKS	776

State Committee Woman:

KATHLEEN A. PASQUINA	485
SCATTERED	0
BLANKS	304

Town Committee:

GROUP	0
PHYLLIS LELAND	346
CLIFFORD AGELOFF	348
ELLEN K. KAMINSKI	336
VICKIE H. CATALDO	373
MICHAEL CATALDO	363
GABRIELLE VIATOR	331
JOAN S. BOWKER	329
J. KENT BOWKER	334
LYNNE A. HAVIGHURST	322
JOHN A. HAVIGHURST	329
CARLA C. CHRISTENSEN	327
JIMMIE LOU TULLOCH	328
VINCENT T. TULLOCH	329
SUSAN P. BOURNEUF	329
HENRI J. BOURNEUF	322
VINCENT W. CARAVELLA	343

BARBARA A. CARAVELLA	347
KRISTINA MADSEN ESTES	329
GERTRUDE S. BARTLETT	340
SUSAN SCOTT ROBINSON	351
SCATTERED	2
BLANKS	288

TOWN OF ESSEX, MA
MARCH 1, 2016 ELECTION RESULTS
2016 PRESIDENTIAL PRIMARY - REPUBLICAN

Presidential Preference:		Town Committee:	
JIM GILMORE	0	GROUP	0
DONALD J. TRUMP	284	John T. Guerin	5
TED CRUZ	47	Jonathan Guerin	5
GEORGE PATAKI	0	SCATTERED	22
BEN CARSON	17	BLANKS	643
MIKE HUCKABEE	1		
RAND PAUL	2	State Committee Man:	
CARLY FIORINA	1	LUCAS J. NOBLE	409
RICK SANTORUM	1	LAWRENCE BRENNAN	112
CHRIS CHRISTIE	2	SCATTERED	0
MARCO RUBIO	120	BLANKS	132
JEB BUSH	12		
JOHN R. KASICH	154	State Committee Woman:	
NO PREFERENCE	6	ANGELA Q. HUDAK	312
SCATTERED	1	JANET A. VINCZE	204
BLANKS	5	SCATTERED	0
		BLANKS	137

TOWN OF ESSEX, MA
MARCH 1, 2016 ELECTION RESULTS
2016 PRESIDENTIAL PRIMARY - GREEN RAINBOW

Presidential Preference:		Town Committee:	
SKCM CURRY	0	GROUP	0
JILL STEIN	0	SCATTERED	0
WILLIAM P. KREML	0	BLANKS	0
KENT MESPLAY	0		
DARRYL CHERNEY	0	State Committee Woman:	
NO PREFERENCE	2	SCATTERED	0
SCATTERED	0	BLANKS	2
BLANKS	0		
State Committee Man:			
SCATTERED	0		
BLANKS	2		

TOWN OF ESSEX, MA
MARCH 1, 2016 ELECTION RESULTS
2016 PRESIDENTIAL PRIMARY - UNITED INDEPENDENT

Presidential Preference:		Town Committee:	
NO PREFERENCE	0	SCATTERED	0
SCATTERED	9	BLANKS	9
BLANKS	0		
State Committee Man:		State Committee Woman:	
SCATTERED	0	SCATTERED	0
BLANKS	9	BLANKS	9

TOWN OF ESSEX, MA
RESULTS
2016 LOCAL ELECTION - MAY 9, 2016

Assessor, for 3 years:		Housing Authority, for 5 years:	
KURT A. WILHELM	248	ROGER B. TYLER	10
SCATTERED	1	SCATTERED	15
BLANKS	56	BLANKS	280
Moderator, for 1 year:		Planning Board, for 5 years:	
ROLF P. MADSEN	231	WILLIAM K. FRENCH	245
SCATTERED	2	SCATTERED	0
BLANKS	72	BLANKS	60
Selectman, for 3 years:		Question #1:	
LISA J. O'DONNELL	227	YES	195
SCATTERED	6	NO	106
BLANKS	72	BLANKS	4
Board of Health, for 3 years:		Regional School Committee, for 3 years:	
RUTH M. PRICE	250	SARAH PARSONS WOLF	233
SCATTERED	0	SCATTERED	0
BLANKS	55	BLANKS	72
Two Constables, for 1 year:		Board of Library Trustees, for 3 years:	
ROBERT P. BRADLEY	239	BETH CAIRNS	261
RAYMOND GREENE	12	SCATTERED	0
SCATTERED	6	BLANKS	44
BLANKS	353		

TOWN OF ESSEX, MA
ELECTION RESULTS - MASSACHUSETTS STATE PRIMARY
THURSDAY, SEPTEMBER 08, 2016

Republican Primary:

Representative In Congress - 6th District:

No Nomination	0
Others	2
Blanks	64

Councilor - Fifth District:

Richard A. Baker	48
Others	0
Blanks	18

**Senator in General Court –
1st Essex & Middlesex:**

Bruce E. Tarr	59
Others	0
Blanks	7

Representative In General Court - 5th Essex:

No Nomination	0
Others	1
Blanks	65

Sheriff - Essex County:

Kenneth H. Berg	11
Jeffrey J. Gallo	4
James P. Jajuga, Jr.	14
Craig G. Lane	8
Anne M. Manning-Martin	24
Others	1
Blanks	4

Total Republican Ballots Cast: 66

Democratic Primary:

Representative In Congress - 6th District:

Seth Moulton	140
Others	0
Blanks	15

Councilor - Fifth District:

Eileen R. Duff	131
Others	0
Blanks	24

**Senator in General Court -
1st Essex & Middlesex:**

No Nomination	0
Others	1
Blanks	154

Representative In General Court - 5th Essex:

Ann-Margaret Ferrante	134
Others	0
Blanks	21

Sheriff - Essex County:

William Castro	1
Kevin F. Coppinger	32
Michael J. Marks	14
Edward J. O'Reilly	91
Jerry P. Robito	8
Paul L. D. Russell, Jr.	2
Others	1
Blanks	6

Total Democratic Ballots Cast: 155

No Green-Rainbow nor United Independent Party Ballots were cast in the Town of Essex for this State Primary.

TOWN OF ESSEX, MA
OFFICIAL RESULTS
2016 STATE ELECTION - NOVEMBER 8, 2016

President and Vice President:		Question #1:	
CLINTON and KAINÉ	1272	YES	782
JOHNSON and WELD	166	NO	1461
STEIN and BARAKA	34	BLANKS	61
TRUMP and PENCE	758		
SCATTERED	37		
BLANKS	37		
Representative in Congress:		Question #2:	
SETH MOULTON	1759	YES	1001
SCATTERED	8	NO	1253
BLANKS	537	BLANKS	50
Councilor:		Question #3:	
EILEEN R. DUFF	1220	YES	1825
RICHARD A. BAKER	874	NO	438
SCATTERED	0	BLANKS	41
BLANKS	210		
Senator in General Court:		Question #4:	
BRUCE E. TARR	1892	YES	1253
SCATTERED	2	NO	962
BLANKS	410	BLANKS	89
Sheriff:		Representative in General Court:	
KEVIN F. COPPINGER	712	ANN-MARGARET FERRANTE	1712
ANNE M. MANNING-MARTIN	765	SCATTERED	2
MARK E. ARCHER	131	BLANKS	590
KEVIN J. LEACH	396		
SCATTERED	12		
BLANKS	288		

Respectfully submitted,
Christina J. St. Pierre
Appointed Town Clerk
Chairman, Board of Registrars
Notary Public | Justice of the Peace

TOWN PLANNER

Matt Coogan has been the part time Town Planner since July of 2014. His three main projects for the fiscal year 2016 have been to aid in the development and implementation of the Town's Strategic Plan, manage the Town's Essex Center Parking Strategy planning process, and manage the Town's Green Community designation grant. Matt provided staff assistance to the Strategic Planning Committee as they worked towards finalizing the Town's Strategic Plan. This included presenting the plan at a public forum on February 10, 2016. Matt continues to work with the SPC as they track the implementation of the plan, as well as work on specific projects such as promoting public and civic participation and creating an Economic Development Committee.

In the spring of 2016, Matt successfully applied for a \$15,000 Massachusetts Downtown Initiative (MDI) grant from the Department of Housing and Community Development (DHCD). The grant was used to hire Nelson Nygaard to provide technical assistance for a downtown parking study for the Town. In the plan, titled Essex Center Parking Strategy, Nelson Nygaard conducted parking counts, held focus group meetings, and hosted a public forum in order to analyze current summer parking conditions on Main Street and develop strategies to make parking easier and more effective for downtown businesses. The plan is available on the Town website and Matt will assist in the implementation of the plan.

Matt was responsible for Essex's successful Green Communities Designation in December of 2015. The designation included a \$130,270 grant, which was applied to energy efficiencies associated with the Town Hall renovation, including a new HVAC system, windows, and insulation. Essex is eligible for additional grant funding for municipal projects that improve energy efficiency, and Matt is currently submitting an application for a new boiler at the Water Treatment Plant and several projects at Essex Elementary School. This past December, Matt was awarded the Commonwealth's Leading by Example Award for his efforts in implementing policies and programs that have led to significant and measurable environmental and energy benefits, both in Essex and Gloucester.

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 is available to meet by appointment.

Respectfully submitted,
Matthew Coogan

TREASURER/TAX COLLECTOR

In 2004, payments were posted by hand into a Commitment Book/Ledger. Today, we continue to work with City Hall Systems and their programmers to write and enhance collection software that works specifically within Massachusetts General Laws. We have saved the Town approximately \$350,000.00 since inception of this software. Because of the Treasurer/Tax Collector's assistance, the Town did not pay any fee to purchase the software, and the Town does not incur any annual

support fees. This is a great benefit to our residents and enables us to efficiently collect and invest Town Taxes while avoiding excessive software and support fees that typically increase each year. We use the software daily for billing and collection of Real Estate Taxes, all Betterment Assessments, Water/Sewer Liens, Personal Property Tax, Tax Title, Taxes in Litigation, Tax Foreclosures, Deferred Taxes, Motor Vehicle Excise, and Boat Excise.

In 2016, the Treasurer/Tax Collector made many services available online for residents and property owners. Real Estate, Personal Property, Motor Vehicle Excise and Boat Excise bills may be paid online. The Town Clerk's office, the Water/Sewer Department and the Transfer Station have also made online payment services available to residents. The website to pay bills online is www.essexma.org

Creating and following policies and procedures has allowed us to stay on track and meet our goals. In 2004, we reconciled all outstanding taxes and 33 separate bank/investment accounts, verifying cash by the tenth of the following month. Today, we are reconciling all outstanding taxes and 39 separate bank/investment accounts, verifying cash by the tenth of the following month.

Our office submitted an updated Other Post-Employment Benefits Trust (OPEB) Investment Policy to the Board of Selectmen and the policy was adopted by the Board in December, 2015. Fall Town Meeting approved \$200,000.00 to be added to the OPEB Trust Fund and the funds were invested with the trust as voted.

Fall Town Meeting approved \$45,000. (\$15,000.00 each) for Town Building, Recreational and Vehicle & Major Equipment Stabilization Funds. These funds were invested as voted into each of these Capital Improvement Funds.

In a Human Resource capacity, the Treasurer/Tax Collector serves as the Town's Payroll and Benefits Manager and Liaison to Essex Regional Retirement, Altus Dental, Boston Mutual Life, Manchester Credit Union, Great Western, and MIIA.

The Treasurer/Tax Collector is responsible for secure and accurate 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.

Respectfully submitted,
Virginia (Boutchie) Antell, CMMT, CMMC

BANK BALANCES

GENERAL FUND:

Petty Cash (All Departments)	\$ 695.00
First Ipswich Bank Investment	\$ 249,652.41
Vendor	\$ 11,141.09
Payroll	\$ 6,735.09
Eastern Bank	\$ 297,801.21
Mass Municipal Depository Trust	\$ 119,567.71
Unibank Vendor Account	\$ 21.85
Unibank On-Line Payment Account	\$ 103,571.48
Bank Gloucester	\$ 559,325.69
Unibank/Money Market	<u>\$ 2,809,987.06</u>
Sub-total	\$ 4,158,498.59

OTHER FUNDS:

Unibank/Conservation Fund	\$ 22,212.53
First Ipswich Bank/Water Fund	\$ 86,137.50
First Ipswich Bank/Sewer Fund	\$ 75,358.52
Bartholomew-Southern Conomo Point	\$ 6,644,698.94
Bartholomew-Robbins Island	\$ 10,007.14
Unibank/Water Money Market	\$ 25,377.59
Unibank/Sewer Money Market	\$ 819,239.34
Unibank/VanWyck Low Farms	\$ 72,616.30
Unibank-Ambulance Fund	\$ 172,007.19
First Ipswich Bank/Clerk of Works/Tara Road	\$ 1,775.23
FIB/Ipswich CPA Fund	\$ 10,424.07
Unibank/Cultural Council	\$ 2,754.61
Cape Ann Savings Bank – Stabilization	\$ 321,484.09
Unibank – Stabilization	\$ 346,047.13
Unibank – Stabilization Town Building Capital Improvement Fund	\$ 21,029.29
Unibank – Stabilization Recreational Capital Improvement Fund	\$ 21,029.29
Unibank – Stabilization Vehicle & Major Equip Capital Improvement Fund	\$ 21,029.29
Unibank/Essex CPA Fund	<u>\$ 143,779.96</u>
Sub-total	\$ 8,817,008.01

TOTAL GENERAL AND OTHER FUNDS	\$ 12,975,506.60
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TRUST FUND BALANCES

Bartholomew – OPEB Trust

Balance 07/01/15	\$ 86,049.26
TOE A/11-11/18/15 FTM	\$ 200,000.00
Earnings	<u>\$ 10,252.58</u>
Balance 06/30/16	\$ 296,301.84

Unibank - L.T. Burnham

Balance 07/01/15	\$ 97,055.79
Expenses	(-0-)
Earnings	<u>\$ 145.92</u>
Balance 06/30/16	\$ 97,201.71

Unibank - Albert E. Cogswell

Balance 07/01/15	\$ 72,417.22
Earnings	<u>\$ 108.88</u>
Balance 06/30/16	\$ 72,526.10

Unibank – Jefferson Coolidge

Balance 07/01/15	\$ 35,553.76
Earnings	<u>\$ 53.44</u>
Balance 06/30/16	\$ 35,607.20

Unibank – Municipal Building Insurance

Balance 07/01/15	\$ 24,016.29
Earnings	<u>\$ 1,037.62</u>
Balance 06/30/16	\$ 25,053.91

Unibank – Ryder Estate

Balance 07/01/15	\$ 177,110.67
Earnings	<u>\$ 266.29</u>
Balance 06/30/16	\$ 177,376.96

Unibank – Selectmen/WWII Memorial

Balance 07/01/15	\$ 2,580.14
Earnings	<u>\$ 3.90</u>
Balance 06/30/16	\$ 2,584.04

TOTAL TRUST FUNDS	\$ 706,651.76
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CEMETERY FUNDS

Unibank - Perpetual Care

Balance 07/01/15	\$ 207,822.98
Income	\$ 6,600.00
Expenses Cemetery Vote Transfer 04/03/15	(\$ 3,000.00)
Earnings	<u>\$ 369.40</u>
Balance 06/30/16	\$ 211,792.38

Unibank - Flower Fund

Balance 07/01/15	\$ 3,598.60
Income	\$ 0.00
Expenses	(\$ 617.38)
Earnings	<u>\$ 5.13</u>
Balance 06/30/16	\$ 2,986.53

Unibank - Lot Care

Balance 07/01/15	\$ 30,959.27
Income	\$ 7,760.55
Expenses Cemetery Vote Transfer 04/03/15	(\$ 7,400.00)
Cemetery Vote Transfer 08/28/15	\$ 6,980.18
Earnings	<u>\$ 50.14</u>
Balance 06/30/16	\$ 38,350.14

Unibank - Sale of Lots

Balance 07/01/15	\$ 9,317.14
Income	\$ 6,600.00
Cemetery Budget Vote Transfer 04/03/15	(\$ 3,000.00)
Earnings	<u>\$ 14.91</u>
Balance 06/30/16	\$ 12,932.05

TOTAL CEMETERY FUNDS	\$ 266,061.10
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GRAND TOTAL – ALL FUNDS	\$13,948,219.46
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TOWN OF ESSEX PAYROLL FY 2016

AMBULANCE:

Albani, James	\$204.20	
Ball, Daniel	\$1,341.10	
Doucette, Dan	\$2,168.60	
Gallant, Ronald	\$459.75	
Good, Travis	\$122.16	
Lafata, Joseph	\$1,384.24	
Nieberle, Ernest	\$3,347.06	
Price, Amy	\$304.81	
Reed, Sean	\$144.02	
Savory, Scott	\$810.97	
Thompson, David	\$1,984.72	
Woodman, Eian	\$9,353.75	
Total Ambulance		\$21,625.38

ANIMAL CONTROL OFFICER:

Reilly, Amelia	\$12,900.00	
Total Animal Control Officer		\$12,900.00

ANIMAL HEALTH INSPECTOR:

Stone, Pamela	\$5,665.00	
Total Animal Health Inspector		\$5,665.00

BOARD OF ASSESSORS:

Cairns, Richard	\$6,376.92	
Ewing, Barry	\$4,467.00	
Harrell, Brenda	\$43,462.88	
Palumbo, Gillian	\$2,422.19	
Wilhelm, Kurt	\$4,467.00	
Total Board of Assessors		\$61,195.99

BOARD OF HEALTH:

Cook, Lianne	\$8,492.04	
Kirchner, Erin	\$55,045.12	
White, Ann	\$45,678.65	
Wozny, Elaine	\$31,542.18	
Total Board of Health		\$140,757.99

BOARD OF SELECTMEN:

Coogan, Matthew	\$15,202.40	
Coviello-Gould, Susan	\$1,050.00	
Doane, David	\$1,050.00	
O'Donnell, Lisa	\$1,050.00	

Witham, Pamela	\$62,930.97	
Total Board of Selectmen		\$81,283.37
BUILDING INSPECTORS:		
Holton, Lucius	\$4,659.00	
Sanborn, William	\$13,308.00	
Total Building Inspectors		\$17,967.00
CEMETERY DEPARTMENT:		
Pennoyer, Evan	\$300.00	
Total Cemetery Department		\$300.00
CONSERVATION COMMISSION:		
Cunningham, Deborah	\$12,028.65	
Stevens, Samantha	\$2,259.90	
Total Conservation Commission		\$14,288.55
COUNCIL ON AGING:		
Crockett, Kristin	\$18,575.31	
Dunn, Gina	\$848.40	
Konopka, Geraldine	\$5,642.08	
Murphy, Kristin	\$7,965.00	
Thompson, Gordon	\$501.97	
Total Council on Aging		\$33,532.76
ELECTION WORKERS:		
Addison, Phyllis	\$118.45	
Ball, Sheila	\$20.60	
Brophy, Ardrith	\$144.20	
Burnham, Michael	\$20.60	
Cataldo, Vickie	\$776.00	
Davis, Pamela	\$15.45	
Doucette, Priscilla	\$169.95	
Elwell, Kimball	\$149.35	
Fossa, Wendy	\$61.80	
Ginn, Sandra	\$61.80	
Guerin, Elizabeth	\$41.20	
Guerin, Genevieve	\$154.50	
Heeney, Mary	\$25.75	
Hull, Ellen	\$20.60	
Knowlton, Carolyn	\$200.85	
Lufkin, Susan	\$15.45	
Lynch, Suzanne	\$400.00	
McConnell, Michael	\$15.45	
Osburn, Linda	\$15.45	
Palm, Jessica	\$46.35	

Parady, Susan	\$175.10	
Patrican, Diane	\$108.15	
Polley, Diane	\$66.95	
Rich, Sally	\$36.05	
Ross, Richard	\$20.60	
Trudeau, Ann	\$72.10	
Woodman, Joyce	\$66.95	
Wright, Karen	\$20.60	
Wright, Patricia	\$20.60	
Total Election Workers		\$3,060.90
ELECTRICAL INSPECTOR:		
Reader, Ramie	\$5,844.00	
Total Electrical Inspector		\$5,844.00
FIRE DEPARTMENT:		
Albani, James	\$1,299.33	
Ball, Daniel	\$1,680.97	
Barrett, David	\$4,180.26	
Bateman, John	\$3,059.78	
Burnham, Westley	\$6,214.46	
Carter, Keith	\$5,039.98	
Cavender, Robert	\$380.42	
Crocker, Samuel	\$1,422.68	
Doane, Dexter	\$144.62	
Dort, Richard	\$843.29	
Doucette, Dan	\$31,143.79	
French, Michael	\$1,177.62	
Good, Travis	\$3,812.29	
Grant, Warren	\$3,295.84	
Heath, Jason	\$969.65	
Hoare, Henry	\$3,559.04	
Jackson, Corey	\$4,276.00	
Lafata, Joseph	\$1,104.84	
Leeds, Barron	\$13,324.24	
McNeilly, James	\$7,655.62	
Muise, Ivan	\$35.00	
Neal, Edward	\$1,996.22	
Nieberle, Ernest	\$5,608.77	
O'Bryan, Jonathan	\$8,327.47	
Ouellette, Nicholas	\$5,863.28	
Parsons, Kent	\$10,780.51	
Pereen, David	\$2,537.84	
Perrigo, Joan	\$2,807.62	
Pizzo, Anthony	\$2,076.29	
Ray, Andrew	\$4,201.85	

Reader, Ramie	\$5,218.52	
Reed, Ryan	\$999.62	
Reed, Sean	\$1,843.33	
Soucy, Michael	\$12,963.11	
Stavros, George	\$2,461.05	
Thompson, David	\$14,674.56	
Total Fire Department		\$176,979.76
HARBORMASTER:		
Albani, Paul	\$679.62	
Buck, Brian	\$1,113.42	
Devaney, Ryan	\$1,446.00	
Fialho, Daniel	\$7,579.61	
Juliano, Michael	\$2,808.85	
Perry, Troy	\$2,205.15	
Shute, Thomas	\$1,110.06	
Wheway, Robert	\$4,875.72	
Williams, Gregory	\$256.92	
Total Harbormaster		\$22,075.35
HIGHWAY DEPARTMENT:		
Bruce, John	\$36,085.00	
Burnham, Cory	\$7,585.00	
Burnham, Dennis	\$55,984.61	
Burnham, William	\$4,188.00	
Davis, Amanda	\$51,589.40	
Desmond, Sean	\$7,304.00	
Galli, Michael	\$95,515.60	
Goodwin, Paul	\$118,660.84	
Johnson, Robert	\$14,170.00	
MacCallum, Taylor	\$51,117.42	
Merrithew, Benjamin	\$64,408.22	
Muise, Ivan	\$54,291.83	
Stanton, Alfred	\$0.00	
Wright, Christopher	\$4,927.50	
Total Highway Department		\$565,827.42
LIBRARY:		
Bulfinch, Martha	\$11,080.65	
Cairns, Beth	\$2,337.00	
French, Deborah	\$50,565.69	
Theriault, Rachel	\$2,272.34	
Wanner, April	\$21,711.00	
Total Library		\$87,966.68

PLANNING BOARD:		
Feener, Mary Ellen	\$11,690.88	
Total Planning Board		\$11,690.88
PLUMBING INSPECTOR:		
Corriere, Richard	\$5,844.00	
Total Plumbing Inspector		\$5,844.00
POLICE DEPARTMENT:		
Brewer, Mark	\$4,737.40	
Bruce, Daniel	\$92,938.80	
Dagle, Mary Elinor	\$47,602.49	
Davis, Ryan	\$88,691.78	
Edwards, Alexander	\$86,725.97	
Ewing, Katrina	\$4,393.38	
Francis, Paul	\$102,493.87	
French, Michael	\$90,411.40	
Gilardi, Robert	\$101,302.64	
Kent, David	\$1,601.15	
Landry, David	\$2,313.92	
Lipinski, Chad	\$10,734.08	
Peoples, Paul	\$59,563.94	
Romeos, James	\$98,174.52	
Shamshak, Thomas	\$109,412.34	
Silva, Peter	\$131,608.66	
Vangelist, David	\$15,203.86	
Total Police Department		\$1,047,910.20
POLICE DEPARTMENT - PRIVATE DUTY:		
Bruce, Daniel	\$9,658.38	
Davis, Ryan	\$4,880.00	
Edwards, Alexander	\$8,915.00	
Francis, Paul	\$1,732.28	
French, Michael	\$6,259.20	
Gilardi, Robert	\$1,955.52	
Peoples, Paul	\$1,975.00	
Romeos, James	\$2,830.26	
Shamshak, Thomas	\$8,956.53	
Total Police Department - Private Duty		\$47,162.17
SHELLFISH DEPARTMENT:		
Hartley, Stephen	\$5,487.42	
Knovak, William	\$42,571.35	
Wilson, Peter	\$3,145.05	
Total Shellfish Department		\$51,203.82

TOWN ACCOUNTANT:		
Friedrich, Brooke	\$8,810.19	
Tieri, Roxanne	\$41,652.11	
Total Town Accountant		\$50,462.30
TOWN ADMINISTRATOR/PERSONNEL OFFICER:		
Zubricki, Brendhan	\$144,165.01	
Total Town Administrator/Personnel Officer		\$144,165.01
TOWN CLERK:		
Burnham, Dawn	\$13,013.17	
St. Pierre, Christina	\$60,545.66	
Total Town Clerk		\$73,558.83
TOWN CUSTODIAN:		
Muise, Gerald	\$19,832.79	
Total Town Custodian		\$19,832.79
TOWN MODERATOR:		
Madsen, Rolf	\$100.00	
Total Town Moderator		\$100.00
TREASURER/COLLECTOR:		
Antell, Virginia	\$74,891.12	
Elwell, Dorothy	\$45,075.29	
Total Treasurer/Collector		\$119,966.41
WATER DEPARTMENT:		
Churchill, Arthur	\$64,641.49	
Frithsen, David	\$89,119.47	
Heitz, Eric	\$68,190.13	
Nangle, Gayle	\$19,570.40	
O'Neil, Brian	\$66,231.57	
Total Water Department		\$307,753.06
 GRAND TOTAL - All Departments		 \$3,130,919.62

EASTERN ESSEX DISTRICT DEPARTMENT OF VETERANS' SERVICES

Veterans Services is charged under Massachusetts General Laws Chapter 115 with providing services to Veterans, dependents, and widows. The Town funds this program for their resident Veterans, dependents, and widows, and is subsequently reimbursed 75% by the Commonwealth. It is the responsibility the Department to follow the process dictated by the Department of Veteran Services so that the Town receives the fully allowed reimbursement. The department is also tasked with the responsibility of assisting Veterans and their families with VA benefits; ensuring that each Veteran and/or family member receives all benefits that are available to them.

Goals achieved/large projects accomplished:

- Assisted Veterans and their families with VA Benefits
- Assisted Operation Troop Support by sending care packages and personalized letters to deployed troops
- Northshore Veterans Collaborative
- State and Associations Meetings and Trainings
- New accounting software and payroll system

Priorities for 2017:

- Increase Outreach

Significant statistics:

VA Awarded Benefits:

- Veteran Compensation: 29 Veterans total \$565,860
- Veteran Pension: 2 total \$26,352
- Dependency & Indemnity Compensation: 2 widows/widowers total \$30,096
- Total Awards: 33 Veterans/Widows/Widowers for \$622,308
- Chapter 115 Benefits: \$43,000

Personnel Changes and Acknowledgements:

The Department is fortunate to have stability in personnel; there has been no personnel change. It is because of the consistency of the employees in the Department, that we are able to develop relationships and provide superior service to the resident Veterans and their families.

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. The Strategic Planning Committee has identified a desire among Town residents to revive the Youth Commission membership and some of its former programs, perhaps using a half-time, paid Director. These matters will be studied for possible incorporation into the fiscal year 2018 budget.

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, Barry O'Brien, Bonnie Scatterday, Sandy Ginn, the Essex Police Department, Nancy Dudley, and Jeff Lane at the Essex Historical/Shipbuilding Museum 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 2016 featured the sixth year of the YMCA's operation and maintenance of the Centennial Grove during camp hours. This sixth year represented the third year of a new, ten-year contract with the YMCA, the extended timeframe for which was approved by the Town Meeting in the past. 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,
Lisa J. O'Donnell, Chairman
Susan Gould-Coviello
David A. Doane

