

# TOWN OF ESSEX 2017 ANNUAL REPORT

Town of Essex, Essex County, Commonwealth of Massachusetts  
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

## **Essex Town Hall**

30 Martin Street, Essex, MA 01929-1235

\* Please note: Until May 22, 2017, the Town Hall was temporarily relocated to 74 Martin Street, while 30 Martin Street underwent renovations.

## **Town Hall Hours**

Monday through Thursday, from 7:30 a.m. - 3:30 p.m.

Town Hall is closed to the public on Friday.

## **Statewide Office Holders of the Commonwealth**

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

## **Elected Officials of Local Districts**

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*

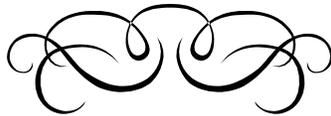
*Ronald W. Pereen, Sr. (May 2017)*

*Arnold "Pick" Thistlewood (May 2017)*

*Valerie Symonds (July 2017)*

*Al Chiancola (September 2017)*

*Arlene H. Pizzo (October 2017)*





# TOWN OF ESSEX ELECTED TOWN OFFICERS 2017-2018

## BOARD OF ASSESSORS

Richard S. Cairns, Chairman	Term Expires 2018
Kurt Wilhelm	Term Expires 2019
Steve Poulos	Term Expires 2020

## BOARD OF HEALTH

Alison Roderick Papps	Term Expires 2018
Ruth Price	Term Expires 2019
David Driscoll, Chair	Term Expires 2020

## BOARD OF LIBRARY TRUSTEES

Jennifer Mayer	Term Expires 2018
Beth Cairns	Term Expires 2019
Diane Kotch	Term Expires 2020

## BOARD OF SELECTMEN

David A. Doane	Term Expires 2018
Lisa J. O'Donnell, Chairman	Term Expires 2019
Andrew C. Spinney	Term Expires 2020

## CONOMO POINT COMMISSIONERS

David A. Doane	Term Expires 2018
Lisa J. O'Donnell, Chairman	Term Expires 2019
Andrew C. Spinney	Term Expires 2020

## CONSTABLE

Robert Bradley	Term Expires 2018
Raymond Greene	Term Expires 2018

## ESSEX HOUSING AUTHORITY

Margot C. Hammon	Term Expires 2019
Beth Cairns (State Appointee*)	Term Expires 2020
Roger Tyler	Term Expires 2021
Gregory Cooper	Term Expires 2022
Vacancy	Term Expires 2023

Irene Frontiero, Interim Superintendent

\*State Appointed seat, filled by the Essex Board of Selectmen,  
M.G.L. Chapter 121B §5

PLANNING BOARD

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
Matthew Greco	Term Expires 2022

SCHOOL COMMITTEE

Annie Cameron	Term Expires 2018
Sarah Parsons Wolf	Interim Term Expires 2019
Rachel Fitzgibbon	Term Expires 2020

TOWN MODERATOR

Rolf Madsen	Term Expires 2018
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TOWN OF ESSEX  
APPOINTED TOWN OFFICERS  
BOARDS & COMMITTEES 2017-2018

ACTION, INC. REPRESENTATIVE

Courtney Lane	June 30, 2020
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ADA COORDINATOR

William Sanborn	June 30, 2018
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ANIMAL HEALTH INSPECTOR

Pamela Stone	February 28, 2018
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ANIMAL CONTROL

Amelia Reilly (Animal Control Officer)	June 30, 2018
Hayes Demeule (Assistant Animal Control Officer)	June 30, 2018

APPEALS BOARD

Edwin Perkins	January 31, 2018
Margaret M. Nelson	January 31, 2019
Keith Carter	January 31, 2020
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	Susan Parady
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

Trescott DeWitt, Chair	May, 2018
Brian Feener	May, 2019
Paul Rullo	May, 2020

BOARD OF PUBLIC WORKS SUPERINTENDENT – Paul Goodwin

BOARD OF REGISTRARS

Suzanne Lynch	June 30, 2018
Vacancy	June 30, 2019
Vickie Cataldo	June 30, 2020

BUILDING DEPARTMENT

William Sanborn, Building Inspector	June 30, 2018
L. William Holton, Assistant Building Inspector	June 30, 2018
Natalie Fiore, Building Inspector's Clerk	

BURIAL AGENT

Blake Story	June 30, 2018
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CATC REPRESENTATIVE

Vacancy	June 30, 2018
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CABLE TV REGIONAL REPRESENTATIVE

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

COMMUNITY PRESERVATION COMMITTEE

Michael Burke (Conservation Commission)	June 30, 2020
Gregg Cooper (Essex Housing Authority)	June 30, 2020
Kim Drake, Chairperson (Planning Board)	June 30, 2020

Michael Galli (Water Department)	June 30, 2020
Richard Ross (Finance Committee)	June 30, 2020
Richard Stevens (Essex Historical Commission)	June 30, 2020
Vacancy	June 30, 2020

CONOMO POINT COMMISSIONERS' CLERK – Pamela J. Witham

CONSERVATION AGENT – Ken Whittaker

CONSERVATION CLERK – Deborah Cunningham

CONSERVATION COMMISSION

Robert Brophy	June 30, 2018
Ted Marshall	June 30, 2018
Angus Bruce	June 30, 2019
Jack Schylling	June 30, 2019
Wallace Bruce	June 30, 2020
Michael Burke, Chair	June 30, 2020
Elisabeth Frye	June 30, 2020

COUNCIL ON AGING

Ralph Hawley	June 30, 2018
Kay Joseph	June 30, 2018
Arlene Pizzo	June 30, 2018
Vacancy	June 30, 2018
Priscilla Doucette	June 30, 2019
Amelia Hamlen	June 30, 2019
Patricia McGrath	June 30, 2019
Mary Wilhelm	June 30, 2019
Nancy Beattie	June 30, 2020
Michelle French (Chair)	June 30, 2020
Susan Gould-Coviello	June 30, 2020

COUNCIL ON AGING DIRECTOR – Kristin Crockett

COUNCIL ON AGING OUTREACH COORDINATOR – Theresa Leary

EASTERN NATIONAL VETERANS DISTRICT REPRESENTATIVE

David A. Doane

EIGHT TOWNS & THE GREAT MARSH COALITION

Matthew Coogan	June 30, 2018
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ELECTRICAL INSPECTORS

Ramie Reader, Inspector	June 30, 2018
John Shields, Assistant Inspector	June 30, 2018

ESSEX CULTURAL COUNCIL

Georgianne Richards	June 30, 2019
Janet Carlson	June 30, 2020
Donna Ceglia	June 30, 2020
Rob Fitzgibbon	June 30, 2020
Robyn Kanter	June 30, 2020
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

Benjamin Buttrick (Vice Chairman)	May, 2018
Vacancy	May, 2018
Michelle Dyer (Chairman)	May, 2019
Rob Fitzgibbon	May, 2019
Michael Flynn	May, 2020
David Gabor	May, 2020
Richard Ross	May, 2020

FIRE CHIEF - Daniel Doucette - Appointed by Fire Engineers

FIRE DEPARTMENT BOARD OF ENGINEERS

Daniel Doucette, Chief	June 30, 2018
Keith Carter, Deputy Chief	June 30, 2018
Ramie Reader, Deputy Chief	June 30, 2018

FIREFIGHTERS

*One-Year Appointment, Expiring on June 30*

James Albani	Daniel Ball
David Barrett	John Bateman, Probationary
John Boyle, Probationary	Westley Burnham
Craig Carter, Probationary	Robert Cavender
Samuel Crocker	Dexter Doane
Colt Donahue, Probationary	Richard Dort, Jr.
Daniel Fialho	Michael French, Arson Investigator
Travis Good, Lieutenant	Warren Grant, III
Timothy Grimes, Probationary	Jason Heath
Peter Hoare	Cory Jackson, Lieutenant
Joseph Lafata, Lieutenant	Barry Leeds
James McNeilly	Edward S. Neal
Ernest Nieberle, Jr., Captain	Jonathan O'Bryan

Nicholas Ouellette	Kent Parsons
David Pereen, Lieutenant	Joan Perrigo
Anthony Pizzo	Amy Price
Andrew Ray	Ryan Reed
Sean Reed	Ryan Santos, Probationary
Michael Soucy	George Stavros
David Thompson, Lieutenant	Eian Woodman

FOREST FIRE WARDEN

Daniel Doucette	June 30, 2018
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HARBORMASTER - Peter G. Silva

HARBORMASTER DEPUTY

Daniel Fialho	June 30, 2018
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HARBORMASTER ASSISTANTS

Paul Albani	June 30, 2018
Troy Perry	June 30, 2018
Ryan Devaney	June 30, 2018
Brian Buck	June 30, 2019
Chad Lipinski	June 30, 2019
Thomas Shute	June 30, 2019
Bruce Lipinski	June 30, 2020
Cooper Riehl	June 30, 2020

HISTORICAL COMMISSION

Richard Stevens	June 30, 2018
Keith Symmes	June 30, 2019
Vacancy	June 30, 2019
Kurt Wilhelm, Alternate	June 30, 2018
Robert Coveillo	June 30, 2020
Nathaniel Crosby (Chairman)	June 30, 2020

LICENSING CLERK – Pamela J. Witham

LOCAL EMERGENCY PLANNING COMMITTEE

Daniel Doucette, Fire Department	June 30, 2018
Lisa J. O'Donnell, Selectmen's Liaison	June 30, 2018
Peter G. Silva, Police Department	June 30, 2018
Erin Kirchner, Board of Health	June 30, 2018
Paul Goodwin, Board of Public Works	June 30, 2018

MASSACHUSETTS AREA PLANNING COUNCIL

Peter Phippen, Representative	June 30, 2019
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NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL  
Alvin Craig, Representative June 30, 2019

OPEN SPACE COMMITTEE

Leslie Burns June 30, 2018  
Tamson Gardner June 30, 2018  
Lysa Leland June 30, 2018  
Julie Scofield, Chairperson June 30, 2018  
Vacancy June 30, 2018

PERSONNEL BOARD - Board of Selectmen

PLANNING BOARD CLERK – Mary Heeney

PLUMBING & GAS INSPECTORS

Richard Corriere, Inspector June 30, 2018  
David Preen, Assistant Inspector June 30, 2018

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  
Michael C. Juliano June 30, 2019  
James Romeos June 30, 2019  
Thomas P. Shamshak June 30, 2019

POLICE OFFICERS (PART-TIME)

Ryan Devaney June 30, 2018  
David Landry June 30, 2018  
Chad Lipinski June 30, 2018  
Paul C. Peoples June 30, 2018  
Tom Shute June 30, 2018  
David J. Vangelist June 30, 2018  
Robert Wheway June 30, 2018

POLICE OFFICERS (SPECIAL)

Matthew Lipinski June 30, 2018  
Christian Mont June 30, 2018  
Lauren Preen June 30, 2018

SELECTMEN'S ASSISTANT – Pamela J. Witham

SHELLFISH ADVISORY COMMISSION

William Knovak	June 30, 2018
Robert Doane	June 30, 2019
Michael Pascucci	June 30, 2019

SHELLFISH CONSTABLES

David Sargent, Deputy Constable	June 30, 2018
William Knovak, Constable	June 30, 2019
Stephen Hartley, Deputy Constable	June 30, 2019
Peter Wilson, Deputy Constable	June 30, 2020

STRATEGIC PLANNING COMMITTEE

John Bediz (Conomo Point Planning Committee)	June 30, 2018
Michael Burke (Conservation Committee)	June 30, 2018
Annie Cameron (School Committee)	June 30, 2018
Robert Coviello (Merchants Group)	June 30, 2018
Westley Burnham (Planning Board)	June 30, 2018
David Gabor, Chairman (Finance Committee)	June 30, 2018
Paul Goodwin (Department of Public Works)	June 30, 2018
Vacancy (Community Preservation Committee)	June 30, 2018
Charles McNeil (Shellfish)	June 30, 2018
Lisa J. O'Donnell (Board of Selectmen)	June 30, 2018
Julie Scofield (Open Space Committee)	June 30, 2018
Michelle French (Council on Aging)	June 30, 2018
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, 2018
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TOWN ACCOUNTANT – Roxanne Tieri

TOWN ACCOUNTANT'S ASSISTANT – Brooke Friedrich

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	Bob Jerin
Lisa O'Donnell, Chair	Stuart Pratt
Peter Silva (Police Department)	Nat Crosby

TOWN CLERK - Christina St. Pierre

TOWN CLERK, ASSISTANTS

Dawn Burnham

Dorothy Elwell

TOWN COUNSEL

KP Law, P.C.

June 30, 2018

TOWN PLANNER – Matthew Coogan

TOWN CUSTODIAN – Gerald Muise

TREASURER/TAX COLLECTOR - Virginia Antell

TREASURER/TAX COLLECTOR ASSISTANT – Jeff Soulard

TAX COLLECTOR’S CLERK - Dorothy Elwell

YOUTH COMMISSION

Paul Pennoyer

June 30, 2018

Jess Yurowitz

June 30, 2018

Christina Bruce

June 30, 2019

Stacie Capotosto

June 30, 2019

Steve MacDonald

June 30, 2020

## BOARD OF SELECTMEN CONOMO POINT COMMISSIONERS

The Board of Selectmen offers this report on a number of important issues and initiatives that the Town has been engaged with over the past year, with some mention of those still ahead of us in this and the coming years.

**Regarding Town facilities**, the total renovation of the Town Hall and Library at 30 Martin Street is done! Staff moved back into the building at the end of May 2017. The project included the addition of three new meeting rooms – a small one on the first floor, a medium sized one in the area that used to be the stage of the auditorium on the second floor and a new large hall on the new third floor, which encompasses the entire footprint of the building. This new third floor includes a restoration of the auditorium ceiling, which was hidden for many years, and provides a gathering spot for up to 120 people for municipally related events and meetings. Other upgrades include reconfiguration of the library space with some new shelving, 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. Many thanks to the staff of the Town Hall and the Library for their flexibility and patience during their time in temporary quarters and during the moves. Special thanks to our Town Administrator, Brendhan Zubricki, for handling every last detail, from planning to construction to furnishings that made this a seamless effort and successful project. One final note regarding this project is that the cost of the construction was paid from the sale of real estate proceeds and did not increase tax rates for property owners in Town.

Our Board continues to coordinate with the Town Building Committee, the Board of Public Works, the Finance Committee and our public safety departments, working to find the best solution for new public safety quarters. Our hope is to have a proposal for construction at May's 2018 Annual Town Meeting. In addition, we are keeping our water and sewer infrastructure on the horizon as another capital asset that will soon require maintenance and improvements.

Finally, by the time this report is published, the Manchester Essex Regional School District, with guidance from the Massachusetts School Building Authority (MSBA), will have recommended a solution for the renovation or replacement of the Manchester Memorial Elementary School. The District had hired an Owner's Project Manager early in 2017 and an architect for the preliminary design later in 2017, both with the support of the MSBA, who may, for qualifying communities, refund up to 31% of the construction cost. It is anticipated that both communities will vote on a final plan for design and construction in the Fall of 2018. The District's capital planning includes replacement or renovation of Essex Elementary School within the next 10 years as well, once Memorial School is complete. Note that the MSBA considered Memorial to be in more dire condition than EES, which is why this building is being considered first.

**With respect to our natural resources and recreation areas**, we continue to promote the Town's readiness for Essex salt marsh restoration/enhancement and Essex River dredging funding. The Army Corps of Engineers is still working to assemble a work plan for a Feasibility Study to determine how dredged materials might 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 Great Marsh Coastal Adaptation Plan, prepared by the National Wildlife Federation, in partnership with the Ipswich River Watershed Association, is now complete after several years of study, hard work, and coordination with the six towns included. Essex was the first town to become engaged in this effort, which grew to include other towns on the Great Marsh. The report specifically addresses how our “green” infrastructure can be strengthened to help protect the Town against the effects of climate change. The report can be found at <https://www.nwf.org/greatmarshadaptation>. We encourage residents to learn more about this.

In addition, Essex is the lead town on a grant from the Massachusetts Office of Coastal Zone Management. This grant will allow the Town to work with adjacent communities to coordinate available information, as well as coalesce mapping and climate change/sea level rise mitigation efforts to date. The grant also sponsors community workshops in conjunction with the Cape Ann Emergency Planning Team to educate the public about coastal resilience and to illustrate how coastal resilience planning and emergency management planning are very much related. The work will complement another effort (known as the Municipal Vulnerability Preparedness programs – MVP – sponsored by a different State grant), which aims to make the Town more prepared for all forms of climate change-related future hazards, including coastal hazards. All of this work is being completed against the backdrop of the Town revising its Federal Hazard Mitigation Plan – with funding from yet another grant award.

Finally, we continue to consider the concept of a Master Plan for Centennial Grove, already funded by Town Meeting, which we hope to procure in 2018. Our goal at Centennial Grove is to find a solution that helps to improve the facilities there, that keeps the park welcoming and accessible for town residents, but which is affordable for the Town and its residents. We welcome new ideas for this facility.

**Regarding Conomo Point**, the first year of the new long-term and year-to-year northern Conomo Point property leases has gone smoothly. The Town will continue to receive approximately \$500,000 per year in lease payments over the next 19 years. And, thanks to the many northern point tenants who have worked to improve and upgrade the properties there – things are looking good at the Point!

Further, the Town’s first public waterfront access improvement project, which was funded by Town Meeting in 2016 has been completed. A new, Waterfront Park with direct water access via a ramp/float and stairs is in place, along with a dedicated parking area for the new facility. The Board is thankful to the residents of Essex for supporting progress at the Point and is interested in the Town’s feedback about these initial improvements and its appetite for potential new projects in the future. More area is now available near Clammers’ Beach, and we may begin to consider improvements in that area. We welcome your input regarding this area, or others at the point.

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

- Use of the Town’s first Green Communities Grant funding allotment to offset the energy efficiency aspects of the recent Town Hall/Library project, as guided by Town Planner Matt Coogan.
- Entrance into a successor cable television franchise agreement with Comcast that provides funding for a new, fiber optic network that will interconnect our various municipal buildings.
- A moratorium on marijuana facilities in Town was passed at the November 2017 Fall Town Meeting, which gives the Town until the end of 2018 to formalize their goals in this area. We will work with the Planning Board moving forward and welcome input from residents on this issue.
- Continued fulfillment of Coastal Resilience (as noted above) and Economic Development Community Compacts with the Baker Administration. Economic Development work included the forging of a framework for a new Economic Development Committee that is expected to kick off its work in 2018.
- Our Council on Aging and its Director have made great progress on updating the Senior Center and toward focused community outreach in accordance with their comprehensive constituent survey (including the recent hiring of a half-time Outreach Coordinator).
- Reconstitution of the Essex Youth Commission, which will soon hire a new, part-time Director.
- Town Meeting has increasingly embraced the further regulation of dogs in the community, with a complete restructuring of the Town’s kennel bylaw and the advent of a new dog waste pickup “pooper scooper” bylaw.

As always, the Board of Selectman encourages residents to become involved and informed about the issues facing our Town. We are available to answer questions, provide background and context to any issue, and we welcome any input, questions, ideas and any engagement. The more that residents learn and participate, the stronger our community becomes – we need your help to keep Essex the wonderful home town it is!

Respectfully submitted,  
*BOARD OF SELECTMEN*

Lisa J. O’Donnell, Chair  
 David A. Doane.  
 Andrew C. Spinney

## ANIMAL CONTROL OFFICER

Multiple reports of dogs running loose, and all the owners notified or the dogs gone on arrival, but one dog, which was dumped, and found a new home. Repeated calls of loose dogs. One dog hit by a car.

Multiple stray cat reports. One incident of two abandoned cats. One owl rescue, multiple barking dog complaints. One cat up a tree. Dogs chasing neighbor’s chickens. Coyote sightings.

One order on dangerous behavior issued. Three dog bites reported, and quarantines issued.

Multiple callers asking for help with wildlife in their homes. One welfare check on an underweight dog.

Multiple loose horse calls, and dogs chasing horses. One skunk stuck in a fence. One sick baby heron.

Multiple birds captured and taken to wildlife for rehabilitation. Explanation of an increase in the rat population, and advice given to multiple residents.

Coyote lecture held at the Elementary School. Multiple sick raccoons, and river otters.

I continue to work very closely with the State and other Animal Control Officers to maintain the safety of the public and the animals in Essex. As of January 1, 2018, there are no verified cases of rabies in Essex.

Respectfully submitted,  
*ANIMAL CONTROL OFFICER*  
Amelia Reilly

## BICENTENNIAL COMMITTEE

The Bicentennial Committee firmed up events and dates this year. We printed the first of three calendars. We are now looking for the people of Essex to get involved in planning, promoting, and working on these events. It is the Committee's goal to make all of these events accessible to everyone. In less than a year we will start celebrating.

The Committee meets the first Monday of each month. The Event Committees will meet the third Wednesday of the month. Please join us or contact one of these people.

### 2019 EVENTS:

February 15 - Ice-Cream Social

- Diane Polley: [buyersbrokerdiane@gmail.com](mailto:buyersbrokerdiane@gmail.com)

March - Essexport

- Sue Lufkin: [essexmar2@verizon.net](mailto:essexmar2@verizon.net)

April - Progressive Dinner

- Julie LaFontaine: [Julie@foodpantry.org](mailto:Julie@foodpantry.org)

June 22 - Madame Varney Tea

- Laura Doyle: [NESmile44@hotmail.com](mailto:NESmile44@hotmail.com)

June - Garden Tour

- Emily Bourgette: [tennisevl@yahoo.com](mailto:tennisevl@yahoo.com)
- Sue Lufkin: [essexmar2@verizon.net](mailto:essexmar2@verizon.net)

- Diane Polley: [buyersbrokerdiane@gmail.com](mailto:buyersbrokerdiane@gmail.com)
- July 20 - Rededication of Ancient Cemetery
- August 9 - Fireworks
  - David Gabor: [dgabor@wagnerlawgroup.com](mailto:dgabor@wagnerlawgroup.com)
- August 10 - Parade/Food Trucks at Park
  - Dawn Burnham: [dawnburnham\\_pchef@comcast.net](mailto:dawnburnham_pchef@comcast.net)
- August 11 - Luncheon for Citizens 80 & Up
  - Melanie & Donald Burnham
- September 7 - Old Essex Day
  - Keith Symmes: [KLSymmes@msn.com](mailto:KLSymmes@msn.com)
- September - Essex Day at Choate (hog) Island Day
- October - Graveyard Tours
  - Laura Doyle: [NESmile44@hotmail.com](mailto:NESmile44@hotmail.com)
  - Kurt Wilhelm: [kurt.a.wilhelm@gmail.com](mailto:kurt.a.wilhelm@gmail.com)
- December 22 - Winter Solstice
  - Bob Coviello: [robertcoviello@hotmail.com](mailto:robertcoviello@hotmail.com)
  - Laurel Eisenhauer: [laurel.eisenhauer@bc.edu](mailto:laurel.eisenhauer@bc.edu)
- Historical Bios & Stories
  - Laurel Eisenhauer: [laurel.eisenhauer@bc.edu](mailto:laurel.eisenhauer@bc.edu)
- Coloring Book
  - Susan Parady: [stparady@comcast.net](mailto:stparady@comcast.net)

Many thanks to the Bicentennial Committee who has been committed to making 2019 a celebration.

Respectfully submitted,  
*BICENTENNIAL COMMITTEE*  
 Dawn Addison Burnham, Chair

## BOARD OF ASSESSORS

In December 2017, the State approved a Town tax rate of \$15.68 for the current fiscal year. This is an increase of 36 cents per \$1,000 valuation from last year, but 9 cents less than two years ago.

The Town appropriation for this fiscal year is \$18.9 million, of which \$12.8 million is to be raised through real and personal property taxes. Residential property accounts for 90% of the valuation, and therefore 90% of the tax levy. Commercial and Industrial property is 8.2% of the tax levy, and personal property is 1.3% of the levy. The residential portion of the tax rate is the result of dividing \$11.6 million by a residential property value of \$741 million.

There are 1,549 parcels classified as residential. Almost 1,000 or 64% of the parcels are single family (72% of the total residential valuation). The remaining parcels are multi-family, condominiums, and vacant land.

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

Assessor Barry Ewing chose not to run for reelection last spring. We thank him for his many years of service to the Town. His knowledge of construction details provided insight critical to the assessing process. Stephen Poulos, our newly elected assessor, also brings many skills with him, which will be needed as the Town moves forward. Steve is also a professional assessor for the City of Danvers.

Regular office hours are Monday through Wednesday from 7:30 a.m. to 3:30 p.m., and Thursdays from 8 a.m. to 3 p.m. Board of Assessors' meetings are held on the first and third Mondays of the month from 7 to 9 p.m. On meeting days, the office is open from 8 a.m. to 2 p.m. If Monday is a holiday, the Assessor's meeting is held on Tuesday. All meetings are open to the public.

Respectfully submitted,  
*BOARD OF ASSESSORS*

Richard Cairns, Principal Assessor  
Kurt Wilhelm  
Stephen Poulos

## BOARD OF HEALTH

Local boards of health in Massachusetts are required by State laws and regulations to perform many crucial and important duties relative to the protection of the public health, control of disease, promotion of sanitary living conditions, and the protection of the environment from pollution. In Essex, these duties are accomplished with a three-member elected Board of Health and various department staff. In 2017, we continued under the leadership of Dr. David Driscoll, Board of Health Chair and Medical Director, and Allison Papps, Clerk. We regretfully bid farewell to volunteer member Ruth Price and welcomed Dr. Fares Mouchantaf as our newest member.

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 2017, the Board of Health:

- Performed seasonal pre-opening and monthly monitoring and water sampling at 3 public Town swimming areas.
- Investigated 36 Nuisance Complaints.
- Reviewed 39 Title 5 Inspection Reports.
- Reviewed 26 Building Permit Applications.
- Reviewed 37 Septic System Design Plans or Revisions.
- Witnessed soil testing on 13 existing and proposed lots.
- Performed 105 food service and event inspections.
- Issued 57 Food Service Permits (Retail, Establishment, Non-profit, and Catering).
- Issued 32 Temporary Food Service Permits.
- Issued 1 permit for the Manufacture of Ice Cream.
- Licensed 35 Septic System Installers.
- Licensed 8 Septic Haulers.
- Issued 20 Keeping of Animals Permits.
- Issued 3 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.
- Issued 15 Disposal Works Construction Permits.
- Held seasonal flu clinics and assisted at flu clinics held on Cape Ann.

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, and the Substance Abuse Prevention Collaborative.

Our regional Substance Abuse Prevention Grant has allowed the Board of Health to hold two TIPS (Training for Intervention ProcedureS) certification classes in 2017. This was available at no cost to all licensed retail alcohol establishments in Essex, as we work towards ensuring all individuals are educated in safe and responsible alcohol sales. We also held two successful “Drug Take Back Days” in partnership with our Police Department and the Drug Enforcement Agency, to provide individuals with a safe way to dispose of unneeded medications, keeping them out of the environment and eliminating potential misuse. We have 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.

Our Public Health Nurse continues to provide free monthly blood pressure screening at the Essex Senior Center. We also held three public flu clinics, providing free flu vaccinations to 200

individuals. In addition, in collaboration with the Massachusetts Department of Public Health, the Public Health Nurse conducted surveillance and/or investigation of the following suspect or confirmed communicable disease events in 2017:

- Anaplasmosis 2
- Babesiosis 7
- Campylobacteriosis 1
- Ehrlichiosis 2
- Group A Streptococcus 1
- Group B Streptococcus 1
- Hepatitis C 3
- Influenza 11
- Lyme Disease 21
- Pertussis 1
- Salmonella 1
- Shiga Toxin 1
- Tickborne (other) 1

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 meeting are generally scheduled for the second and fourth Thursday evenings of each month at 7 p.m. Agendas and Minutes are posted on the Board of Health webpage, [http://essexma.org/Pages/EssexMA\\_Health/index](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](mailto:boh@essexma.org).

Respectfully Submitted,  
*ESSEX BOARD OF HEALTH*  
Dr. Dave Driscoll, Chairman

## BOARD OF PUBLIC WORKS

Hard to believe another year has passed, 2017 has come and gone. The Essex Board of Public Works has fond memories of its contributions in 2017 (and prior years) that have helped make Essex the town that it is, while looking forward to the challenges of the future.

The entire Department of Public Works' staff continues to work as a team to provide public services in a fiscally responsible way. The "public process" makes this challenging at times, but we all pull together to do our part for the betterment of the department and community.

When fully staffed, the Public Works Department consists of 12.5 full time employees and some seasonal staff. These employees provide all the administrative, budget, personnel, operations and

maintenance for the Public Works activities. Public grounds maintenance, water treatment/distribution, sewer collection system maintenance, the transfer station, maintenance of the cemeteries, snow and ice removal, highway maintenance, and many other services are provided. Many of these tasks are performed on weekends, holidays, off hours, and/or during a significant weather event. We would like to thank our dedicated, hardworking staff that performs many duties that are “unseen” but certainly appreciated.

Public works duties consist of many routine tasks too numerous to mention that are done daily, weekly, monthly and annually. We will mention some of our less routine tasks below.

Using Chapter 90 funds, pavement work was done on most of Pond Street and Andrews Street. Pond Street was overlaid from Homans Drive to Rocky Hill Road. Andrews Street received a reclamation with a 2” binder course and 1.5” asphalt top.

The Highway Department also consists of staffing for parks, the transfer station, cemetery, and snow and ice operations.

Per inspection/regulations, the playground mulch was removed and replaced with a proper type/amount of material.

The staff spent significant time again on Conomo Point maintenance and projects like beach improvements, two parking lots, and a pocket park.

To save costs, the personnel spent many hours of the summer constructing, grading, and mapping out an extension of the cemetery. This work should provide much needed availability for graves in the short term. The Town needs to have a plan in place for the future to provide more available land and/or other methods for future internments.

Among many other tasks, the Highway Department assisted with a much needed repair to the Fire Station floor.

In 2017, the Water/Sewer Department did all its annual Operation and Maintenance to provide a safe drinking water and waste water collection service to the Town 24/7/365. Our biggest issues with the sewer collection continues to be lift station pump maintenance and homeowner grinder pumps. This costs significant time and money. We remind homeowners not to discard anything into the sewer collection except toilet paper and human waste.

There was another break in the force main on the causeway. Our system is too new for this type of activity. Some possible reasons could be a “bad” piece of pipe, settling of material, disturbance from the sea wall/causeway project, etc. Significant funds and coordination is needed for this type of repair. Our staff, working with outside contractors, kept disruption to a minimum during a difficult time.

The biggest concern with our water system is the aging infrastructure, the treatment plant, and the water source (wells). Continued maintenance has helped but significant improvements may be needed in the future. In 2017, we had significant “dirty” water complaints. During this time, the

daily testing at the plant never exceeded EPA/DEP guidelines. However, it was aesthetically displeasing. We believe this was caused by the filter replacement project and the drought of the previous year, combined with turning on Well #1 to meet seasonal demand. This well contains the most manganese and is harder to treat. What we did about it: We monitored the situation closely and made adjustments in treatment process as needed. The filter media and porous plates are new. We performed a very thorough flushing of mains in the fall and had our storage tank vacuumed by an outside contractor. We will continue our annual plant cleaning, add a spring flushing and continue to monitor. Since our fall flushing, we have basically seen the “dirty” water complaints stop. Thank you to all residents on Town water for your patience and confidence during this.

Special thanks to all employees and residents of Essex who send positive feedback, work hard, and use common sense to help your community.

Respectfully Submitted,  
*BOARD OF PUBLIC WORKS*  
Brian Feener, Chairman  
Trescott Dewitt  
Paul Rullo

## BUILDING INSPECTOR

A total of 205 permits were issued in 2017. The following is a breakdown of the number and description of permits issued:

1-Add Bathroom	1-Porch
1-Add Dormer	39-Remodel/Renovation
14-Addition	32-Repair/Replacement
1-Cell Tower Equipment	35-Roof
1-Deck	4-Sheet Metal
9-Demolition	6-Siding
1-Fence	2-Sign
4-Foundation	16-Solar Panels
11-Garage/Barn	1-Temporary Structure
9-Insulation/Weatherization	2-Tent
5-New Dwelling	7-Wood Stove/Fireplace Insert
3-Pool	

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

Please note that if anyone has issues with accessibility to the Town Hall, they need only give me a call at 978-768-2514 (or 978-768-6531) so that I can make special arrangements to meet with them.

Respectfully submitted,  
*BUILDING INSPECTOR*  
William Sanborn

## CONSERVATION COMMISSION

The following summarizes the Commission's hearings and business for FY2017:

- The Commission held hearings on 18 Notices of Intent filed for various projects including, but not limited to, additions, upgraded and new septic systems, and new construction.
- The Commission held hearings on 14 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 Abbreviated Notice of Intent.
- The Commission held a hearing on one Amended Notice of Intent.
- The Commission issued one Enforcement Order.
- The Commission reviewed one request for minor modifications to an Order of Conditions.
- The Commission reviewed and approved two Extensions for an Order of Conditions.
- The Commission issued 12 Certificates of Compliance to close out completed work. The Commission continues to work with applicants with outstanding Orders of Condition to facilitate the issuance of Certificates of Compliance to clear titles.
- The Commission worked with Essex County Greenbelt on the Conservation Restrictions for the Donovan-Sagamore Hill properties.
- The Commission researched the possible transfer of properties to the care and custody of the Conservation Commission.
- The Commission met with Department of Public Works to discuss the new Stormwater Management Permitting.
- The Commission addressed pumping of water from the Alewife Brook by local landscaping companies.
- Numerous building applications were reviewed by the Commission's Agent.
- The Commission continues to monitor routine yearly maintenance issues on past projects.
- Samantha Stevens resigned as Agent effective July 5, 2016.
- Kenneth Whittaker was hired as Agent.

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,  
*ESSEX CONSERVATION COMMISSION*

Michael Burke, Chairman  
Robert Brophy  
Angus Bruce  
Edward Marshall  
Jack Schylling

Staff: Kenneth Whittaker, Agent  
  
Deborah Cunningham  
Administrative Clerk

## COUNCIL ON AGING

First and foremost, the Essex Council on Aging Board of Directors would like to acknowledge the passing of long time Board member Arlene Pizzo. Arlene was a very active member in all aspects of the Council on Aging, and her presence will certainly be missed.

In the Spring, we completed a community survey through the support of a Master of Social Work intern. We had over 225 surveys returned to us. Information obtained through this survey is being used to guide program development, and areas of focus. Results are available on the Town website, or at the Senior Center.

In 2017, we greatly expanded social services assistance. A part time Outreach Coordinator, Tess Leary, was hired in October and she will be providing assistance to residents, along with the Director, for programs such as Supplemental Nutrition, Fuel Assistance, Lifeline Discounts, Veterans Services, Subsidized Housing, Caregiver Support, etc. Through a partnership with the Open Door Food Pantry in Gloucester, the Essex Council on Aging was able to provide 3,119 pounds of groceries to 41 households in Essex at the monthly Mobile Market held on the 2nd Friday of each month. Our meal program, sponsored by Senior Care Inc., provided twice monthly meals to Residents. SHINE counseling provides one on one assistance to Medicare Beneficiaries and their family or caregivers. Kristin Crockett is our SHINE Counselor. Through this program, Essex residents saved more than \$40,000 in medical expenses for 2018 (based on actual costs had the resident made no changes during Medicare Open Enrollment). We are looking forward to bringing additional social service support to Essex residents.

The Senior Center building has had a number of improvements, including replacement of the failed generator, completion of the wellness room on the 2nd floor, and repairs to the exterior stairs. The basement had water damage and the related environmental repair work was completed. Our phone and internet systems were updated.

Many of our health and fitness-based programs have continued to be quite successful such as the Balance in Motion Classes, Line Dancing, Walking Club, Evening Yoga, and Blood Pressure Clinics. The long standing men's breakfast continues to be a great monthly event, and we've added in a monthly Ladies Breakfast. Several special events were held throughout the year, including a luncheon honoring our veterans, and the TRIAD sponsored Chinese Luncheon.

Our transportation program continues to offer Essex residents transportation to and from medical appointments, weekly grocery shopping trips, and additional recreational trips. At the current time, there is no charge for transportation services. Trips in 2017 included numerous trips such as area shopping centers, Boston Flower Show, Boston Tall Ships, the Holiday Concert with the Boston Pops, Isabella Gardner Stewart Museum, Cape Ann Museum, John Denver Tribute Concert, and many others. Our vehicle has had a number of repairs this year, including repairs to the air conditioning system, brakes, tires, and other routinely scheduled maintenance.

Much of the work done at the Council on Aging couldn't be done without the support of our many volunteers and the Friends of the Council on Aging. Volunteers assist with many of our programs, answer the phones, serve on our Board, contribute to the newsletter, and more. The Friends of the Essex Council on Aging have continued to financially support our endeavors, as well as provide additional programming opportunities. They supported programming through the Annual Centennial Grove Picnic, Italian Dinner, and Holiday Party. They also subsidized a painting class at the COA, Bridges Together Programming, purchased cabinets to increase storage, and subsidized the cost of the phone upgrades.

We mail a monthly newsletter. If you wish to receive this newsletter, please email us at [coa@essexma.org](mailto:coa@essexma.org), or call us at 978-768-7932. We hope to see you this year at the center.

Respectfully submitted,  
*COUNCIL ON AGING*  
 Kristen Crocket, Director

## ELECTRICAL INSPECTOR

In 2017, a total of 121 electrical permits were issued:

Addition	3	Pool/Hot Tub	4
Fire/Security Alarms	11	Remodel	42
Furnace	4	Repair	12
Garages/Barns	7	Septic System	1
Generators	3	Service Upgrade	6
Misc.	2	Solar Panels	18
New Home	4	Temporary Service	4

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,  
*ELECTRICAL INSPECTOR*  
Ramie Reader

## FIRE DEPARTMENT

The Essex Fire Department consists of 43 on-call Firefighters and EMTs who respond to both fire calls and medical emergencies. In 2017, the Department responded to 261 fire calls and 248 medical calls for a total of 509 calls. A total of 163 inspections were completed with 175 permits being issued, as well as the quarterly inspections of both commercial and Town buildings. These inspections and permits resulted in revenue totaling \$7,000.00.

This year at Town Meeting, the residents of Essex approved the purchase of a new squad truck. This new truck replaced the 1992 squad truck that was purchased used seven years ago. It carries 300 gallons of water, 10 gallons of foam and is able to pump as many as 275 gallons per minute. Another expenditure that we faced this year was major repairs to the apparatus floor that was structurally failing. Thank you to the Department of Public Works for their assistance during this project. This was a project that had to be done for safety reasons and illustrates once again the drastic need for a new facility, as other major repairs such as a new roof and heating system will soon need to be done.

A fire fighter covering the station on most days continues to be a benefit to the townspeople. This person is available to answer questions, issue burning permits 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 Bonfire at River Day, 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.

Members of the Essex Fire Department attended several training classes and meetings this year. Chief Doucette attended 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 demos were conducted at the elementary school and at Lil' Sprouts of Essex.

Some of the 2017 training topics included:

New Squad Training	Driver Training
New Hire Orientation	Cylinder Training
Swift Water Training	EMS Training
Ventilator Training	Hazmat Training
Rapid Intervention Team	Water Rescue Training
Air Packs Training	Extrication Training

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 Dispatch Center and the Essex Police Department for their professional manner in handling emergency calls.

Respectfully submitted,  
*BOARD OF ENGINEERS*

Chief Daniel Doucette  
Deputy Chief Ramie Reader  
Deputy Chief Keith Carter

## HARBORMASTER

The Harbormaster Department continued to be very busy throughout the 2017 season. Dredging continues to be our number one concern and focus on the Essex River. There are many times when our patrols and emergency responses are challenged by the lack of water in the River due to the need for dredging. Our work is continuing to see that dredging becomes a reality in the very near future. In the early spring, our office handled many calls from people who had paid a mooring service company to service, winterize, and store their mooring gear for the winter. At the beginning of the 2017 season, they were unable to make contact with the service company, and they indicated that the company may no longer be in business. Some people reported that they were able to reclaim their mooring balls and associated gear and find another mooring service provider to get their mooring equipment reinstalled for the season. Others were not so lucky. Two new mooring companies reached out to us and worked closely with our Department to address most of the issues that the public was facing. They were able to provide excellent service to those who needed mooring service.

A tremendous effort to capture the latitude and longitude of each mooring was taken in order to assist us in land marking where moorings are located. I received several complaints reporting that a few people were trying to move their assigned moorings to other locations without the authorization of the Harbormaster. This practice is expressly prohibited and will result in the person having their mooring permit immediately revoked. Immediate action was taken in these instances.

During the past season, our Department worked quickly and efficiently to assign moorings to many people who were on the Waiting List. This also included issuing mud moorings in specific

areas to some who had small vessels, and were looking for a small area so that they could access the River.

The thermal imaging camera, which was recently installed on the Harbormaster's boat, was the focus of late night training during the boating season. Our staff trained with the camera, and saw first-hand how this tool can be utilized in the event that our services are needed in darkness and in low light conditions.

The Harbormaster's boat required emergency repairs, and it had to be taken out of service for an extended period of time. Extensive work was needed on the thru hull fittings which had failed, as well as the emergency rescue door which had a seal and integrity failure. The boat was on a call for service with the Environmental Police, when it began taking on a dangerous amount of water. The bilge pump failed, and our efforts to get the boat back to the Town Landing quickly and safely were successful. The boat was immediately hauled, and all emergency work was completed.

I would like to take this opportunity to remind everyone about the dangers of exhaust fumes. I received a report from a gentleman who was on his mooring. There was a second vessel which had the generator running. This vessel was a short distance away from the first vessel, and should not have been anchored in the mooring area. The hatch of the first vessel was open and two people were in the cuddy cabin. The wind was just right, and the generator exhaust was blowing in the direction of the other vessel's hatch for some time. Both people were seriously affected by the exhaust fumes of the other vessel, but were extremely fortunate, and recovered without incident. Carbon Monoxide is colorless and odorless and can be deadly. Anytime that engines are running, exposure to any kind of exhaust should be avoided at all times.

The Ramp Attendant and Assistant Harbormaster, Paul Albani, has done an excellent job providing courteous service, while collecting a sizable amount of money in launch fees, which is collected at the Town Landing. He has provided a valuable service in this capacity, and I have had very positive feedback from the public on his professionalism. In addition to Assistant Harbormaster Albani, I am equally appreciative of another new Assistant Harbormaster, Cooper Riehl. He has done a tremendous job serving the public in this capacity. I am very proud to acknowledge all of our staff who provide a very valuable service to everyone who boats on the Essex River. The Deputy Harbormaster and every Assistant Harbormaster are all valued members of our professional team.

During the past season, new Harbor Rules and Regulations were promulgated and developed to make the rules and regulations clearer and more efficient for the public and for our Department. These new regulations will take effect on February 1, 2018. I encourage everyone who is either on the Waiting List, or on the Active Mooring List, to become familiar with them. They can be viewed on-line on the Town website.

The entire staff of the Essex Harbormaster Department continues to promote safety, and good relations with the Coast Guard and the Environmental Police. We continue to conduct safety boardings out on the water, boating safety classes in the spring at the police station, as well as offer free boat equipment inspections for the public at each marina to ensure that all boaters have proper equipment when they leave the dock.

I am most grateful for the continued support from the community, the Essex Board of Selectmen, and Town Administrator Brendhan Zubricki, who continue to support the positive efforts of our Department, so that we may provide quality service to our community. In addition, I want to express my sincere thanks to every member of our valuable Harbormaster staff, especially Mary Elinor Dagle, who continues to work diligently to ensure that all tasks are completed efficiently and professionally. Your service and dedication to the Harbormaster Department and to the Town, continues to go above and beyond with all that you do.

Respectfully,  
*HARBORMASTER*  
Peter G. Silva

## HISTORICAL COMMISSION

The Essex Historical Commission, in cooperation with the Department of Public Works, finished the multiyear effort to repair and replace the cast iron fence at the Spring Street Cemetery.

The commission continues to enforce the demolition delay bylaw and has worked with multiple property owners in 2017, to ensure buildings that are historically significant are preserved.

Along with the Town, the Essex Historical Commission celebrated the reopening of the Essex Town Hall and T.O.H.P. Burnham Library after a significant preservation, restoration, and adaptive use project.

Respectfully submitted,  
*HISTORICAL COMMISSION*

Nathaniel Crosby, Chair  
Robert Coviello  
Richard Stevens

Keith Symmes  
Kurt Wilhelm (Alternate)

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

During the 2017 calendar year, the T.O.H.P. Burnham Library staff were busy serving the informational needs of the citizens of Essex and surrounding communities.

The Library moved back to its renovated space at 30 Martin Street in May, and it was evident by the traffic, that the community was happy to have us back home. The 16 month long renovation resulted in a magnificent new space for employees and the community. Access via a new elevator at street level assists visitors and obtaining all items that are now stored in the basement. The beautiful new 3<sup>rd</sup> floor auditorium allows for a variety of programs, lectures, and book groups that were all strongly attended.

**Essex Library by the numbers** (as reported to the Massachusetts Board of Library Commissioners July 2016-June 2017): Items checked out 30,718; Essex residents borrowed 7,702 items from other libraries; the Library was open a total of 1,468 hours; 2,736 Essex residents have a library card; 17,064 children's items were borrowed; Essex circulated 569 magazines; we held 53 adult programs with 650 in attendance; 139 children's programs with 1,770 in attendance; 2,597 E-books were circulated; volunteers gave 832 hours; and, we have 437 likes on Facebook. These numbers are impressive for a library of our size with three part-time employees and one full time, the Director.

The Burnham Library's services are greatly enriched by partnering with a variety of groups and the support of many individuals. The dedicated **Friends of the Library** group is an integral partner in our activities throughout the year. They continue to support summer reading, a variety of programs, story hour, magazines, and more. The **Children's Family Coordinated Engagement** newly formed partnership offers a multitude of preschool programs. The **Essex Elementary School** supports the Library and leads field trips for the classes to highlight the importance of the Library and reading. The **Cape Ann Reads** contest now boasts the country's first ever picture book winner, hosted by the four public libraries. Everyone can read a new Cape Ann created and published children's picture book. The Library is grateful to our Friends, to our volunteers, and to our many partners who made 2017 rewarding and memorable.

The Library was the recipient of a bequest from the estate of Norma Andrews in the amount of \$50,000. A generous gift and lover of the library, it is greatly appreciated.

Libraries are for everyone, they are a place, as much as they are a vehicle for delivering information, they're a place of learning, of community and gathering. They are a place for people to be inspired, to be social, and to open doors to new worlds just waiting for you to find.

Respectfully submitted;  
*LIBRARY DIRECTOR*  
Deborah French

## LICENSING CLERK

A total of 144 licenses and permits were approved by the Board of Selectmen and issued by the Licensing Clerk in 2017. The following is a breakdown of the number and description of licenses and permits issued:

21	Antiques Licenses
5	Auction Permits
2	Automatic Amusement Device Licenses
9	Class II Licenses (Sale of Used Cars)
29	Common Victualler's Licenses
12	Entertainment Licenses - One-Day
2	Entertainment Licenses – Sunday (Annual)
7	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
0	Liquor Licenses – Farmers Market Series Permits
31	Liquor Licenses – One Day
0	Municipal Street Licenses
0	Paraffin Licenses
0	Peddlers, Hawkers, & Vendors Licenses

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/EssexMA\\_Clerk/license](http://www.essexma.org/Pages/EssexMA_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](mailto:pwitham@essexma.org).

Respectfully submitted,  
*LICENSING CLERK*  
 Pamela J. Witham

## 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 2017, 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.
- Working with the MAPC Public Health on Vision Zero. The team is leading work that aims to help cities and towns that want to adopt a Vision Zero policy. Vision Zero is an approach to transportation safety planning that sets a target of eliminating all serious injuries and deaths due to road traffic crashes. The concept focuses on how we design and operate our roadway system and how we can remove the risk of death and harm for roadway users, especially those who are most vulnerable.

- North Shore Mobility Study. Conducted by MAPC Transportation Staff, the study looks at ways to improve non-single occupancy vehicle transportation options within the sub-region, concentrating on work trips, first/last mile and east west trips across the North Shore. It is set up to look beyond new or improved transit services and to develop a pilot program to implement its recommendations.
- Perfect Fit Parking Initiative, overview on Phase 1 of a project to provide up-to-date data on parking utilization trends at multifamily developments in greater Boston. For Phase 2 of this effort, MAPC intends to expand data collection into many more communities, including some on the North Shore.
- Collaborating with the Great Marsh Coalition to produce the Coalition's sixth annual Climate Adaptation and Mitigation Conference, focusing on the results of North Shore and southern New England coastal communities coastal resiliency assessments and action steps to deal with future sea level rise and other climate change related events.
- Municipal Energy Aggregation. Municipal aggregation allows cities and towns to contract directly with an electricity supplier on behalf of residents and businesses as a way of negotiating better cost savings and ensuring more stable pricing. Savings are achieved by combining large-scale buying power with the ability to contract when prices are low. MAPC's innovative new program with cities and towns combines the traditional benefits of aggregation with a strategy that both increases the portion of electricity supplied by local renewable energy sources and leads to more renewables coming online in New England. Locally, both Hamilton and Gloucester are moving ahead with municipal aggregation with MAPC's help.
- A tour of downtown Salem with the city's Community Development staff, highlighting the city's waterfront revitalization and public access, trail areas and the Point neighborhood's economic development planning, including a recent international mural and place-making project.
- MAPC's Arts and Culture Division. This new division delivers technical assistance in emerging practice areas including cultural planning, creative place-making, creative community development, arts and cultural data collection and analysis, and cultural policy. The division also develops and delivers trainings for planners.

Respectively Submitted,  
*MAPC PRINCIPAL REGIONAL PLANNER*  
 Sam Cleaves, AICP

## 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 few years. The final document was granted conditional approval by the Division of Conservation Services in the Fall of 2016 resulting the following two benefits: 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. A complication arose when, after submitting minor revisions as requested, we were notified of additional required material. With the assistance of Matt Coogan, Essex Town Planner (and resident), we are at work on those sections. The updated Plan is nonetheless in force and valid until at least 2023.

The Committee continues 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 in the process of soliciting quotes for replacement signage and expect to effect an upgrade in the Fall of 2018.

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

Respectfully submitted,  
*OPEN SPACE COMMITTEE*

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. 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.
- Approval of a new position description for the Council on Aging Outreach Coordinator.

- Approval of a revised position description for the Council on Aging Director.
- Approval of a revised position description for the Council on Aging Van Driver.
- Approval of a revised position description for the Planning Board Clerk.
- Approval of a revised position description for the Town Accountant's Clerk.

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

Respectfully submitted,  
*ESSEX PERSONNEL BOARD*

Lisa J. O'Donnell, Chair  
David A. Doane  
Andrew C. Spinney

## PLANNING BOARD

The Essex Planning Board meets regularly on the first and third Wednesdays of each month. Meetings are typically held at the renovated Town Hall 2<sup>nd</sup> floor meeting room at 7:30 p.m. Meeting dates are posted on the Planning Board web page and at Town Hall.

The Planning Board office has been relocated to the second floor of Town Hall. Individuals with limited mobility are able to ride the new elevator to the second floor and utilize a second special elevator to access the meeting and office areas as needed.

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

Board Members also volunteer their time to represent the Planning Board with other Town of Essex Committees such as the Strategic Planning Committee, the Town Building Committee, the Community Preservation Committee, and the Economic Development Committee.

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

During 2017, the Planning Board reviewed 5 ANR's (MGL Chapter 81 Approval Not Required) and endorsed all 5 as required.

During 2017, the Planning Board held five public hearings, two related to bylaw changes presented at Town Meetings, one for a bylaw presented by the Board of Selectmen relative to Recreational Marijuana temporary moratorium which was presented and passed at the November

Town Meeting, one to renew an existing cell tower Special Permit, and one to allow final closure of the Lowland Farms subdivision which had begun in 1985.

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

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

The Administrative Assistant for the Planning Board is a part time employee. Office Hours and email address may be found on the Town Web Site or by contacting Town Hall.

The Planning Board encourages everyone to consult the Building Inspector's Office at the beginning of your planning process so the Building Inspector or the Assistant Building Inspector may assist you with determining what path your project will be required to follow.

Respectfully submitted,  
*PLANNING BOARD CHAIR*  
Westley Burnham

## PLUMBING & GAS INSPECTOR

One hundred and eighty-three plumbing & gas permits were issued in 2017:

- Eighty-nine plumbing permits
- Ninety-four gas permits.

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

Respectfully submitted,  
*PLUMBING & GAS INSPECTOR*  
Richard Corriere

## POLICE DEPARTMENT

During 2017, the Essex Police Department remained busy with many different calls for service. After receiving a tremendous amount of reports of fraud, we started a very active campaign which I called "Hang Up on Fraud". Residents were being taken advantage of and paying large amounts of money to fraudulent scams. The campaign kicked off with the simple sign board message "Hang Up on Fraud" which captured the attention of every motorist who drove through Town. We tapped social media, news groups, and mailed out a warning and information packet to every resident and business in our community. Awareness and education was our main focus, and this effort proved to be incredibly effective. We all must continue to be vigilant and be aware that

phone scams are unfortunately, extremely common. Please remain vigilant on recognizing these scams, and always question solicitations of any kind. Remember, “Hang Up on Fraud.”

The Police Department and residents of our community were very fortunate to receive a \$5000.00 donation from local residents, Tony and Arlene Taliadoros. This donation was to be put towards the purchase of a new police cruiser when the cruiser was scheduled to be replaced in 2017. We are forever grateful for their kindness and generosity and for their continued support of their Police Department. The new cruiser will help us to continue to provide excellent service to every resident and business owner in our community.

Service and training were greatly improved during 2017 when our Department underwent the necessary training and licensing to carry and administer Narcan. Narcan is a drug which can reverse the effects of an opioid overdose. This training and preparation proved to be instrumental when the officers responded to a medical call in November 2017, and were faced with an apparent opioid overdose. Detective Thomas Shamshak and Officer Thomas Shute immediately initiated CPR, in addition to administering Narcan, which resulted in saving the person’s life.

During the past couple of years, our Department has conducted undercover alcohol compliance checks on all establishments in Essex that serve alcohol. We focused on addressing the issues of minors who purchase or consume alcoholic beverages. Our past efforts have identified some failures of businesses during these checks. We have worked to develop better communication with all alcohol serving businesses, to emphasize how important it is to monitor and to be extra vigilant with taking measures to prevent serving alcohol to minors. I am very pleased to report that during our last compliance check, every single establishment in our community passed, and did not serve any minors. I commend everyone for doing a fantastic job, and for taking active measures to make sure that no minors were served alcohol at their place of business.

In addition to the alcohol compliance checks, Officer Dan Bruce secured a pedestrian safety grant which enabled us to focus on crosswalk safety. We have had many complaints from pedestrians who were in the crosswalk and trying to cross the street, but vehicles did not yield to the pedestrians as is required by law. This is a serious concern considering we had two people not long ago, who were struck while they were in a crosswalk. The grant allowed us to conduct specific undercover enforcement mobilizations where a plainclothes police officer would enter the crosswalk, and another police officer was watching from another location to see if motorists would yield to the pedestrian. If the motorists did not yield, they were pulled over by the police. The number of violators was alarming due to the high number of motorists who failed to yield to the person in the crosswalk. We worked with social media and with the local newspaper, to warn the public about the dangers of not yielding to pedestrians in an effort to reduce the number of violations, and to seek voluntary compliance to keep pedestrians safe.

The new addition of the police bike patrol certainly got some very nice comments from residents and from the public. We were able to fund this creative initiative through a community policing grant. Officer Dan Bruce organized the deployment of this resource, and officers were able to patrol the streets and neighborhoods with a more approachable presence to the public. In addition, officers were able to cover a large area without having to encounter the heavy traffic that is very common during the summer months on the roadways of Essex.

In July of 2017, Officer Robert Gilardi, who served this community for 24 years retired. Officer Gilardi was a Patrolman who served as the Department's Court Officer. On behalf of the entire Department, we thank him for his service and wish him well on his well-deserved retirement.

Our Department has been tirelessly pursuing State Certification. In 2015, the Essex Police Department was recognized for reaching Certification. Certification is a self-initiated evaluation process by which police departments strive to meet and maintain standards that have been established for the profession, by the profession. Achieving Certification from the Massachusetts Police Accreditation Commission is considered a very significant accomplishment, and is a recognition that is highly regarded by the law enforcement community. Thanks to the fine work of Sergeant Paul Francis, our Accreditation Manager, our Department was recently re-Certified in February of 2018. Officer Dan Bruce has been very active assisting Sergeant Francis with this massive undertaking as well. It is important to know that our efforts have not waned in the constant pursuit of excellence within our Department. We have been continuing to work towards reaching State Accreditation. It is our goal that this be completed by the end of 2018.

I would like to take the opportunity to express my sincere thanks to the residents of this community for their support for our Department and the officers who serve them. I want to thank every officer on our Department for their dedication and for the excellent service that they provide all year long to those who we serve. I would like to especially thank Mary Elinor Dagle, the Police Administrative Assistant, who represents our agency in the highest regard every day. Her assistance is greatly appreciated and respected by our entire Department. I would like to also recognize the Essex Board of Selectmen and the Town Administrator Brendhan Zubricki, for their continued guidance and support throughout the year. I am very grateful for the opportunity to work closely with them, and I consider it a privilege to work alongside the whole professional team that we have here in Essex.

Respectfully submitted,  
*POLICE CHIEF*  
 Peter G. Silva

## 2017 ANNUAL STATS, ESSEX POLICE DEPARTMENT

911 FALSE/ABANDONED	12	INTOXICATED PERSON	5
ABANDONED VEHICLE	1	INVESTIGATION	38
AGENCY ASSIST	50	JUVENILE ISSUE	2
ALARM	125	LARCENY	1
ALARM- CARBON MONOXIDE	10	LARCENY UNDER \$250	1
ANIMAL COMPLAINT	250	LARCENY FROM MOTOR VEHICLE	1
ANNOYING CALLS	17	LEAVE SCENE OF PROP DAMAGE	1
ARREST/SUMMONS	74	LICENSE TO CARRY	120
ASSAULT	1	LIQUOR UNDER 21 POSSESS	5
A&B ON POLICE OFFICER	2	LOST/FOUND PROPERTY	90
ATTEMPT TO SERVE	41	MAIL/DELIVER MESSAGE	5
B&E	3	MEDICAL CALL	220

B&E NIGHTTIME FOR FELONY	1	MISSING PERSON	4
BOLO	390	MV COMPLAINT/TRAFFIC	140
BUILDING CHECK	112	MV DISABLED	27
CITIZEN ASSIST	635	MV LOCKOUT	1
CIVIL DISPUTE	7	MV MARKED LANES VIOLATION	1
COMMUNICATIONS PROBLEM	2	MV TRAFFIC STOP	894
COMMUNITY POLICING	2	NOISE COMPLAINT	23
CRUISER DAMAGE	2	OP MV WO-LICENSE REVOKED	1
CUSTODIAL PROBLEM	1	PROPERTY DAMAGE	47
DEER STRUCK BY MV	10	REPOSSESSION	1
DETAIL	148	SELECTIVE ENFORCEMENT	49
DIRECTED PATROL	4411	SOLICITOR REGISTRATION	1
DISORDERLY CONDUCT	1	SPEEDING	2
DISTURBANCE	8	SUICIDE ATTEMPT	1
DOMESTIC DISPUTE	11	SUMMONS SERVED	1
DRUGS	4	SUSPICIOUS ACTIVITY	219
ENTERED IN ERROR	2	REG SUSP/REVOC-OP OR ALLOW	5
ESCORT	5	THEFT	25
FAILURE TO STOP FOR POLICE	1	THREAT	10
FIRE ALARM	72	TRAFFIC ACCIDENT	68
FIREARM LICENSE	8	TRAFFIC ACCIDENT WITH PI	8
FIRE BRUSH	6	TRAFFIC HAZARD	48
FIRE INVESTIGATION	14	TRESPASSING	11
FIRE OTHER	21	UNATTENDED DEATH	2
FIRE STRUCTURE	7	UNINSURED MOTOR VEHICLE	1
FIRE VEHICLE	1	UNWANTED GUEST	1
FRAUD	44	UTILITY REQUEST	171
HARASSMENT	9	VIOLATION OF ORDER	2
IDENTITY FRAUD	1	WANTED PERSON	1
ILLEGAL DUMPING	4	WATERCRAFT INCIDENT	28
INFORMATION REPORT	34	WELL BEING CHECK	76
INJURY ON DUTY	22		

**TOTAL:**

**9126**

## 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 continues to be one of 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. 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. 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 computer science, engineering, project based environmental studies, and FIRST Robotics; Project Adventure; award winning arts and music programs; and, State champion athletic teams.

Throughout 2017, MERSD continued to make progress in fulfilling its goals as outlined in the Strategic and District Improvement Plans. Highlights include:

- **Student Achievement**
  - MERSD ranked 9th in Boston Magazine's Best Schools edition.
  - MERHS recognized as a commendation school by MA Department of Education.
  - MERSD ranked among the world's best schools on the PISA (Program for International Assessment). In ELA and Science, MERHS students outperformed all other participants, and in mathematics we have matched the performance of world leaders China and Japan.
  - Four MERHS students were recognized by the National Merit Scholarship Board for excellence in scholarship.
  
- **Whole Child – Social Emotional Learning**
  - MERSD partnered with Yale's Center for Emotional Intelligence. Social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. In order to meet this goal, a team of twenty-two teachers, principals, and directors were trained at Yale's Center for Emotional Intelligence in an approach called RULER (Recognizing, Understanding, Labeling, Expressing, and Regulating emotions). This team will develop and implement a two-year action plan for staff training and student roll-out of the RULER program in grades K-12.
  
- **Community Partnerships**
  - Cape Ann Chamber of Commerce: MERHS continued its successful collaboration with the Cape Ann Chamber of Commerce with the launch of Career Day for high school juniors and seniors, and with the continued success of the Cape Ann College Fair.
  - Spaulding Education Fund (SEF): For close to 30 years, SEF has been committed to advancing educational excellence in the Manchester Essex Regional Schools. It has been responsible for donating over \$850,000 in the past ten years. This year alone, SEF has awarded \$20,000 in grants for its 2017 Fall/Winter grant cycle. Successful grant recipients have created exciting initiatives and found innovative materials to offer unique opportunities that

advance, enrich, and enliven the classroom experience. Grants were awarded to applicants throughout the District and across all age levels.

- YMCA: MERSD expanded its partnership with the YMCA. Building on the success of the popular Middle School Theater Program, MERSD and the YMCA launched a K-5 on-site, after-school program for Essex Elementary School students.
- Japanese Educator Delegation & Landmark School: For the second year in a row, MERSD partnered with the Landmark School to host a Japanese educator delegation. The team of researchers and teachers visited MERSD to observe classes and consult with teachers and administrators about implementing inclusive practices and about developing programs for students with special education needs. We look forward to their return trip in the Fall of 2018.

The communities of Manchester and Essex have long had a reputation for excellent academic achievement, high quality faculty, a commitment to small class size, and strong academic and co-curricular programs. The MERSD program is well respected, as are our communities. 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.

*SUPERINTENDENT OF SCHOOLS*

Pamela Beaudoin

## MEMORIAL SCHOOL BUILDING PROJECT

The Memorial School Building Committee (SBC) and its team of consultants submitted its Preliminary Design Program (PDP) to the (MSBA) Massachusetts School Building Authority on November 22, 2017. This is the first milestone in the MSBA's Feasibility Study Phase.

### **What's In the Preliminary Design Program?**

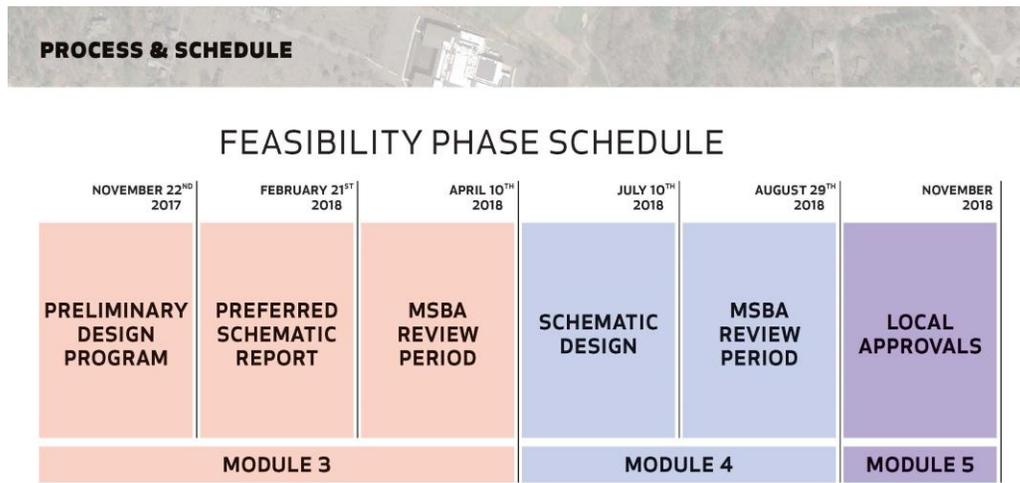
- Memorial School educational program.
- Memorial School initial space summary and existing conditions report.
- Site analysis and site determination - Memorial School site has been selected.
- Project design parameters and initial design options for further study.
- Conceptual budget for each option, based on cost per square foot.

The overall purpose of the Feasibility Study is to gather information about potential sites and design options, identify options for development, analyze their pros and cons, and choose a preferred option for high level schematic design and budget estimate. The PDP document is the first progress report in this process. In the PDP, MSBA requires all districts to present three types of options: renovation only, renovation with additions, and new construction. These options will be examined in detail by MERSD in the next phase of the feasibility process. From December to February, the Building Committee will be working to narrow down the potential options and will submit a Preferred Schematic Design (PSD) option to the MSBA for approval and further

development. The overall goal is to identify an option that is both cost effective and aligned with the needs of MERSD’s educational program.

Community Input: During Fall of 2017, the Memorial School Building Committee hosted two community meetings at Memorial School to keep both the Manchester and Essex communities up-to-date on the process and to gather feedback. The meetings focused on the MSBA grant program process and schedule, the existing conditions of Memorial school, and potential building sites. The second community meeting focused on site selection decision-making, feasibility phase building options, and project timeline.

Project Timeline: For the Memorial School Building Project to go forward, it will require community approval. We are currently on track for a Fall 2018 Town Meeting and November 2018 town vote to fund the Memorial School building project. Both the Manchester and Essex Boards of Selectmen voted unanimously to support this effort. This puts us on a pathway to have a project schematic design and cost proposal available in Spring of 2018. Throughout the coming months, representatives from the Building Committee will be hosting various community events in both towns to provide updates, answer questions, and seek community feedback.



**Community Input is Important Throughout the Process**



**FINANCE & OPERATIONS**

Chief among the MERSD School Committee Budget Goals is to “Develop and deliver a fiscally responsible budget that maintains educational quality, supports District goals, and aligns with our multi-year budget commitment to work within the confines of Proposition 2 ½”. With that in

mind, MERSD begins each budget season looking to provide at minimum “level services”, or, in other words, the same level of program currently in place. When District or Building-level Administrators identify the need for program enhancements, it is MERSD’s practice to attempt to fund those first, when possible, through identification of operating efficiencies (i.e., cost savings), in order to minimize the impact to taxpayers. MERSD has a multi-year track record of revamping and improving program delivery in ways that focus on student needs while also generating financial savings.

As of February 6, 2018, the FY19 budget assumes spending growth of 3.18%, following 3.31% in FY18, and 3.27% in FY17. This stable rate of growth is consistent with the multi-year budget projections used by MERSD to collaborate and plan with member towns Manchester and Essex. Shortly after the FY18 budget was established, however, MERSD began to face challenges of significantly rising health insurance costs, threatening the District’s ability to keep spending growth stable and to maintain program quality. A 28% increase in health insurance rates in FY18 far surpassed MERSD’s budget estimate of 9%, due to an extraordinary, unexpected rise in high cost claims over the course of the late winter and early spring of 2017. Although this trend has since abated somewhat, the current forecast for FY19 of a 14% rate increase will result in a total \$1.4 million increase in health care costs over a two-year period. This follows a six-year trend in which MERSD’s average annual increase in health insurance was just 3%, far below market trend. Unfortunately, the more recent significant increases in health care costs have been limiting MERSD’s ability to maintain program quality, with cuts of more than \$900K needed in the FY19 budget to meet a District spending growth target that is consistent with levy limit caps of Proposition 2 ½. Over time, MERSD will attempt to work collaboratively with teachers and staff to find ways to lower the cost of health insurance. Similar collaborative efforts have generated significant results in the past, including a recent agreement to reduce the cost of mandated health insurance for retirees (known as Other Post-Employment Benefits or OPEB) by migrating staff to less costly plans. This effort has enabled MERSD to budget \$1.7 million over four years – funded entirely by savings from employee benefits restructuring – to be placed into a trust fund to ensure that long term liabilities do not pose an unnecessary future burden on taxpayers. This successful collaboration has put MERSD far ahead of most other regional school districts, which have yet to face mounting OPEB liabilities.

Limiting the financial impact of MERSD’s health insurance cost structure will take time, and as a result, MERSD has begun the unfortunate work of cost cutting to ensure that the 3.18% target spending growth rate for FY19 can still be achieved. Proposed reductions include a decision to not replace retiring staff members (resulting in a decrease in total staffing levels), reducing optional after-school transportation services, and reducing summer work in custodial and instructional departments. MERSD has also been able to generate savings in the area of utilities. Partnering with the Town of Essex, MERSD has been able to receive Green Community grant funding to install nearly \$250,000 of energy efficient equipment at no cost to the District, and to reduce Essex Elementary electricity bills by approximately \$10,000 per year. Additionally, MERSD will be significantly expanding solar panel arrays on the Middle High School roof this winter, which will help to reduce electricity costs by an additional \$10,000 per year, with no out-of-pocket investment cost required. Additionally, shifting enrollment, has allowed for strategic use of resources. Although we are still managing a cohort of students with record high class sizes, these students are now at the secondary level and entering elementary class enrollments have declined

due to a demographic decline in school age children. This population shift has allowed us to reduce classroom sections at the elementary level while maintaining class size benchmarks and shifting resources to the secondary level to address the larger cohort.

### MERSD At A Glance

#### Enrollment:

- Students = 1,385
  - Resident Population = 1,343
  - School Choice = 64
- Per Pupil Expenditure = \$16,326 (111 in state)
- Per Pupil Exp. State = \$15,545

#### Active Faculty & Staff:

- Faculty = 130.5
- Support Staff = 38
- 12 Month Administrative = 23
- Average Teacher Salary = \$76,558 (125 in state)
- Average State Teacher Salary =

#### Operations:

- Academic Teaching & Learning
- Special Education
- Social Services: Counseling, Health, Home Health, Homeless & Inter-agency support
- Early Childhood
- Network & Instructional Technology Management
- Facilities Management
- Food Services
- Transportation
- HR Management
- Financial Services

#### Facilities:

- Open 7 Days
  - Weekdays 6am – 10pm
  - Weekends 9:00am – 9:00pm
- School Sites = 3
- Athletic Sites = 4

## DISTRICT CURRICULUM & INSTRUCTIONAL TECHNOLOGY

The District Curriculum and Instructional 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 and specialized workshops).
- Aligning K-12 curriculum to newly adopted State-mandated curriculum frameworks.
- Researching and piloting new curriculum.
- 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 elementary school principals and staff to support District-wide alignment of elementary school curriculum.
- Partnering with the Middle School Principal and NELMS to facilitate the creation of a multi-year action plan for professional development.
- Partnering with Yale's Center for Emotional Intelligence 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 the Director of Finance to facilitate and implement the District Technology Review and District Technology Action Plan.
- Developing District practices for the implementation of the new technology-based State Assessment System.
- Creating and implementing the 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.

*DIRECTOR, CURRICULUM & INSTRUCTIONAL TECHNOLOGY*

Julie DeRoche, Ed.D.

## MANCHESTER ESSEX REGIONAL HIGH SCHOOL

Manchester Essex Regional High School continues to progress in an effort to provide all students with a broad based curricular experience. The curriculum aims to assist students to gain valuable skills focused on creating, evaluating, and analyzing in an effort to prepare students for the global society ahead of them.

The students at Manchester Essex Regional High School continue to achieve at high levels. Ninety-three percent of the Class of 2017 moved on to post-secondary academic options. One hundred twenty-eight students took Advanced Placement courses during the 2016-2017 school year. Those students took 310 AP course ending exams with 80% of the students scoring 3 – 5 (levels that are deemed acceptable for college credit). One MERHS student was named as a National Merit Scholarship Semi-Finalist as a result of their performance on the PSAT. Three more students were named as Commended Students by the National Merit Scholarship Board for their academic promise. MERHS students also did very well on the Commonwealth's competency exam, MCAS. One hundred percent of students achieved proficient or advanced scores on the English Language Arts exam. Ninety-eight percent of students achieved proficient or advanced in Mathematics. Ninety-eight percent achieved advanced or proficient in Science. MERHS was named a Commended School by the Department of Education and received citations from both Senator Tarr and Representative Hill.

During the 2016-2017 school year, Manchester Essex Regional High School adopted two school-wide goals. The faculty is continuing to focus on instructional practices that will expand strategies to meet the needs of all learners. Faculty members are collaborating regularly to implement new methods for differentiating instruction within the classroom. There continues to be a focus on the development of student-centered classroom and authentic assessment. 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.

MERHS has adopted a focus on student's social emotional help. During the summer of 2017, a team from the High School traveled to Yale University to be trained in the Yale Center for Social Emotional Learning RULER Program. This aims to educate students and teachers about the impact of social emotional learning. The three pillars of the program include the Faculty/Classroom Charter, the Mood Meter and the Meta Moment. Implementation will take place over the next two years.

Students continue to enroll in rigorous course loads at the high school level. The core curriculum is enhanced by engaging electives. Students in the Global Issues Course are working on raising money to support Eye Glasses for Africa as part of an authentic learning opportunity. The Green Scholars Program has been expanded to include an introductory course in sustainability. As part of this 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. At International Competition, MERHS students brought home two first place awards in Role Play, a Top Ten Finalist, A Top Twenty Finalist, and three ICDC Excellence Awards.

The School Council at the high school level has had a productive year. During 2016 – 2017, the Council focused on community partnerships. In March of 2016, MERHS partnered with the Cape Ann Chamber of Commerce to implement a Career Day for sophomores and juniors. The School Council also met with police, fire, and librarians from both communities.

Students continue to participate in a large variety of co-curricular, extra-curricular, and athletic programs. Boys and Girls basketball advanced to the State Tournament. The Boys' Baseball team played in the North Division Final. Boys and Girls Tennis advanced deep into the State Tournament. Boys' soccer played in the Division 6 North State Final game. Field Hockey played in the Division Two North State Final.

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

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

*PRINCIPAL, MANCHESTER ESSEX REGIONAL HIGH SCHOOL*

Patricia Puglisi

## MANCHESTER ESSEX REGIONAL MIDDLE SCHOOL

During the 2016-17 school year, the Manchester-Essex Regional Middle School (MERMS) welcomed me as the new Principal. Having formerly worked for MEMS from 2008 to 2014 as an English and social studies teacher and Grade 6 team leader, and, in an effort to reacquaint myself with the school community and to gain a more complete understanding of who MERMS is as a middle school, I hired the New England League of Middle Schools (NELMS) to conduct a whole-school assessment. The Assessment was a comprehensive look into the School that included stakeholder surveys and interviews, as well as a three-day visit to the School in which all classrooms were visited and teaching practices observed. Interviews included all faculty, staff, parents, and students within each grade level. In addition to the NELMS Visiting Committee, I 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 to all stakeholders began in the Spring of 2017.

Initial takeaways from the NELMS Assessment revolved around increasing a student-centered focus across the Middle School as well as increasing student-centered instructional approaches. Additional areas of focus included improved approaches to teaming through cross-curricular and content alignment. As an initial response to this feedback, a Middle School Scheduling Committee, consisting of classroom teachers and administration, was developed to determine if revisions to the current schedule might increase student-centered opportunities across the School. Members of the Committee, along with the Building Principal, attended a NELMS Scheduling Workshop to gather information. After the workshop, a larger Committee convened to analyze

data and review information with revisions to the 2017-18 schedule in mind. Based on information gathered at the NELMS Workshop, and using the High School U Block Structure as a model, the 2017-18 Middle School schedule was revised to include a half hour period of time each day in which students could focus on work, based on individual need. Some of this focus may include homework completion, studying for upcoming assessments, collaborating with peers on projects, reading, writing, meeting with teachers for extra help, listening to music, and decompressing.

While continuing to integrate NELMS recommendations into the work that we do, all work at MERMS will remain 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. Based on the NELMS recommendation, work began in the 2016-17 school year to revise Grade 6 offerings for the upcoming school year with a focus on social, emotional learning. A new Middle School Academy (MSA) class was conceptualized and will be offered during the 2017-18 school year. This class will replace Literacy and Information Skills and will include a three-pronged approach to "literacy," including digital literacy, organizational literacy, and social, emotional literacy.

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 integrating the 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 of the 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. During the 2016-17 school year, many teachers explored professional development opportunities in the area of technology and new teaching techniques. This learning was shared through professional collaboration days and during organized sharing and learning opportunities at faculty meetings.

Transition is a critical component of the Middle School experience. With this in mind, Grade 6 teachers hosted Grade 5 teachers, for an afternoon session, to conduct a rubric-guided review of Grade 5 students. This enabled Grade 6 teachers to gain a better understanding of the upcoming student population and to begin to put plans in place for students who may need additional supports during the first, transitional months of the upcoming school year. In response to the NELMS assessment, one support planned for the 2017-18 school year was an end-of-day homeroom for Grade 6 students. The Grade 5 “Fly-up Day” was also restructured. In the past, students were guided through a quick tour of the building and moved through classrooms in 10-minute intervals. The new structure involved extending the period of time students spent in each classroom. In addition, rather than sitting through presentations conducted by upper classmen about the student planner, homework, and course syllabi, students were given an opportunity to play a game or work on a craft project while getting to know fellow peers and the classroom teachers in a more relaxed, casual manner. The main goal of this day was to provide additional time for students to 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.

The Grade 6 Summer Orientation Day for parents and students was also restructured. During the summer, rising 6th grade students were invited to one of four Locker Nights, at which they received their locker assignments and practiced opening them. Students were encouraged to return to the school as often as necessary during the last, few weeks of summer in order to achieve a sense of mastery. In prior years, it often took up to two weeks for all students to become skilled at opening lockers, which became a point of stress for many. Participating in Locker Night during the summer provided students with a sense of security prior to beginning school and eliminated unnecessary stress and anxiety during the first weeks of school. Parent Orientation Night was moved to an evening presentation in mid-September, a time when most parents and guardians were more likely to attend. During this orientation, parents received necessary information on Aspen, Google Classroom, the Student Planner, the middle school schedule, and other general information that helped parents and students 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 Google Classroom, their planner, and Aspen 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, 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. Teachers receive professional development in the areas of reaching all learners and providing social and emotional supports for students. Our 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. Our counselors work closely to ensure that students are supported properly in the classroom and that social/emotional needs are met.

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. Eighth 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. 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.

In order to bolster school spirit and introduce more student-friendly activities, Middle School dances including all grade levels were held in the Fall, Winter, and Spring. A great number of students, spanning all three grade levels attended each dance. A new, March Madness Week was added to the Spring schedule, which included spirit days and healthy, grade-level competitions that culminated in whole-school events and activities on the last day of the week. Participants in each event included students and teachers alike.

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 2017-18 school year.

*PRINCIPAL, MANCHESTER ESSEX REGIONAL MIDDLE SCHOOL*  
Joanne Maino

## ESSEX ELEMENTARY SCHOOL

Essex Elementary School (EES) enrolled two hundred twenty-five students in Kindergarten through Grade 5. The K-5 classrooms average approximately twenty 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 numerous wireless mobile computer labs (PCs, iPads, iPad minis, and Chromebooks) 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 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. EES also introduced a social-emotional component to its Response to Intervention Model. Staff at EES assesses each student on eight areas of social competencies (self-awareness, social awareness, goal-directed behavior, self-management, relationship skills, personal responsibility, decision-making, and optimistic thinking). Based on results from the assessment, direct instruction is provided to students in areas where they might need additional instruction. Classroom teachers also focus on social-emotional learning in their classrooms.

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 2017 MCAS results show that the percentage of students scoring proficient or above in all subjects/grades was greater than the State average. Teachers continue to review this data in order to make informed instructional decisions. I am happy to report that the 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, staff noticed that their scores on MCAS showed improvement; however, MCAS data is just 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 faculty and staff 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 by providing awards for our Guided Reading Books and a grant for visiting authors and composers, as well as numerous other resources. School meetings are held to 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 fifth grade students, including Project Adventure, ballroom dancing, and a trip to Merrowvista, NH, help to make their final year at EES memorable. 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.

*PRINCIPAL, ESSEX ELEMENTARY SCHOOL*  
Jennifer M. Roberts, Ed.D.

## MEMORIAL ELEMENTARY SCHOOL

Manchester Memorial Elementary School (MMES) has three hundred thirty-eight students enrolled in Kindergarten through Grade 5 this school year. MMES also houses the MERSD Integrated Pre-K Program for students in Manchester and Essex. The program is a mix of students with special needs and peer models. The K-5 classrooms average roughly nineteen 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, and technology. Additionally, students also study foreign languages (Spanish and French) in grades 1-5. Students in the upper grades have the opportunity to take instrumental music lessons during the school day and participate in the MERSD Elementary Band. Students can also join our before-school Chorus Program where they perform with the Band at a Winter Holiday Concert and Springtime Concert. Our students also enjoy a number of enrichment programs that are sponsored by our PTO, including musical/dance performances and academic enrichment presentations.

MMES is fully engaged in the Massachusetts School Building Authority's (MSBA) Feasibility Study to determine if it is feasible to renovate or rebuild the school building. The School Building Committee has hired an Owner's Project Manager (OPM) and an architectural firm to begin initial stages of building design. 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!

MMES strives to develop children academically and socially through its curriculum and programs. Character education is a very important part of the School and much work is done to teach children how to be good friends and citizens. Recently, the Yale University's RULER program was implemented to help both staff and children recognize the impact that the emotions of themselves and others have in a school environment.

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

*PRINCIPAL, MEMORIAL ELEMENTARY SCHOOL*

John Willis

## ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

Essex North Shore Technical and Agricultural School, Essex Technical High School (Essex Tech), is a seventeen member community school district offering both career technical and agricultural programs to a current student population of nearly 1400 students. For the 2016-2017 year, the District operated from a budget of \$26,261,503 to provide the resources required to ensure a high quality educational experience.

Essex Tech is pleased to present this annual report of our school, student, and community achievements for the 2016-2017 school year. Several of our numerous achievements are highlighted below and referenced by specific programs.

### *Career Technical Programs*

- **Construction Cluster:** Students from our Carpentry, HVAC, Plumbing, Masonry, and Electrical programs collaborated with Habitat for Humanity to build a home and several community projects including the Masconomet School District.
- **Internet Technology:** Successfully certified a student in the Cisco networking program.
- **Automotive Technology:** Serviced a full booking schedule of automobiles throughout the year, hosted a continuing education workshop for area automotive technicians.
- **Autobody Collision:** Repaired a full booking schedule of automobiles throughout the school year.

- Culinary: Served hundreds of patrons in our full service restaurant and bakery along with catering several community luncheons and dinners.
- Graphics and Design Visual: Began the process to become an Adobe certification testing center for student certification.
- Dental Assisting: Provided a toothbrush training for local center child care/preschool students, partnered with Tufts Dental for an onsite student clinical experience, several students completed the Dental Radiation course at Tufts University School of Medicine.
- Health Assisting: Eighteen students earned certified nursing assistant (CNA) certification through the American Red Cross, provided care and patient education to numerous residents of day service programs, led the school wide breast cancer awareness campaign.
- Biotechnology: Spent day at Endicott College analyzing numerous specimens alongside the college professors.
- Cosmetology: Eight students passed the Massachusetts Cosmetology Board Exam and the District's in-school salon maintained a full schedule booking throughout the year.

#### *Agricultural Programs*

- Arboriculture: Pruned and manicured several community lots including Massachusetts State Police Barracks and Endicott Park.
- Companion Animal: Groomed and trained numerous animals maintaining a full booking schedule the entire year, hosted the American Kennel Club nose-training event on campus.
- Equine Science: Cared for and maintained the health of our horses.
- Veterinary Science: Cared for and maintained the health of numerous animals from our farmstead.
- Sustainable Horticulture: Partnered with Massachusetts Institute for Technology in a collaborative simulated freight farm project at Bates Laboratory.
- Environmental Technology: Students earned certifications in Hazwoper 40hr OSHA and studied/ measured numerous species with the Audubon Society.
- Natural Resources: Students earned certifications in water safety and developed school-wide recycling program along with studying alongside State programs collecting GPS data.
- Landscape Design: Constructed and maintained areas for both the school and community plots including State Police Barracks.

*Cooperative Education:* Nearly seventy-five students participated in the District's cooperative education program from apprenticeships, employment, or internships at local community and business organizations.

*Academic Program:* The District developed integration, project-based learning activities for the junior students enrolled in the Natural Resources/Environmental Technology programs. Students and teachers will engage in a collaborative content learning experience during the academic week of student coursework.

*Technology:* Classroom technology includes iPad use as an instructional tool along with specific software programs and hardware for trade content areas.

*Student Organizations:* Four student members of SkillsUSA attended the National Competition in Louisville, Kentucky, including three students from Environmental Technology and one student from Cosmetology. Twenty-two students attended the FFA National Convention in Indianapolis, Indiana, where our Forestry team placed 8th in the country.

*Articulation Agreements:* New articulation agreements were signed from University of New Hampshire Thompson School of Applied Sciences and Unity College.

*Adult Education:* Offered nearly fifteen courses to community members in certificate, code, and hobby-type content areas.

*Sports:* Teams competed in hundreds of contests, collectively demonstrating strong work ethic, teamwork, dedication, and camaraderie for their teams. Additionally, students and teachers competed in a hockey game during our Hawk Holiday Hope Challenge. Fall Girls Cross Country prevailed as the Vocational State Champions along with CAC Champion teams in Girls Volleyball, Girls Soccer, and Co-Ed Cheer team. Spring vocational State tournament champions included the Boys and Girls Track and Field teams. CAC champions included Girls Lacrosse.

*Facilities/Farmstead:* The District's property is maintained to provide a safe and optimal learning environment for all students, staff, and visiting community members.

*Projects:* Led by a Massachusetts Department of Elementary and Secondary Education liaison several staff, students, post-secondary, along with business and community members participated in the development of the District's five year strategic plan. Additionally, the District was awarded several grant programs leading to new school equipment and initiatives.

*SUPERINTENDENT-DIRECTOR*  
William H. Lupini, Ed.D.

*SCHOOL COMMITTEE REPRESENTATIVE*  
Alvin W. Craig

## 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 survivors of domestic violence, including a 24-Hour Hotline, Emergency Shelter, Legal Services, Advocacy & Education, Support Groups, Parent-Child Trauma Recovery Program, and community outreach and education.

With outreach offices in Salem, Gloucester, and Lynn, an office at North Shore Medical Center, and our emergency shelter, HAWC has been a place of safety and solace for the North Shore for four decades.

#### FY17 Highlights:

- Paula Herrington, Interim Executive Director, was named as the agency's permanent Executive Director, bringing more than 27 years of nonprofit leadership experience.
- Sara Stanley, HAWC's Attorney Director, was named Deputy Director, a decision that solidified the agency's commitment to building strong leadership within.
- The position of Senior Manager of Educational Programs was created with the intention of amplifying HAWC's outreach and education in the community and to ramp up our internship program. The position is now held by Elisabeth Nash-Wrenn, MSW, a seasoned advocate with 15 years of experience in the field.
- FY17 marked the first full year of two full-time Legal Advocates covering the Lynn and Salem District Courts and Essex County Probate Court in Salem.
- HAWC's two State contracts with the Massachusetts Department of Public Health were renewed for 10 years, ensuring our programs will be available to the North Shore for years to come.

#### FY17 Outcomes:

- Individuals called our hotline a total of 3,740 times for information and support: 1,243.
- Individuals received one-on-one advocacy: 645.
- People attended a total of 456 support group meetings: 82.
- Families received counseling through our Parent-Child Trauma Recovery Program: 38.
- Clients received legal assistance: 1,934.
- High-Risk cases were reviewed for on-going safety planning to prevent homicide: 96.
- Families entered into HAWC's Emergency Shelter: 53.
- Clients received services through our partnership with North Shore Medical Center: 69.

The data below details the number of Essex residents who accessed the following services in FY17:

- Total number of clients served: 6.
- Hotline: 4.
- Legal Advocacy: 3.
- Number of Advocacy Sessions: 34.

## 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. Our merger with the Ipswich food pantry in 2016 expanded our service area to include Rowley, Topsfield, Boxford, Hamilton, and Wenham. Essex residents can choose to use either the Gloucester-based or Ipswich-based food pantries. 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, Senior Soup and Salad, nutrition education, On Your Mark (a culinary and retail youth job training program), a bustling thrift store operation, and a robust holiday meal basket program.

Wrap-Around Nutrition Services for Essex Residents: In 2017, the Open Door distributed 32,613 pounds of good food (or 27,178 meals) to 143 unduplicated Essex residents representing 69 households through 867 visits.

The 69 Essex households that received wrap-around nutrition services from our food pantries and Mobile Markets represent 69 adults (ages 18-64); 23 children (ages 0-17), and 51 seniors (ages 65+).

Year on year, there was a 34% increase in the amount of food distributed, and a 135% increase in the number of requests of food assistance to Essex residents in 2017. Visits to our food pantries and Mobile Market by Essex residents was up from 369 visits in 2016 to 867 visits in 2017.

Food Pantries: Our two Client-Directed, Trauma-Informed Care food pantries (located in Gloucester and our new satellite site in Ipswich) distributed 26,577 pounds (a 40% increase YOY) of good food to 96 Essex residents representing 36 families. Along with fresh produce and healthy protein choices, clients can choose canned goods, meats, bread, dairy products and eggs. We also carry diapers, menstrual products and senior incontinence pads. Clients can visit our pantries once every seven days.

In the last five years (2013-2017), our food pantries distributed 86,517 pounds of food representing 72,097 meals to 158 Essex households representing at least 374 people.

Essex Council on Aging Mobile Market: Since 2015, The Open Door has provided a Mobile Market to the Essex Council on Aging as part of our 12-site free farmers market where low-income people live and learn. 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 2017, 74 low-income Essex seniors representing 41 households, were provided with 6,036 pounds of food through Mobile Market, a 26% increase YOY from FY16, ensuring that the most vulnerable seniors in Essex have consistent access to good food.

SNAP (Food Stamps): All Essex residents can access our SNAP (Food Stamp) application assistance and advocacy program through our two food pantries. Last year, the Open Door achieved a 93% approval rating, the highest in the State according to the Department of Transitional Assistance (DTA) that manages SNAP in Massachusetts.

Senior Lunch at Essex Council on Aging and Nutrition Workshops: Beginning summer 2017, (at the request of Essex Council on Aging), the Open Door provides a senior lunch every quarter for at least 20 seniors per luncheon. In November, along with lunch, the Open Door's Registered Dietician provided a hands-on Nutrition Workshop and cooking demonstration for a healthy sweet potato casserole. Nutrition Education focused on fiber and diabetes for Healthy Holiday Cooking. In addition to the sit-down congregate lunch, we also distributed 40 Healthy Choice Easy Choice Meal kits so seniors could cook the healthy Sweet Potato Casserole at home.

Essex Volunteers and Supporters: 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](mailto:julie@foodpantry.org) or myself at [978 283 6776 x 206](tel:978-283-6776) or [sarah@foodpantry.org](mailto:sarah@foodpantry.org). If I can be of any further assistance, please feel free to reach out.

Respectfully submitted,  
*DIRECTOR, ADVOCACY AND DEVELOPMENT*  
Sarah Grow

## SENIOR CARE

SeniorCare Inc. coordinates and provides services to older adults and their families in Essex and eight surrounding cities and towns as a State designated Aging Services Access Point and the designated Federal Area Agency on Aging for the nine community planning and service area (PSA).

SeniorCare supports Essex elders and others through a myriad of home and community based services. SeniorCare has allocated funding to support the outreach efforts of the Essex Council on Aging and we continue to support utilization of the van that was obtained through the MassDOT Mobility Assistance program. The attached report of services enumerates the wide variety of community based long-term care services provided to Essex older adults in FY2016.

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

Homemaker	Nursing Home Ombudsman Program
Chore	Companion Services
Personal Care	Outreach
Care Management	Congregate Dining and Home Delivered Meals
Protective Services	Transportation
Caregiver Counseling	Options Counseling

Personal Emergency Response  
Nursing Home Pre-Screening  
Medication Dispensing Systems

Supportive Day Care  
Environmental Accessibility  
Care Transitions

The total cost of these services provided to the elders of Essex for the year ending June 30, 2016 is estimated to be over \$166,228.00

Sincerely,  
*EXECUTIVE DIRECTOR, SENIORCARE*  
Scott M. Trenti

## SHELLFISH CONSTABLE

Firstly, I would like to thank all of my assistant constables: Steve Hartley, the recently retired Dave Sargent, and lastly, Peter Wilson. Without their sincere efforts, the past year would have not run so smoothly.

With 2017 having been another good year for the local shellfishing industry, I will say at this writing, that the shellfishing industry here in Essex looks good.

In 2015, we had an extremely cold winter. As a result, the industry itself received a double benefit. The extreme cold has helped to kill off many green crabs. Secondly, we will now get a heavy new seeding as a result of this action.

We have also started a new concept for the local shellfishing industry. Effective on January 1, 2018, the harvesting of shellfish is now prohibited on Sundays. This will stretch out the life expectancy of our existing shellfish stock. A true conservation measure guaranteed to help to conserve our existing stock.

Also, in regards to future expansion of existing clean flats, under the guidance of the Department of Marine Fisheries in Gloucester, we have completed one full year of clean water sampling in the closed creeks from Lufkin Creek to the Cox Reservation.

Next, we have to do a shore line assessment of the total areas. So far, we have done Eben's Creek only. Unfortunately, with all of the ice, we will have to stop until the thaw. However, once that is complete, we will then forward the results to the Department of Marine Fisheries for approval to open sometime after the ice is gone.

Otherwise, everything in our local industry remains positive. We have plenty of available legal shellfish stock to be harvested. The industry should be all set for the next couple of years to come.

The boat and the new motor are doing just fine. However, the Department is in need of a new truck at this time.

Once again, I look forward to serving the Essex shellfishing industry in 2018. I also hope that the year will be both safe and profitable for everyone involved in our local industry.

Respectfully submitted,  
*SHELLFISH CONSTABLE*  
William J. Knovak

## STRATEGIC PLANNING COMMITTEE

In fiscal year 2017, the Strategic Planning Committee (SPC) continued to work with Town departments and boards and committees to ensure that Town initiatives adhered to the goals of the Town's Strategic Plan and to track the progress of its implementation.

The Strategic Planning Committee was created by the Board of Selectmen in the spring of 2015 to develop a Strategic Plan for the Town. Its membership consists of representatives from other existing boards and commissions, including the Planning Board, School Committee, Finance Committee, Conservation Commission, Board of Public Works, Council on Aging, and the Community Preservation Committee. The SPC drew on previous town planning efforts, including the Planning to Preserve the Best of Essex report produced by the Long Term Planning Committee in June of 2015. Through a series of seven, two hour workshops, the SPC created a draft strategic plan that included nine goals for the Town to pursue. The plan was made available for public comment in December of 2015. In addition, the SPC hosted a Public Forum on February 10, 2016 to present the plan and take comment. [A video recording of the forum is available on the SPC webpage.](#)

The SPC relied heavily on public feedback in setting priority goals for the implementation of the Strategic Plan. The two main themes from the feedback were:

- There are not enough Town funds to pursue all of the goals outlined by the SPC, and thus the SPC should prioritize the goals of the plan based on what is most important and essential to the Town in the future (e.g. needs before wants).
- The public needs to have ample opportunities throughout the strategic planning process to vote, approve and fund any action and initiative that is generated from the strategic planning process, and the SPC should work on ways to better inform the public.

Based on this feedback the Committee set priority goals for the Town. The two highest priority goals (Priority 1) are:

- Renew and Finance Critical Town Infrastructure
- Maintain and Develop a Strong Business Community.

The next set of goals (Priority 2) would be:

- Increase participation in Town government
- Improve the health of and access to the Essex River and Chebacco Lake.

The remaining goals (Priority 3) would be the lowest priority.

Identifying highest priority goals ensures that these are the focus for the Town. The SPC recognizes that the Town may work towards goals of different priorities simultaneously, but advises the Town to consider how pursuing other goals will affect achieving the priority goals in terms of the dedication of resources. Working towards the nine goals of the Strategic Plan will be incremental.

The SPC has worked specifically on increasing participation in Town government. The Committee worked with the Town Administrator and Board of Selectmen on a survey distributed at the 2016 Annual Town Meeting that resulted in new board volunteers, including the Finance Committee. In addition, the SPC helped fund the Town Hall Grand Reopening festivities in June 2017, which included an open house forum to educate residents about the Strategic Plan and to recruit volunteers.

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,  
*CHAIRMAN, STRATEGIC PLANNING COMMITTEE*  
David Gabor

## TOWN ACCOUNTANT

The following reports of the accounts of the Town of Essex for the Fiscal Year 2017 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, 2017, which reflect FY17 operations, are:

General Fund	\$1,315,735.
Water Enterprise	\$ 157,453.
Sewer Enterprise	\$1,961,687.

Respectfully submitted,  
*TOWN ACCOUNTANT*  
Roxanne Tieri

FUND EQUITY JUNE 30, 2017

General Fund		\$ 2,067,514
Water Fund		\$ 157,503
Water Filtration Project		\$ 4,369
Sewer Enterprise Fund		\$ 1,986,727
Special Revenue Fund Equity:		
Ambulance Fund	\$ 284,477	
Ballfield Restoration Gift	931	
Board of Health Gift	84	
Board of Health - Health Revolving	209	
"        " Public Nurse Revolving	13,793	
"        " Triathlon Revolving	2,085	
"        " Substance Abuse Prevention	1,170	
Boardwalk - Seaport Grant	23,123	
Care of Impounded Dogs	113	
Centennial Grove Revolving	3,423	
Chapter 40 Sec 53G Consulting Fees	3,082	
Chapter 90 Highway	0	
Community Preservation Fund	258,606	
Conomo Point Picnic Tables Gift	100	
Conomo Point Waterfront Access	175,632	
Council on Aging Gifts	4,273	
Council on Aging Senior Care Outreach Grant	544	
Cultural Council Grants	2,634	
Essex Bicentennial	20,018	
Essex Holiday Festival	2,435	
EYC Department Gift	183	
EYC Park Improvement Gifts	2,456	
Fire Department Gift	398	
Green Crab Depletion Grant	194	
Harbormaster Gift	1,135	
I-Net Grant - Comcast	15,052	
Insurance Revolving	3,190	
Library State Grant	10,917	
Parking Lot Construction	6,140	
Police Gift	1,600	
Police Gift - Cruiser	5,000	
Police Gift - P.E.T.E. Program	8,189	
Sale of Real Estate Fund	7,560,501	
Septic Repair Program	161,731	
Town Hall Renovations	44,029	
Town Technology Fund	40,292	
War Memorial Restoration Gift	2,136	
Waterways Improvement	10,742	
Wetlands Protection	<u>39,591</u>	
Total Special Revenue Funds		\$ 8,710,208

Trust Funds:

Luther T. Burnham	\$	97,363	
Albert Cogswell		72,651	
Conservation Fund		21,221	
T.J. Coolidge		35,662	
Municipal Building		25,090	
Ryder Estate		0	
Selectmen's Trust (WW II Honor Roll)		2,588	
Cemetery Perpetual Care		211,170	
Cemetery Flowers		2,180	
Cemetery Lot Care		37,493	
Cemetery Lot Sale		28,593	
O.P.E.B. Trust		451,417	
Stabilization - Town Buildings		36,081	
Stabilization - Recreation Capital		36,081	
Stabilization - Vehicles & Equipment		36,081	
Stabilization Fund		<u>711,228</u>	
Total Trust Funds			<u>\$ 1,804,899</u>
Total Fund Equity			<u>\$ 14,731,220</u>

DEBT SCHEDULE JUNE 30, 2017

Outstanding Maturing Debt:			
Town Hall Renovations	\$	480,000	
Water Treatment Plant		81,000	
Water Storage Tank		81,000	
Septic Title V		215,737	
Sewer Bond		613,000	
Sewer MWPAT		10,584,790	
Total Bonds Payable			\$ 12,055,527
Permanent Notes:			
Water Mains		<u>89,000</u>	
Total Permanent Notes			<u>\$ 89,000</u>
Total Long Term Debt Payable			<u>\$ 12,144,527</u>

CASH RECEIPTS  
JULY 1, 2016 - JUNE 30, 2017

TAXES AND EXCISE

Personal Property	\$	179,814
Real Estate		13,058,356
Tax Title		61,792
Payment in Lieu of Taxes		14,328

Motor Vehicle	706,785	
Boat Excise	11,862	
Room Occupancy	13,721	
Meals Tax	209,748	
Penalties and Interest	<u>43,962</u>	\$ 14,300,368

#### CHARGES FOR SERVICES

Municipal Lien Fees	\$ 3,875	
Other Departmental	2,577	
Private Detail Administrative fees	5,269	
RMV Fees	4,625	
Appeals Board	1,511	
Boat Launching Fees	9,520	
Planning Board	900	
Rental of Town Property	539,387	
Transfer Station	<u>174,470</u>	\$ 742,134

#### LICENSES AND PERMITS

Alcohol	\$ 19,325	
Board of Health	16,355	
Building	65,726	
Cable TV	710	
Clam	26,232	
Dog Licenses	7,898	
Electrical	24,221	
Firearms Permits	1,713	
Fire Department Permits	9,016	
Gas/Plumbing	8,885	
Licensing Board	5,835	
Moorings	31,002	
Title 5	9,400	
Town Clerk Licenses	<u>404</u>	\$ 226,722

#### OTHER

Earnings on Investments	\$ 24,916	
Earnings on Sale of Real Estate Fund	41,254	
Parking Tickets	9,233	
Fines	2,120	
Withholding Tax Refund	24,124	
Miscellaneous	<u>7,987</u>	\$ 109,634

FEDERAL & STATE REVENUE

Cultural Council	\$	4,405	
CPA State Match		9,868	
Council on Aging Grants		10,169	
DPW - Chapter 90		201,154	
Election - Polling Hours		1,154	
Library - LIG/MEG		3,487	
Police Grants		17,419	
Coastal Resiliency		59,561	
Green Crab Depletion Grant		7,487	
Green Communities Grant - Town Hall		<u>130,270</u>	
	\$		444,974

CHERRY SHEET REVENUE

Cherry Sheet Assessments	\$	(96,006)	
Elderly and Veterans Abatements/Exemptions		10,086	
Loss of Taxes - State Land		11,872	
Government Assistance		255,027	
Veterans Benefits		<u>25,333</u>	
	\$		206,312

SPECIAL REVENUE FUNDS

Ambulance	\$	128,858	
Board of Health - Gifts, Revolving		7,017	
Cemetery Lot Sales		4,514	
Centennial Grove Revolving		4,190	
Comcast - Franchise Fee		25,108	
Community Preservation Fund		153,535	
Council on Aging - Gifts		2,190	
Fire - Gifts		300	
Holiday Festival Gifts		2,695	
Police - Gifts		6,592	
Sale of Real Estate Fund		4,826,367	
Septic Repair Program - Loans		19,024	
Town Property Gift		1,000	
Wetlands Protection		<u>2,340</u>	
	\$		5,183,730

TRUST FUNDS

Burnham Trust	\$	161	
Cemetery Flowers		5	
Cemetery Lot Care		8,316	
Cemetery Perpetual Care		4,862	
Cogswell Trust		120	
Coolidge Trust		59	
Conservation Fund		36	

Essex Bicentennial	17	
Municipal Building Trust	36	
O.P.E.B. Trust	30,115	
Ryder Trust	232	
Selectmen's Trust	4	
Stabilization Trust	<u>3,647</u>	\$ 47,610

WATER ENTERPRISE FUND

Water Rates	\$ 746,957	
Tax Title	3,062	
Other Charges	6,718	
Penalties and Interest	8,609	
Investment Income	289	
Water Betterment Principal	13,593	
Water Betterment Interest	<u>2,457</u>	\$ 781,685

SEWER ENTERPRISE FUND

Sewer Rates	\$ 728,142	
Tax Title	8,523	
Connections and Other Charges	8,777	
Penalties and Interest	10,754	
Investment Income	1,239	
Sewer Betterment Principal	862,379	
Sewer Betterment Interest	<u>225,851</u>	\$ 1,845,665

TOTAL REVENUE \$ 23,888,834

OTHER NON REVENUE CASH RECEIPTS

Borrowing - renewal	\$ 178,000	
Collector and Deputy Fees	12,015	
Cancelled payments	4,538	
Tailings	1,124	
Due to Commonwealth - Firearms Permits	5,113	
Payroll Deductions Withheld	556,267	
Notary Fees due Clerk	62	
Police & Fire Detail	<u>80,618</u>	\$ 837,737

TOTAL CASH RECEIPTS \$ 24,726,571

Town of Essex  
FY2017 Appropriation Report

Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
Moderator Stipend		100.00	100.00	-		-
Moderator Expense		20.00	20.00	-		-
<b>Moderator Total</b>	-	<b>120.00</b>	<b>120.00</b>	-	-	-
Selectmen's Admin Assistant Salary		58,127.00	58,127.00	-		-
Town Planner, Part-Time		17,616.00	11,219.34	6,396.66		6,396.66
Selectmen Stipend		3,000.00	3,000.00	-		-
Selectmen Temporary Salary		2,787.00	2,765.84	21.16		21.16
Sick/Vac Payout - Retiring Employees		5,500.00	-	5,500.00		5,500.00
Selectmen Procurement/Advertising		1,200.00	904.94	295.06		295.06
Town Meeting Audio/Visual Services		3,500.00	1,047.00	2,453.00		2,453.00
Town Events, Incidental Expenses		5,000.00	1,433.40	3,566.60		3,566.60
Advertise Town Resources		20,000.00	20,000.00	-		-
Selectmen Office Supplies		900.00	892.47	7.53		7.53
Selectmen Dues & Meetings		2,000.00	1,244.15	755.85		755.85
A1/11-15-10FTM Town Bldg Feasibility Study	5,000.00		2,290.00	2,710.00	2,710.00	-
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	9,480.00	-	-	9,480.00	9,480.00	-
A8/11-18-13FTM Public Safety Committee-Consultant	500.00	-	-	500.00	500.00	-
A27/07ATM Historic Records Preservation	1,741.32	-	-	1,741.32	1,741.32	-
A11/11-16-15 FTM Bicentennial Fund	5,000.00	(5,000.00)				
A23/16ATM Bicentennial Fund	5,000.00	(5,000.00)				
A16/11-14-16FTM Cost Match Hazard Mit. Grant		4,500.00	-	4,500.00	4,500.00	-
A30/16ATM Strategic Planning Comm Outreach	2,500.00	-	2,380.00	120.00	120.00	-
<b>Selectmen Total</b>	<b>57,223.32</b>	<b>114,130.00</b>	<b>105,304.14</b>	<b>66,049.18</b>	<b>47,053.32</b>	<b>18,995.86</b>
Town Administrator Salary		131,515.00	131,515.00	-		-
Sick Leave Buyback		3,315.00	3,315.00	-		-
Town Admin Seminar Fees		750.00	322.92	427.08		427.08
Town Admin Expenses		1,000.00	-	1,000.00		1,000.00
Town Admin Travel		2,000.00	1,608.20	391.80		391.80
Town Admin Dues & Memberships		800.00	405.56	394.44		394.44
<b>Town Administrator Total</b>	-	<b>139,380.00</b>	<b>137,166.68</b>	<b>2,213.32</b>	-	<b>2,213.32</b>
Finance Committee Expenses		410.00	155.00	255.00		255.00
Finance Committee Reserve Fund		160,000.00				
" " " "		(113,415.87)	-	46,584.13		46,584.13
<b>Finance Committee Total</b>	-	<b>46,994.13</b>	<b>155.00</b>	<b>46,839.13</b>	-	<b>46,839.13</b>

Town of Essex  
FY2017 Appropriation Report

Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
Town Accountant Salary		42,444.00	42,444.00	-		-
Town Accountant's Assistant		7,087.00	6,924.78	162.22		162.22
Town Acct Seminar Fees		115.00	115.00	-		-
Audit & GASB: Professional Services		43,300.00	43,300.00	-		-
Software Support Fee		11,342.02	11,271.89	70.13		70.13
Town Acct Telephone		582.98	582.98	-		-
Town Acct Office Supplies		1,000.00	988.60	11.40		11.40
Town Acct Travel		165.00	154.68	10.32		10.32
Town Acct Dues & Memberships		100.00	85.00	15.00		15.00
A12/16ATM AFSCME Labor Contract		441.00	-	441.00		441.00
A25/11-14-16FTM Unpaid Bills		7,038.00	7,038.00	-		-
<b>Town Accountant Total</b>	<b>-</b>	<b>113,615.00</b>	<b>112,904.93</b>	<b>710.07</b>	<b>-</b>	<b>710.07</b>
Senior Clerk		43,757.00	43,684.80	72.20		72.20
Assessors Stipend		15,617.00	15,617.00	-		-
Junior Clerk, Part-Time		5,673.00	587.40	5,085.60		5,085.60
Software Support		6,000.00	5,800.00	200.00		200.00
Assessment Aids		12,750.00	-	12,750.00		12,750.00
Mapping		15,000.00	2,612.50	12,387.50		12,387.50
Bookbinding		500.00	-	500.00		500.00
Consulting Services		30,000.00	20,300.00	9,700.00		9,700.00
Legal Expense		1,500.00	864.00	636.00		636.00
Telephone		775.00	768.50	6.50		6.50
Office Supplies		2,000.00	1,982.19	17.81		17.81
Expenses		500.00	86.68	413.32		413.32
Dues & Memberships		300.00	270.00	30.00		30.00
A25/17ATM Additional Overlay Conomo Point Taxes		83,386.00	83,070.56	315.44		315.44
<b>Assessors Total</b>	<b>-</b>	<b>217,758.00</b>	<b>175,643.63</b>	<b>42,114.37</b>	<b>-</b>	<b>42,114.37</b>
Treasurer/Collector Salary		75,000.00	75,000.00	-		-
Assistant Treasurer/Collector		25,688.00	7,596.20	18,091.80		18,091.80
Collector Clerical		45,007.00	44,663.70	343.30		343.30
Sick Leave Buyback		992.00	341.29	650.71		650.71
Ch 41 Sec108P Treasurer Stipend (A12/11-3-08FTM)		1,000.00	1,000.00	-		-
Seminar Fees		800.00	210.00	590.00		590.00
Payroll Processing ADP		8,600.00	8,395.56	204.44		204.44
Financial Advisory Services		2,575.00	2,000.00	575.00		575.00
Collector Legal Expense		5,500.00	2,920.00	2,580.00	2,580.00	-
Tax Title Expense		6,500.00	1,742.83	4,757.17	4,757.17	-
Bank Fee		1,600.00	-	1,600.00		1,600.00

Town of Essex  
FY2017 Appropriation Report

Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
Telephone		1,100.00	860.76	239.24		239.24
Postage		10,000.00	8,771.08	1,228.92		1,228.92
Office Supplies/Equipment		8,000.00	4,827.74	3,172.26		3,172.26
Travel		1,000.00	841.32	158.68		158.68
Dues & Memberships		240.00	225.00	15.00		15.00
Interest due on Property Tax Abatements (ATB)		1,000.00	-	1,000.00		1,000.00
Encumbered Treasurer/Collector Legal	2,030.55	-	669.60	1,360.95	1,360.95	(0.00)
<b>Treasurer/Collector Total</b>	<b>2,030.55</b>	<b>194,602.00</b>	<b>160,065.08</b>	<b>36,567.47</b>	<b>8,698.12</b>	<b>27,869.35</b>
Legal Expense		60,000.00	41,408.94	18,591.06		18,591.06
Legal Expense - Conomo Point		81,302.00	27,619.19	53,682.81		53,682.81
<b>Legal Total</b>	<b>-</b>	<b>141,302.00</b>	<b>69,028.13</b>	<b>72,273.87</b>	<b>-</b>	<b>72,273.87</b>
Personnel Officer Salary		14,613.00	14,613.00	-		-
Personnel Board Expenses		500.00	168.00	332.00		332.00
<b>Personnel Board Total</b>	<b>-</b>	<b>15,113.00</b>	<b>14,781.00</b>	<b>332.00</b>	<b>-</b>	<b>332.00</b>
Melrose IT Hosting		6,300.00	6,300.00	-		-
Town Website Support/Maintenance		4,500.00	4,320.00	180.00		180.00
Internet Service		7,500.00	7,486.20	13.80		13.80
Notification System Support		5,000.00	4,510.00	490.00		490.00
Network Equip & Maintenance		4,000.00	4,000.00	-		-
<b>Technology Total</b>	<b>-</b>	<b>27,300.00</b>	<b>26,616.20</b>	<b>683.80</b>	<b>-</b>	<b>683.80</b>
Town Clerk Salary		59,982.00	59,982.00	-		-
Town Clerk's Assistant		13,826.00	13,826.00	-		-
Ch 41 S 19K Town Clerk Stipend (5/4/15ATM)		1,000.00	1,000.00	-		-
Training Expense		638.95	415.97	222.98		222.98
Copy Machine		800.00	524.19	275.81		275.81
Office Supplies		1,091.05	1,091.05	-		-
Archival Management		200.00	200.00	-		-
Parking Tickets		1,750.00	1,072.00	678.00		678.00
Dog Licenses		525.00	320.59	204.41		204.41
Dues & Memberships		290.00	290.00	-		-
<b>Town Clerk Total</b>	<b>-</b>	<b>80,103.00</b>	<b>78,721.80</b>	<b>1,381.20</b>	<b>-</b>	<b>1,381.20</b>
Election Wages		6,936.00	3,768.63	3,167.37		3,167.37
Ballots		491.50	388.00	103.50		103.50
Voting Lists		100.00	-	100.00		100.00

Town of Essex  
FY2017 Appropriation Report

Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
Town Meeting Expenses		274.00	-	274.00		274.00
Election Expenses		5,208.50	5,208.50	-		-
<b>Elections Total</b>	<b>-</b>	<b>13,010.00</b>	<b>9,365.13</b>	<b>3,644.87</b>	<b>-</b>	<b>3,644.87</b>
Registrars Stipends		1,052.06	983.74	68.32		68.32
Registrars Printing		92.18	92.18	-		-
Registrars Supplies		2,705.76	2,705.76	-		-
<b>Registrars Total</b>	<b>-</b>	<b>3,850.00</b>	<b>3,781.68</b>	<b>68.32</b>	<b>-</b>	<b>68.32</b>
Licensing Board Clerical		2,697.00	2,697.00	-		-
Licensing Board Expenses		175.00	-	175.00		175.00
<b>Licensing Board Total</b>	<b>-</b>	<b>2,872.00</b>	<b>2,697.00</b>	<b>175.00</b>	<b>-</b>	<b>175.00</b>
Conservation Agent Wages		8,200.00	3,496.25	4,703.75		4,703.75
Clerical Wages		17,083.00	12,475.64	4,607.36		4,607.36
Software Maintenance		119.65	-	119.65		119.65
Telephone Expenses		730.35	663.13	67.22		67.22
Encumbered Conservation Commission Agent	108.00	-	108.00	-		-
Encumbered Conservation Commission Clerical	491.97	-	491.97	-		-
<b>Conservation Commission Total</b>	<b>599.97</b>	<b>27,633.00</b>	<b>18,729.79</b>	<b>9,503.18</b>	<b>-</b>	<b>9,503.18</b>
Clerical Wages		12,838.00	9,578.75	3,259.25		3,259.25
Telephone		428.95	428.95	-		-
Notices		1,730.63	1,730.63	-		-
Technology Expenses		350.00	90.27	259.73		259.73
<b>Planning Board Total</b>	<b>-</b>	<b>15,904.56</b>	<b>12,370.39</b>	<b>3,534.17</b>	<b>-</b>	<b>3,534.17</b>
Clerical Wages		1,391.00	1,069.18	321.82	316.39	5.43
Expenses		2,500.00	2,307.58	192.42		192.42
<b>Zoning Board Total</b>	<b>-</b>	<b>3,891.00</b>	<b>3,376.76</b>	<b>514.24</b>	<b>316.39</b>	<b>197.85</b>
Conomo Point Clerical		2,697.00	2,697.00	-		-
Conomo Point Stipend		150.00	150.00	-		-
A13/15ATM Management of Conomo Pt Real Estate	23,921.51	-	23,921.51	-		-
A2/11-16-15FTM Conomo Pt Management	50,000.00	-	47,944.60	2,055.40	2,055.40	0.00
A2/11-14-16FTM Conomo Pt Management		50,000.00	7,503.50	42,496.50	42,496.50	-
A12/15ATM Northern Conomo Pt Appraisals	2,700.00	-	-	2,700.00	2,700.00	-

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Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
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	-
<b>Conomo Point Total</b>	<b>92,350.39</b>	<b>52,847.00</b>	<b>82,216.61</b>	<b>62,980.78</b>	<b>62,980.78</b>	<b>0.00</b>
Town Property Custodian		19,939.00	19,935.18	3.82		3.82
Town Hall Electricitiy		10,787.00	10,651.39	135.61		135.61
Town Hall Heating Fuel/Natural Gas		18,000.00	4,359.25	13,640.75		13,640.75
Town Hall Generator Fuel		100.00	-	100.00		100.00
Town Hall Water Usage		850.00	449.57	400.43		400.43
Town Hall Sewer Usage		1,700.00	596.54	1,103.46		1,103.46
Town Hall Office Machines		3,000.00	3,000.00	-		-
G.I.S. - Mapping Services		1,000.00	-	1,000.00		1,000.00
Selectmen Telephone		3,268.00	2,895.41	372.59		372.59
Town Hall Office Supplies		3,500.00	3,236.11	263.89		263.89
Town Property Expenses		78,998.00	76,397.99	2,600.01		2,600.01
Replace Floor in Fire Station RFTransfer 5.23.17		15,000.00	10,375.00	4,625.00		4,625.00
Town Hall Fire Alarm Monitor/Test		900.00	547.01	352.99		352.99
Town Hall Generator Maintenance		600.00	275.00	325.00		325.00
Greenhead Fly Program		3,600.00	3,017.20	582.80		582.80
Blanket Liability Insurance		108,104.00	99,899.71	8,204.29		8,204.29
A27/17ATM Purchase of Street Lights		14,000.00	-	14,000.00	14,000.00	-
A25/16ATM, A4/11-14-16FTM Town Hall Furnishings	65,000.00	63,000.00	85,057.29	42,942.71	42,942.71	0.00
A29/17ATM Town Hall Copier		7,000.00	-	7,000.00	7,000.00	-
A24/16ATM Folsom Pavillion Design Comparison	14,058.28	-	14,058.28	-	-	-
A19/11-14-16FTM Police/Fire Location, Engineering		12,500.00	12,500.00	-	-	-
A24/17ATM Public Safety Building Renderings		10,000.00	-	10,000.00	10,000.00	-
A17/11-16-15FTM T.H. Tree Replacements	1,850.00	-	-	1,850.00	1,850.00	-
A16/11-16-15FTM Repair/Replace Folsom Pavilion	8,375.00	-	-	8,375.00	8,375.00	-
Encumbered Town Property Expense	9,250.00	-	9,143.09	106.91		106.91
<b>Town Property Total</b>	<b>98,533.28</b>	<b>375,846.00</b>	<b>356,394.02</b>	<b>117,985.26</b>	<b>84,167.71</b>	<b>33,817.55</b>
Town Report		4,000.00	3,130.74	869.26		869.26
<b>Town Report Total</b>	<b>-</b>	<b>4,000.00</b>	<b>3,130.74</b>	<b>869.26</b>	<b>-</b>	<b>869.26</b>
Police Chief Salary		104,334.00	104,334.00	-		-
Police Officer Salaries		529,180.00	515,730.40	13,449.60		13,449.60
Police Clerk Salary		37,636.00	37,633.20	2.80		2.80
Part-Time Police Salaries		103,510.00	103,243.71	266.29	(707.76)	974.05
Over Time Extra Investigation		11,067.00	6,839.32	4,227.68		4,227.68
Shift Coverage Over Time		52,515.00	52,503.64	11.36		11.36

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Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
Incidental Over Time		23,234.00	21,584.65	1,649.35		1,649.35
Community Policing Over Time		8,475.00	8,467.96	7.04		7.04
Prisoner Callout Over Time		6,528.00	5,405.82	1,122.18		1,122.18
Night Differential		32,407.00	31,218.40	1,188.60		1,188.60
Holiday Over Time		24,985.00	24,731.44	253.56		253.56
Court Detail Over Time		7,446.00	5,231.43	2,214.57		2,214.57
Sick Leave Buyback		8,354.00	-	8,354.00	7,185.92	1,168.08
Educational Stipend		119,136.00	111,103.24	8,032.76		8,032.76
Inservice Training		17,000.00	11,674.54	5,325.46		5,325.46
Police Ambulance Training		1,481.00	800.00	681.00		681.00
Firearms Training Expenses		11,482.00	10,683.60	798.40		798.40
Ambulance Training Expenses		630.00	64.00	566.00		566.00
Inservice Training Expenses		1,620.00	1,620.00	-		-
Vehicle Maintenance		9,000.00	8,904.28	95.72		95.72
Police Trailer Maintenance		133.00	125.00	8.00		8.00
Police Seminar Fees		750.00	620.93	129.07		129.07
Drug & Alcohol Testing		4,000.00	3,323.24	676.76		676.76
Police Telephone		5,300.00	3,706.80	1,593.20		1,593.20
Police Beeper/Radio Repairs		3,675.00	3,313.45	361.55		361.55
Bapern		1,900.00	1,900.00	-		-
Police Office Supplies		4,450.00	3,787.49	662.51		662.51
Police Vehicle Fuel		21,790.00	15,541.30	6,248.70		6,248.70
Police Supplies		6,939.00	6,630.05	308.95		308.95
Police Uniform Allowance		16,000.00	13,970.28	2,029.72		2,029.72
Police Travel Expense		1,900.00	1,466.08	433.92		433.92
Police Dues & Memberships		2,989.00	2,989.00	-		-
A18/11-14-16FTM Police/Fire Facility Security	14,312.00	-	6,040.00	8,272.00	8,272.00	-
A13/11-14-16FTM Police Cruiser		34,000.00	32,314.00	1,686.00		1,686.00
<b>Police Department Total</b>	<b>14,312.00</b>	<b>1,213,846.00</b>	<b>1,157,501.25</b>	<b>70,656.75</b>	<b>14,750.16</b>	<b>55,906.59</b>
ECO Salaries		1,000.00	-	1,000.00		1,000.00
ECO Office Expenses		2,500.00	2,052.50	447.50		447.50
<b>ECO Department Total</b>	<b>-</b>	<b>3,500.00</b>	<b>2,052.50</b>	<b>1,447.50</b>	<b>-</b>	<b>1,447.50</b>
Fire Chief		7,344.00	7,344.00	-		-
Fire Clerical Salary		10,002.00	10,001.52	0.48		0.48
Fire Fighter Salaries		132,493.00	130,618.26	1,874.74		1,874.74
Fire Engineers Salaries		2,856.00	2,856.00	-		-
Fire Inspection Salaries		1,954.00	210.70	1,743.30		1,743.30
Fire Training Salaries		18,966.00	7,469.34	11,496.66		11,496.66

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Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
Fire Training Expense		1,000.00	941.47	58.53		58.53
Fire Dept Electricity		18,600.00	17,096.47	1,503.53		1,503.53
Fire Dept - Heating Oil/Natural Gas		7,495.00	5,138.18	2,356.82		2,356.82
Fire Dept Water Usage		800.00	611.48	188.52		188.52
Fire Dept Sewer Usage		1,035.00	1,031.68	3.32		3.32
Fire Station Repair & Maint		7,500.00	6,783.05	716.95		716.95
Ladder Testing		1,500.00	815.00	685.00		685.00
Fire Equip Repair & Maint		16,600.00	16,525.36	74.64		74.64
Forest Fire Equip		3,700.00	3,623.34	76.66		76.66
Fire Dept Telephone		3,770.00	3,769.33	0.67		0.67
Fire Dept Pagers		4,400.00	3,623.00	777.00		777.00
Fire Dept Gas		550.00	437.67	112.33		112.33
Fire Dept Office Supplies		1,300.00	780.11	519.89		519.89
Fire Dept Vehicle Fuel		6,600.00	6,591.10	8.90		8.90
Fire Dept Other Expenses		10,000.00	9,853.76	146.24		146.24
Fire Prevention		1,750.00	735.26	1,014.74		1,014.74
Fire Dept Uniforms		12,500.00	12,407.00	93.00		93.00
Fire Dept Dues & Memberships		2,200.00	2,009.00	191.00		191.00
A10/11-19-12STM Fire Station Roof Repairs	2,000.00	-	-	2,000.00	2,000.00	-
A30/17ATM Fire Department Forestry Truck		130,000.00	-	130,000.00	130,000.00	-
A15/11-14-16FTM Electronic Defibrilators		6,500.00	5,825.40	674.60		674.60
<b>Fire Department Total</b>	<b>2,000.00</b>	<b>411,415.00</b>	<b>257,097.48</b>	<b>156,317.52</b>	<b>132,000.00</b>	<b>24,317.52</b>
Ambulance Salaries		35,824.00	28,810.11	7,013.89		7,013.89
Ambulance Training Salaries		20,021.00	8,259.44	11,761.56		11,761.56
Ambulance Training		7,400.00	7,245.70	154.30		154.30
Ambulance Repair & Maint		1,050.20	993.13	57.07		57.07
Third Party Ambulance Billing Services		9,829.80	9,829.80	-		-
Ambulance Supplies		6,790.00	6,780.91	9.09		9.09
Affiliation and License Fees		2,330.00	2,278.15	51.85		51.85
A26/16ATM Power Stretcher	116.47	-	-	116.47		116.47
A30/15ATM Purchase Ambulance	10,861.32	-	10,493.77	367.55		367.55
Encumbered Third Party Billing	515.28	-	515.28	-		-
<b>Ambulance Total</b>	<b>11,493.07</b>	<b>83,245.00</b>	<b>75,206.29</b>	<b>19,531.78</b>	<b>-</b>	<b>19,531.78</b>
Building Inspector Salary		13,574.00	13,574.00	-		-
Asst Bldg Inspector Salary		10,713.52	10,713.52	-		-
Bldg Inspector Clerical Salary		5,048.00	4,691.30	356.70		356.70
Bldg Inspector Training		500.00	304.52	195.48		195.48

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Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
Bldg Inspector Telephone		400.00	400.00	-		-
Bldg Inspector Expenses		800.00	394.85	405.15		405.15
<b>Building Inspector Total</b>	-	<b>31,035.52</b>	<b>30,078.19</b>	<b>957.33</b>	-	<b>957.33</b>
Plumbing Inspector Salary		5,961.00	5,961.00	-		-
Plumbing Inspector Expenses		200.00	196.00	4.00		4.00
<b>Plumbing Inspector Total</b>	-	<b>6,161.00</b>	<b>6,157.00</b>	<b>4.00</b>	-	<b>4.00</b>
Electrical Inspector Salary		5,961.00	5,961.00	-		-
Electrical Inspector Expenses		150.00	150.00	-		-
<b>Electrical Inspector Total</b>	-	<b>6,111.00</b>	<b>6,111.00</b>	-	-	-
Emergency Management Stipend		300.00	300.00	-		-
Emergency Management Expenses		1,300.00	1,293.64	6.36		6.36
Emergency Management Dues & Memberships		150.00	-	150.00		150.00
<b>Emergency Management Total</b>	-	<b>1,750.00</b>	<b>1,593.64</b>	<b>156.36</b>	-	<b>156.36</b>
Animal Inspector Salary		5,778.00	5,778.00	-		-
Animal Control Officer		13,158.00	13,158.00	-		-
Animal Control Expenses		1,400.00	1,322.26	77.74		77.74
<b>Animal Inspector Total</b>	-	<b>20,336.00</b>	<b>20,258.26</b>	<b>77.74</b>	-	<b>77.74</b>
Harbormaster Deputy Salary		6,228.00	3,424.00	2,804.00		2,804.00
Town Landing Ramp Attendant		4,247.00	4,188.65	58.35		58.35
Harbormaster Asst Salary		9,354.00	6,194.12	3,159.88		3,159.88
Training		800.00	413.00	387.00		387.00
Harbormaster Boat Repairs		9,902.00	9,901.68	0.32		0.32
Pier & Float Maint		2,000.00	1,595.43	404.57		404.57
Drug & Alcohol Testing		2,000.00	340.00	1,660.00		1,660.00
Mooring Permit Expense		3,400.00	2,538.34	861.66		861.66
Harbormaster Fuel & Oil		2,598.00	1,672.07	925.93		925.93
Buoys		4,800.00	2,701.48	2,098.52	1,880.00	218.52
Harbormaster Uniform Allowance		1,700.00	1,307.00	393.00		393.00
Incidental Fees and Expenses		2,700.00	2,518.48	181.52		181.52
A27/16ATM Thermal Imaging Camera	10,000.00	1,021.25	11,021.25	-		-
<b>Harbormaster Total</b>	<b>10,000.00</b>	<b>50,750.25</b>	<b>47,815.50</b>	<b>12,934.75</b>	<b>1,880.00</b>	<b>11,054.75</b>
Shellfish Constable Salary		42,960.00	42,960.00	-		-
Shellfish Deputy Salary		9,743.00	8,665.63	1,077.37		1,077.37
Shellfish Vehicle Maintenance		1,500.00	1,067.72	432.28		432.28

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Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
Shellfish Boat Repairs		6,365.00	5,640.10	724.90		724.90
Shellfish Telephone		450.00	235.02	214.98		214.98
Shellfish Boat & Truck Fuel		2,000.00	889.64	1,110.36		1,110.36
Shellfish Expenses		425.00	35.18	389.82		389.82
Shellfish Uniform Allowance		125.00	120.00	5.00		5.00
Shellfish Dues & Memberships		200.00	-	200.00		200.00
<b>Shellfish Total</b>	-	<b>63,768.00</b>	<b>59,613.29</b>	<b>4,154.71</b>	-	<b>4,154.71</b>
MERSD Assessment		7,423,549.00	7,423,548.96	0.04		0.04
A19/16ATM Manchester Meml Elem Schl Feasibility		147,959.00	-	147,959.00	147,959.00	-
<b>MERSD Total</b>	-	<b>7,571,508.00</b>	<b>7,423,548.96</b>	<b>147,959.04</b>	<b>147,959.00</b>	<b>0.04</b>
Essex North Shore Agricultural & Technical School		327,053.00	320,051.00	7,002.00		7,002.00
<b>Essex North Shore Agricultural &amp; Technical School Total</b>	-	<b>327,053.00</b>	<b>320,051.00</b>	<b>7,002.00</b>	-	<b>7,002.00</b>
Superintendent Salary		85,859.00	85,859.00	-		-
Asst Superintendent Salary		28,438.00	28,438.00	-		-
Clerical Wages		28,361.00	27,428.72	932.28		932.28
Laborer Wages		19,636.00	13,587.16	6,048.84		6,048.84
Foreman Wages		61,722.00	61,408.08	313.92		313.92
Operator Wages		132,298.00	127,447.20	4,850.80		4,850.80
Stormwater Compliance		1,530.00	187.84	1,342.16		1,342.16
Ground Maintenance		18,184.00	13,055.50	5,128.50		5,128.50
Overtime		6,834.00	4,273.03	2,560.97		2,560.97
Sick Leave Buyback		2,864.00	2,864.00	-		-
Electricity		6,000.00	3,002.82	2,997.18		2,997.18
Water Usage		1,350.00	1,349.70	0.30		0.30
Truck Maintenance		16,500.00	15,952.11	547.89		547.89
Small Equipment Repair		2,300.00	2,226.73	73.27		73.27
Bridge Inspection and Repair		3,500.00	3,500.00	-		-
Equipment Lease		55,892.00	55,891.52	0.48		0.48
Seminar Fees		500.00	500.00	-		-
Monitoring Wells		5,500.00	5,200.00	300.00		300.00
Stormwater Compliance Expenses		7,000.00	6,828.20	171.80		171.80
Drug & Alcohol Testing		700.00	580.00	120.00		120.00
Tree Removal		11,000.00	9,538.00	1,462.00		1,462.00
Telephone		2,400.00	2,351.35	48.65		48.65
Building Fuel		7,000.00	5,159.53	1,840.47	1,780.75	59.72
Office Supplies		2,500.00	1,991.05	508.95		508.95
Gounds Maintenance		10,000.00	9,919.74	80.26		80.26

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Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
Playground Maintenance		9,000.00	8,887.91	112.09		112.09
Truck Fuel		16,500.00	16,328.85	171.15		171.15
Highway Maintenance		78,480.00	76,626.48	1,853.52	1,800.00	53.52
Tools & Supplies		3,120.00	3,119.95	0.05		0.05
Other Maintenance		7,606.58	7,606.58	-		-
Clothing Allowance		2,200.00	2,192.86	7.14		7.14
Dues & Memberships		693.42	662.75	30.67		30.67
A26/16ATM DPW Dump Truck	75,500.00	-	72,397.00	3,103.00	-	3,103.00
<b>Highway Department Total</b>	<b>75,500.00</b>	<b>635,468.00</b>	<b>676,361.66</b>	<b>34,606.34</b>	<b>3,580.75</b>	<b>31,025.59</b>
Snow Removal Over Time		19,643.34	19,643.34	-		-
Snow Removal Contractors		12,240.00	12,240.00	-		-
Snow Removal Other Expenses		60,953.21	60,953.21	-		-
<b>Snow Removal Total</b>	<b>-</b>	<b>92,836.55</b>	<b>92,836.55</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street Lighting		18,070.00	17,553.31	516.69		516.69
<b>Street Lighting Total</b>	<b>-</b>	<b>18,070.00</b>	<b>17,553.31</b>	<b>516.69</b>	<b>-</b>	<b>516.69</b>
Recycling Coordinator Wages		14,509.00	12,329.63	2,179.37		2,179.37
Electricity		3,500.00	2,707.26	792.74		792.74
Trash Contract		165,200.00	165,162.46	37.54		37.54
Recycling Contract		24,500.00	24,260.05	239.95		239.95
Hazardous Waste Disposal		5,000.00	4,405.00	595.00		595.00
<b>Recycling Total</b>	<b>-</b>	<b>212,709.00</b>	<b>208,864.40</b>	<b>3,844.60</b>	<b>-</b>	<b>3,844.60</b>
Inspection Services		2,000.00	2,000.00	-		-
Telephone		420.00	382.75	37.25		37.25
Sticker Printing		700.00	583.00	117.00		117.00
Maintenance		2,000.00	1,999.93	0.07		0.07
<b>Building Inspector Total</b>	<b>-</b>	<b>5,120.00</b>	<b>4,965.68</b>	<b>154.32</b>	<b>-</b>	<b>154.32</b>
Waste Water Legal Expense		16,500.00	7,020.00	9,480.00		9,480.00
<b>Waste Water Legal Total</b>	<b>-</b>	<b>16,500.00</b>	<b>7,020.00</b>	<b>9,480.00</b>	<b>-</b>	<b>9,480.00</b>
Cemetery Wages		30,091.00	26,427.96	3,663.04		3,663.04
Clerical Wages		3,766.00	3,736.20	29.80		29.80
Part-Time Wages		15,000.00	10,394.00	4,606.00		4,606.00
Over Time		2,838.00	1,313.11	1,524.89		1,524.89
Electricity		390.00	171.99	218.01		218.01
Repair & Maintenance		3,000.00	2,991.52	8.48		8.48

Town of Essex  
FY2017 Appropriation Report

Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
Gas and Fuel		2,500.00	1,949.52	550.48		550.48
Materials		2,000.00	1,950.44	49.56		49.56
Small Equipment		2,000.00	1,881.26	118.74		118.74
<b>Cemetery Total</b>	-	<b>61,585.00</b>	<b>50,816.00</b>	<b>10,769.00</b>	-	<b>10,769.00</b>
Sanitarian/Administrator Salary		68,000.00	68,000.00	-		-
Clerical Wages		46,710.00	46,247.79	462.21		462.21
Nurse Wages		10,061.00	8,504.60	1,556.40		1,556.40
Seminar Fees		950.00	370.00	580.00		580.00
Advertising		550.00	293.22	256.78		256.78
Contracted Services		5,800.00	4,680.00	1,120.00		1,120.00
Water Testing		700.00	510.00	190.00		190.00
Telephone		1,150.00	1,018.50	131.50		131.50
Postage		600.00	599.07	0.93		0.93
Office Supplies		1,650.00	1,155.18	494.82		494.82
Expenses		1,150.00	346.58	803.42		803.42
Travel		1,800.00	1,350.49	449.51		449.51
Dues & Memberships		550.00	316.00	234.00		234.00
<b>Board of Health Total</b>	-	<b>139,671.00</b>	<b>133,391.43</b>	<b>6,279.57</b>	-	<b>6,279.57</b>
Social Service Agencies		2,500.00	2,500.00	-		-
<b>Social Services Total</b>	-	<b>2,500.00</b>	<b>2,500.00</b>	-	-	-
Director, Part-Time		28,164.69	26,979.62	1,185.07		1,185.07
Van Driver Wages		9,968.00	7,884.15	2,083.85		2,083.85
Electricity		2,650.00	2,560.16	89.84		89.84
Heating Fuel		1,200.00	1,039.50	160.50		160.50
Water/Sewer Utility		625.00	546.27	78.73		78.73
Vehicle Maintenance		1,946.59	1,946.59	-		-
System Inspection/Maintenance		8,956.72	8,843.80	112.92		112.92
Van Driver Expenses		1,225.00	957.36	267.64	175.00	92.64
Telephone		2,040.00	2,014.33	25.67		25.67
Vehicle Fuel		2,045.00	1,688.19	356.81		356.81
COA Expenses		10,070.00	4,856.56	5,213.44	4,740.00	473.44
A31/17ATM Senior Center Wellness Room		6,200.00	6,200.00	-		-
A26/17ATM Senior Center Generator		20,000.00	16,700.00	3,300.00	3,300.00	-
<b>Council on Aging</b>	-	<b>95,091.00</b>	<b>82,216.53</b>	<b>12,874.47</b>	<b>8,215.00</b>	<b>4,659.47</b>

Town of Essex  
FY2017 Appropriation Report

Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
Regional Assessment		15,703.00	13,057.14	2,645.86		2,645.86
Ordinary Benefits		55,000.00	39,596.66	15,403.34		15,403.34
<b>Veterans Benefits Total</b>	-	<b>70,703.00</b>	<b>52,653.80</b>	<b>18,049.20</b>	-	<b>18,049.20</b>
Sanitation Facilities		3,500.00	1,965.00	1,535.00		1,535.00
Grove Maintenance		2,200.00	2,200.00	-		-
A23/17ATM Centennial Grove Master Plan		35,000.00	-	35,000.00	35,000.00	-
<b>Veterans Benefits Total</b>	-	<b>40,700.00</b>	<b>4,165.00</b>	<b>36,535.00</b>	<b>35,000.00</b>	<b>1,535.00</b>
Library Director		51,243.61	51,243.61	-		-
Staff Wages		39,383.39	36,476.53	2,906.86		2,906.86
Copier		360.95	295.00	65.95		65.95
Telephone		840.00	718.44	121.56		121.56
Office Supplies		1,434.05	1,434.05	-		-
Technology		1,000.00	287.55	712.45		712.45
Materials		33,995.01	28,439.68	5,555.33		5,555.33
Travel		254.99	254.99	-		-
MVLC Membership		13,850.00	12,798.28	1,051.72		1,051.72
<b>Library Department Total</b>	-	<b>142,362.00</b>	<b>131,948.13</b>	<b>10,413.87</b>	-	<b>10,413.87</b>
Administrative		1,000.00	-	1,000.00		1,000.00
Printing		500.00	-	500.00		500.00
<b>Historical Commission Total</b>	-	<b>1,500.00</b>	-	<b>1,500.00</b>	-	<b>1,500.00</b>
Memorial Day Expenses		900.00	763.39	136.61		136.61
<b>Memorial Day Total</b>	-	<b>900.00</b>	<b>763.39</b>	<b>136.61</b>	-	<b>136.61</b>
Bond Principal		72,700.00	72,700.00	-		-
MERSD Debt Assessment - Principal		566,840.80	566,840.80	-		-
A5/16ATM Septic Debt		26,194.00	26,194.00	-		-
<b>Debt Principal Total</b>	-	<b>665,734.80</b>	<b>665,734.80</b>	-	-	-
Bond Interest		12,394.00	12,393.70	0.30		0.30
MERSD Debt Assessment - Interest		156,743.20	156,743.07	0.13		0.13
Interest Short Term Note		15,000.00	-	15,000.00		15,000.00
<b>Debt Interest Total</b>	-	<b>184,137.20</b>	<b>169,136.77</b>	<b>15,000.43</b>	-	<b>15,000.43</b>
Retirement Board Assessment		439,138.00	424,643.85	14,494.15		14,494.15
<b>Retirement Board Assessment Total</b>	-	<b>439,138.00</b>	<b>424,643.85</b>	<b>14,494.15</b>	-	<b>14,494.15</b>

Town of Essex  
FY2017 Appropriation Report

Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
Workers Compensation		28,553.00	7,982.88	20,570.12		20,570.12
Unemployment Claims		1,000.00	-	1,000.00		1,000.00
<b>Workers Comp/Unemployment Total</b>	-	<b>29,553.00</b>	<b>7,982.88</b>	<b>21,570.12</b>	-	<b>21,570.12</b>
Health Insurance		622,872.00	456,438.65	166,433.35		166,433.35
<b>Health Insurance Total</b>	-	<b>622,872.00</b>	<b>456,438.65</b>	<b>166,433.35</b>	-	<b>166,433.35</b>
FICA		75,450.00	72,019.88	3,430.12		3,430.12
<b>FICA Total</b>	-	<b>75,450.00</b>	<b>72,019.88</b>	<b>3,430.12</b>	-	<b>3,430.12</b>
<b>Sub Total General Fund</b>	<b>364,042.58</b>	<b>14,933,350.01</b>	<b>14,041,665.78</b>	<b>1,255,726.81</b>	<b>546,601.23</b>	<b>709,125.58</b>
<b>COMMUNITY PRESERVATION ACT</b>						
A12/11-16-15FTM Spring Street Fence-Additional	3,170.00		-	3,170.00	3,170.00	-
A32/15ATM Electric Panels Chebacco Terrace	9,586.85		9,586.15	0.70		0.70
A10/11-17-14FTM Memorial Park Survey/Master Plan	28,200.00		-	28,200.00	28,200.00	-
A12/11-16-15FTM Preserve Town Hall Vault Items	16,668.57		1,529.67	15,138.90	15,138.90	-
A35/13ATM Digitization of Civil War Records	4,800.00		-	4,800.00	4,800.00	-
A25/14ATM Preservation of Civil War Documents	1,591.50		1,312.50	279.00	279.00	-
A25/14ATM Preservation of Historical Maps & Plans	1,797.55		1,797.55	-		-
A29/16ATM CPA Administration		3,110.00	300.00	2,810.00		2,810.00
A29/16ATM Donovan Property Deed Restriction		50,000.00	50,000.00	-		-
A33/17ATM Spring Street Cemetery Fence & Plaque		33,210.00		33,210.00	33,210.00	
A7/11-17-14FTM Repair East End of Town Hall	5,787.35		5,787.00	0.35		0.35
<b>Sub Total Community Preservation Act</b>	<b>71,601.82</b>	<b>86,320.00</b>	<b>70,312.87</b>	<b>87,608.95</b>	<b>84,797.90</b>	<b>2,811.05</b>
<b>CAPITAL PROJECTS</b>						
Chapter 90	(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	-		-
Conomo Point - Waterfront Access	450,000.00		274,367.91	175,632.09	175,632.09	0.00
Town Hall - Renovations non-budgeted funds	770.00			770.00	770.00	-
Town Hall - Renovations	3,037,176.94		2,993,918.00	43,258.94	43,258.94	(0.00)
Water Filtration Plant	344,993.99		340,625.38	4,368.61	4,368.61	(0.00)
Sewer Capital Project	1,720.87		1,720.87	-		-
<b>Sub Total Capital Projects</b>	<b>3,787,146.01</b>	<b>-</b>	<b>3,533,853.00</b>	<b>253,293.01</b>	<b>253,293.01</b>	<b>(0.00)</b>

Town of Essex  
FY2017 Appropriation Report

Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
<b>WATER ENTERPRISE</b>						
Superintendent Salary		14,310.00	14,310.00	-		-
Asst. Superintendent Salary		56,878.00	56,878.00	-		-
Clerical Wages		21,057.00	20,534.62	522.38		522.38
Part-Time Wages		8,160.00	5,456.00	2,704.00		2,704.00
Operator/Tech Wages		37,756.00	37,615.32	140.68		140.68
Operator Wages		143,033.00	130,530.64	12,502.36		12,502.36
Over Time		19,841.00	19,592.65	248.35		248.35
Sick Leave Buyback		13,575.00	13,050.56	524.44		524.44
Health Insurance		46,729.00	38,209.00	8,520.00		8,520.00
Workers' Compensation		13,000.00	10,219.83	2,780.17		2,780.17
Retirement Board Assessment		51,663.00	49,958.10	1,704.90		1,704.90
FICA		4,536.00	4,127.50	408.50		408.50
Electricity		64,000.00	51,894.68	12,105.32		12,105.32
Vehicle Maintenance		2,500.00	1,548.65	951.35		951.35
Sludge Removal		11,500.00	11,500.00	-		-
Seminar Fees		1,500.00	900.00	600.00		600.00
Drug & Alcohol Testing		300.00	285.00	15.00		15.00
Well Cleaning		20,524.00	20,524.00	-		-
EPA & State Mandatory Testing		4,700.00	3,985.41	714.59		714.59
Contracted Services		7,000.00	6,283.42	716.58		716.58
Backflow Testing		2,100.00	1,950.00	150.00		150.00
Telephone		3,000.00	2,921.96	78.04		78.04
Fuel		7,000.00	6,261.42	738.58		738.58
Office Supplies		6,010.00	6,008.59	1.41		1.41
Vehicle Fuel		7,000.00	5,191.57	1,808.43		1,808.43
Tools & Supplies		4,000.00	3,778.37	221.63		221.63
Chemicals		84,990.00	75,986.00	9,004.00		9,004.00
Lab Supplies		3,500.00	3,301.25	198.75		198.75
Other Maintenance		61,000.00	59,987.70	1,012.30	140.00	872.30
Materials		3,500.00	3,476.77	23.23		23.23
Meter Reading Units		1,500.00	-	1,500.00		1,500.00
Pipe Fittings & Meters		8,476.00	8,425.54	50.46		50.46
Clothing Allowance		1,760.00	1,607.04	152.96		152.96
Dues & Memberships		2,500.00	2,497.95	2.05		2.05
Liability Insurance		17,060.00	16,487.82	572.18		572.18
Bond Principal		32,000.00	32,000.00	-		-
Bond Interest		3,850.00	3,850.00	-		-
Principal and Interest on Short Term Note		12,653.00	12,652.85	0.15		0.15

Town of Essex  
FY2017 Appropriation Report

Account Description	Forward FY16	Budget w/transfers	Transactions	Ending Balance	Encumbrance	Closed Balance
A14/17ATM Water System Disinfection Study		70,000.00	-	70,000.00	70,000.00	-
<b>Sub Total Water Enterprise</b>		<b>874,461.00</b>	<b>743,788.21</b>	<b>130,672.79</b>	<b>70,140.00</b>	<b>60,532.79</b>
<b>SEWER ENTERPRISE</b>						
Superintendent Salary		14,310.00	14,310.00	-		-
Asst. Superintendent Salary		9,480.00	9,480.00	-		-
Clerical Wages		18,959.00	18,685.24	273.76		273.76
Plant System II/Waste Water Technician		37,756.00	37,615.32	140.68		140.68
Operator/Technician Salary		31,652.00	30,899.70	752.30		752.30
Over Time		17,126.00	16,759.21	366.79		366.79
Sick Leave Buyback		1,248.00	1,231.36	16.64		16.64
Health Insurance		23,747.00	23,746.27	0.73		0.73
Workers Compensation		65.00	-	65.00		65.00
Retirement Board Assessment		25,232.00	24,979.05	252.95		252.95
FICA		2,037.00	1,929.07	107.93		107.93
Electricity		34,114.00	33,538.66	575.34		575.34
Vehicle Maintenance		1,500.00	702.00	798.00		798.00
Seminar Fees		400.00	215.00	185.00		185.00
Drug & Alcohol Testing		240.00	240.00	-		-
City of Gloucester Usage Charge		471,925.40	471,925.40	-		-
Backflow Testing		800.00	620.00	180.00		180.00
Telephone		2,000.00	1,787.39	212.61		212.61
Fuel		4,000.00	2,701.54	1,298.46		1,298.46
Office Supplies/SCADA Software		8,200.00	8,139.87	60.13		60.13
Vehicle Fuel		3,300.00	2,250.01	1,049.99		1,049.99
Tools & Supplies		6,000.00	5,004.49	995.51		995.51
Chemicals		6,200.00	6,200.00	-		-
Other Maintenance		65,000.00	64,565.40	434.60		434.60
Materials		575.00	284.40	290.60		290.60
Clothing Allowance		440.00	440.00	-		-
Dues & Memberships		200.00	130.00	70.00		70.00
Liability Insurance		2,338.60	2,338.25	0.35		0.35
MWPAT Debt Adm & Orig Fees		16,808.00	16,807.50	0.50		0.50
Bond Principal		1,171,177.00	1,171,177.00	-		-
Bond Interest		77,221.00	77,215.67	5.33		5.33
A12/17ATM Replacement Grinder Pumps		37,500.00	-	37,500.00	37,500.00	-
<b>Sub Total Sewer Enterprise</b>	<b>-</b>	<b>2,091,551.00</b>	<b>2,045,917.80</b>	<b>45,633.20</b>	<b>37,500.00</b>	<b>8,133.20</b>
<b>GRAND TOTAL ALL FUNDS</b>		<b>4,222,790.41</b>	<b>20,435,537.66</b>	<b>1,772,934.76</b>	<b>992,332.14</b>	<b>780,602.62</b>

Town of Essex  
Combined Balance Sheet  
June 30, 2017

Assets	General	Special Revenue	Capital Projects	Enterprise	Trust & Agency	General Long-Term Obligations	Total
Cash and Investments	\$ 15,128,282						\$ 15,128,282
Cash - Due to/Due from Other Funds	(12,722,057)	8,497,424	275,986	2,181,027	1,767,621		-
Receivables		-			-		-
Personal Property Taxes	3,186	-					3,186
Real Estate Taxes	72,858	-					72,858
Allowance for Abatements & Exemptions	(67,900)	-					(67,900)
Tax Liens Receivable	360,133	24		6,048			366,205
Deferred Taxes/Betterments				12,698			12,698
Taxes In Litigation Receivable	331,503	1,330		62,963			395,796
Betterment Assessments, Apportioned	197			4,636			4,833
Betterment Assessments Unapportioned	42,896	126,101		7,298,761			7,467,758
Excises	53,988	-					53,988
Departmental		415,117		559,988			975,105
Intergovernmental			-		-		-
Other Assets - Tax Possessed	446,634						446,634
Amount to be Provided						12,144,527	12,144,527
<b>Total Assets</b>	<b>\$ 3,649,720</b>	<b>\$ 9,039,996</b>	<b>\$ 275,986</b>	<b>\$ 10,126,122</b>	<b>\$ 1,767,621</b>	<b>\$ 12,144,527</b>	<b>\$ 37,003,972</b>
<b>Liabilities and Fund Equity</b>							
<b>Liabilities</b>							
Warrants Payable	\$ 230,265	\$ 1,406	\$ 28,833	\$ 33,776	\$ -		\$ 294,279
Accounts Payable					2,275		2,275
Deferred Revenue - Property Taxes	8,144						8,144
Deferred Revenue - Other	1,235,351	542,572		7,948,157			9,726,080
Bond Anticipation Notes Payable			-	-			-
Accrued Payroll Withholdings	11,233						11,233
Due to Other Government	3,582			-	3,263		6,845
Other Liabilities	10,560				(14,223)		(3,663)
Bonds Payable						12,144,527	12,144,527
<b>Total Liabilities</b>	<b>\$ 1,499,135</b>	<b>\$ 543,978</b>	<b>\$ 28,833</b>	<b>\$ 7,981,933</b>	<b>\$ (8,685)</b>	<b>\$ 12,144,527</b>	<b>\$ 22,189,721</b>
<b>Fund Equity</b>							
Retained Earnings				\$ 2,119,140			\$ 2,119,140
Reserved for Encumbrances	546,601			-			546,601
Reserved for Expenditures	200,000	83,894		25,000	7,375		316,269
Reserved for Special Purposes	795	8,412,124	247,153	50	1,768,930		10,429,052
Unreserved	1,403,189	-					1,403,189
Bonds Authorized							-
Bonds Authorized and Unissued							-
<b>Total Fund Equity</b>	<b>\$ 2,150,585</b>	<b>\$ 8,496,018</b>	<b>\$ 247,153</b>	<b>\$ 2,144,190</b>	<b>\$ 1,776,305</b>	<b>\$ -</b>	<b>\$ 14,814,251</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 3,649,720</b>	<b>\$ 9,039,996</b>	<b>\$ 275,986</b>	<b>\$ 10,126,122</b>	<b>\$ 1,767,621</b>	<b>\$ 12,144,527</b>	<b>\$ 37,003,972</b>

## OFFICE OF THE TOWN CLERK & BOARD OF REGISTRARS

During the calendar year 2017, the Office of the Town Clerk, along with the Board of Registrars, assisted with the Annual Town Meeting (May 1, 2017), and the Fall Town Meeting (November 13, 2017). The Town also hosted our Annual Town Election on May 9, 2017, which featured three contested races and brought out 868 voters.

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, and also, the residents of the Town who come down to participate. The opportunity to vote is one of our most prized civil rights in the United States.

Passed down from the State level, January 1, 2017 enacted the overhaul to the Massachusetts Public Records Law which created the position of a “Records Access Officer” (RAO) to facilitate any public records requests that are submitted to the Town. The Town Clerk was appointed the RAO for Town departments and Officer Daniel Bruce was appointed as the RAO for the Police Department. While the Town Clerk tended to be the first stop for records, this new appointment formalized the role and ensured the Clerk was the liaison, tracked the dates, deadlines, redactions, extensions and appeals for each public record sought. Historically each department was responsible for their own requests. While in larger communities the public may have struggled to obtain the information they were looking for, this new law placed a bit more burden on small towns who were typically able to just find a record and pass it over the counter. Also, the formalization of the law has sparked many new requests from for-profit companies seeking information they can in turn sell to boost their products and services. The Legislature has a difficult task in creating “one-size fits all” statutes for all 351 municipalities in Massachusetts.

It is with bittersweet feelings that I must also note that I will be leaving the Town of Essex after over 7 years as the Town Clerk. The position has become me over the years, and the citizens, employees and volunteers in this great community have been incredibly supportive, both professionally and personally. I must thank everyone for giving me this opportunity to serve you. I will surely see you around town.

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

- 33 Certificates issued.

### Dog Licensing

- 568 Dog Licenses issued.
- 4 Kennel Licenses issued.
- 5 Dogs were determined to be ‘vicious’ under Essex’ Animal Control Bylaw and were licensed as such with a distinguishing red tag. These dog owners have an order that their dogs be restrained and limited to their property.

### Shellfish Licensing

- 98 Resident Recreational Shellfish Permits issued.
- 51 Non-Resident Recreational Shellfish Permits issued.
- 98 Commercial Shellfish Permits issued, of those:

- 16 Senior Permits issued.
- 19 Student Permits issued.
- 3 Sea Worm and Eel permits issued.

Vital Records

- 39 Children were born to Essex residents, including 3 sets of twins.
- 29 Essex residents passed in 2017.
- 20 Couples filed their marriage intentions in the Town of Essex in 2017.
- 18 Marriages were recorded in 2017.

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

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

Respectfully submitted,  
 TOWN CLERK  
 Christina J. St. Pierre

## 2017 ESSEX TOWN MEETING MINUTES

Minutes to the 198th  
 Annual Town Meeting  
 Town of Essex  
 May 1<sup>st</sup>, 2017

The 198th Annual Town Meeting of the Town of Essex was called to order at 7:31 p.m. by Moderator Rolf P. Madsen. A quorum of over 160 voters was present at the time.

The following people were appointed as tellers: Holly Andrews, (Susan) Scottie Robinson, Michelle Kempskie, Laura Doyle, Tina Lane, Mary Wilhelm, Jeff and Patricia Soulard.

*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.*

Moderator Madsen also thanked all local officials who will not be seeking reelection at the 2017 Annual Town Election: Barry Ewing (Assessor), Susan Gould-Coviello (Selectboard), Jason Heath (Planning Board), and Beth Cairns (Housing Authority). Thank you for your service.

The 2017 Local Election shall be held on Monday, May 8th, 2017:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn 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 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 8, 2017 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 A 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.

*Voted Unanimously.*

**ARTICLE 3: FISCAL YEAR 2018 WAGE AND SALARY SCALE**

Motion made by David Doane, duly seconded, that the Town vote to approve the Wage and Salary scale for fiscal year 2018 in accordance with the recommendations of the Personnel Board Report.

*Voted Unanimously.*

**ARTICLE 4: FISCAL YEAR 2018 ELECTED OFFICERS SALARY AND COMPENSATION**

Motion made by David Doane, 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 2018 in accordance with the recommendations of the Personnel Board Report.

*Voted Unanimously.*

**ARTICLE 5: PAYMENTS TO MASSACHUSETTS WATER POLLUTION ABATEMENT TRUST**

Motion made by Lisa J. O'Donnell, 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 2018 in accordance with the terms of repayment for Community Septic Management Program loan funds.

*Voted Unanimously.*

ARTICLE 6: GENERAL BYLAW CHANGE - ESTABLISHMENT OF REVOLVING FUNDS  
 Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to establish the revolving funds described under Article 6 in the warrant for the fiscal year beginning on July 1, 2017 and to amend the Town of Essex General Bylaws relative to revolving funds as set forth under Article 6 of the warrant.

*Voted Unanimously.*

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**Text of Article 6 as it appears in the Warrant:**

ARTICLE 6

To see if the Town will vote to establish the revolving funds set forth below for the fiscal year beginning on July 1, 2017 and to amend the Town of Essex General Bylaws by inserting a new section in Chapter II, pursuant to the provisions of G.L. c.44, §53E½ as most recently amended by §86 of Chapter 218 of the Acts of 2016, establishing various revolving funds of the Town, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

**2-26 Revolving Funds**

There are hereby established in the Town of Essex pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds:

<u>Revolving Fund</u>	<u>Spending Authority</u>	<u>Revenue Source</u>	<u>Allowed Expenses</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
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
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

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
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Expenditures from each revolving fund shall be subject to the limitations established by Town Meeting, and to any additional limitations as otherwise set forth in General Laws Chapter 44, §53E½; or act in relation thereto.

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**ARTICLE 7: ESTABLISHMENT OF LIMITATIONS ON REVOLVING FUNDS**

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote, to establish limitations on expenditures from the revolving funds established by the Town set forth under Article 7 of the warrant.

*Voted Unanimously.*

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**Text of Article 7 as it appears in the Warrant:**

ARTICLE 7

To see if the Town will vote, pursuant to the vote taken under Article 6 at this Town Meeting and pursuant to G.L. c.44B, §53E ½ as most recently amended by §86 of Chapter 218 of the Acts of 2016, to establish limitations on expenditures from the revolving funds established by the Town of Essex General Bylaws, Chapter II, Section 2-26, entitled, “Revolving Funds”, as follows:

<u>Revolving Fund</u>	<u>Spending Limit</u>
Animal Control Officer	\$10,000
Board of Health – Youth Triathlon	\$12,000
Board of Health – Health, Safety and Emergency	\$10,000
Board of Health – Public Health Nurse	\$12,000

Or act in relation thereto.

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**ARTICLE 8: CONSIDER APPOINTMENTS TO THE CONOMO POINT PLANNING COMMITTEE**

Motion made by Susan Gould-Coviello, duly seconded, that Article 8 be indefinitely postponed.

*Voted Unanimously.*

Motion made by Paul Pennoyer, duly seconded, that Article 37 be considered before Article #9.

*Motion carries.*

ARTICLE 37: ARTICLE PLACED ON WARRANT BY CITIZEN PETITION

Motion made by Paul Pennoyer, duly seconded, to see if the Town will vote to direct the Selectmen to seek voter approval of the Copley Wolff Design Group's Master Plan for Northern Conomo Point (dated April 15, 2015) by the placement of an advisory question on the ballot for the 2018 annual Town Election.

*Motion fails.*

ARTICLE 9: TRANSFER PROPERTIES FROM PURPOSES OF LEASE TO GENERAL MUNICIPAL PURPOSES

Motion made by Lisa J. O'Donnell 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:

- 4 Conomo Lane, Map 108, Lot 23
- 8 Conomo Lane, Map 108, Lot 24
- 1 Robbins Island Road, Map 108, Lot 20

*Declared 2/3rd vote.*

ARTICLE 10: FINANCE COMMITTEE REPORT

Motion made by Mark McKenna, duly seconded, that the Town vote to appropriate the sum of \$6,680,226 as follows: a) raise by taxation the sum of \$794,782 for debt repayment, principal and interest; b) transfer from the Cemetery Sale of Lots Fund the sum of \$2,700 to the Cemetery Budget; c) transfer from the Cemetery Lot Care Fund the sum of \$4,675 to the Cemetery Budget; d) transfer from the Cemetery Perpetual Care Fund the sum of \$2,700 to the Cemetery Budget; e) transfer from the Wetlands Protection Fund the sum of \$4,000 to the Conservation Commission Budget; f) transfer from the Town Technology Fund the sum of \$1,000 to the Town Technology Budget; g) transfer from the Ambulance Fund the sum of \$50,000 to the Ambulance Budget; h) transfer from Free Cash the sum of \$200,000 to the Health Insurance Budget; and i) to raise by taxation the sum of \$5,620,369 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 11: SEWER ENTERPRISE FUND BUDGET

Motion made by Paul Rullo, duly seconded, that the Town vote to appropriate the sum of \$2,070,513 for the Sewer Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$928,316 from sewer betterments 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 – \$788,286 from departmental receipts and the sum of \$25,000 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 12: FUNDING THE PURCHASE & INSTALLATION OF REPLACEMENT GRINDER PUMPS**

Motion made by Paul Rullo, duly seconded, that the Town vote to transfer from Sewer Enterprise Free Cash the sum of \$37,500 for the purpose of purchasing and installing replacement grinder pumps for the Town's sewer system, and all work incidental or related thereto.

*Voted Unanimously.*

**ARTICLE 13: WATER ENTERPRISE FUND BUDGET**

Motion made by Paul Rullo, duly seconded, that the Town vote to appropriate the sum of \$767,450 for the Water Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$12,755 from water betterments and the sum of \$34,210 from departmental receipts; and b) funds to be allocated between the salaries and expenses of the Water Department – \$720,485 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.*

**ARTICLE 14: DESIGN & PRECONSTRUCTION ANALYSIS OF WATER SYSTEM DISINFECTION METHOD**

Motion made by Paul Rullo, duly seconded, that the Town vote to transfer from Water Enterprise Free Cash the sum of \$70,000 for design and pre-construction analysis to potentially change the Town's water system disinfection method, including but not limited to a change from chlorine gas to sodium hypochlorite.

*Voted Unanimously.*

**ARTICLE 15: FUNDING THE MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT BUDGET**

Motion made by Ann Cameron, duly seconded, that the Town vote to raise and appropriate the sum of \$7,593,144 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 seventeen.

*Voted Unanimously.*

**ARTICLE 16: FUNDING THE ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT BUDGET**

Motion made by Lisa O'Donnell, duly seconded, that the Town vote to raise and appropriate the sum of \$360,777 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, 2017.

*Voted Unanimously.*

ARTICLE 17: AUTHORIZATION TO BORROW FUNDS FROM COMMUNITY SEPTIC MANAGEMENT PROGRAM

Motion made by David Driscoll, duly seconded, that the Town vote to borrow a sum of up to \$1,000,000 for purposes of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements between the Board of Health and residential property owners for repayment of project and financing costs by such property owners; including without limitation, the payment of all costs thereof as defined in Section 1 of Chapter 29C of the Massachusetts General Laws; and to meet with appropriation the Treasurer, with the approval of the Board of Selectmen is authorized to borrow such sum or sums of money under G.L. c. 44 or any other enabling authority, which amount may be borrowed through the Community Septic Management Program offered through the Massachusetts Clean Water Trust, or otherwise; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and further to authorize the Board of Selectmen to take any other action necessary to carry out this project.

*Voted Unanimously.*

ARTICLE 18: ESSEX BICENTENNIAL CELEBRATION FUND

Motion made by Dawn Burnham, duly seconded, that the Town vote to transfer from Free Cash the sum of \$10,000 to be added to the Essex Bicentennial Celebration Fund.

*Voted Unanimously.*

ARTICLE 19: BYLAW CHANGE – ESTABLISHMENT OF USER FEES FOR THE DUMP

Motion made by Trescott Dewitt, duly seconded, that the Town vote to amend Chapter VII of the Town’s General Bylaws, as it relates to the establishment of user fees for use of the Town Dump, by amending Section 7-2 as set forth under Article 19 of the warrant.

*Motion Fails.*

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**Article 19 as appears in the Warrant:**

ARTICLE 19

To see if the Town will vote to amend Chapter VII of the Town’s General Bylaws, as it relates to the establishment of user fees for use of the Town Dump, by amending Section 7-2 as shown below, with additions shown in bold and deletions shown in strikethrough:

7-2 TOWN DUMP REGULATIONS. The Department of Public Works Commissioners shall formulate and post regulations concerning the use of the Town Dump, which shall include the power to impose user fees. The power to impose user fees shall be reserved to the Annual Town Meeting.

Or take any other action relating thereto.

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ARTICLE 20: AUTHORIZATION TO INCREASE TRANSFER STATION FEES

Motion made by Trescott Dewitt, duly seconded, that the Town vote to increase the various Town transfer station bulk item disposal fees by \$5 each and to increase Town transfer station sticker fee by \$10 for non-senior citizens and by \$5 for senior citizens (those 65 years of age or older).

*Motion Carries.*

ARTICLE 21: BYLAW CHANGE – PENALTIES FOR NON-PAYMENT OF TAXES

Motion made by Lisa J. O’Donnell, duly seconded, that the Town vote to amend Chapter IV of the Town’s General Bylaws, as it relates to penalties for non-payment of taxes and other fees, by amending Section 4-13(a) as set forth under Article 21 of the warrant.

*Motion Carries.*

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**Article 21 as appears in the Warrant:**

ARTICLE 21

To see if the Town will vote to amend Chapter IV of the Town’s General Bylaws, as it relates to penalties for non-payment of taxes and other fees, by amending Section 4-13(a) as shown below, with additions shown in **bold** and deletions shown in ~~strike through~~:

(a) The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually, **and may periodically**, furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges ~~for not less than a twelve month period~~, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

Or take any other action relating thereto.

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ARTICLE 22: AUTHORIZATION TO PETITION BEACON HILL FOR SPECIAL LEGISLATION – APPOINTMENT OF RETIRED POLICE OFFICERS TO PERFORM DETAILS

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to authorize the Board of Selectmen to petition the Massachusetts General Court for special legislation, as set forth under Article 22 of the warrant, to allow police officers retiring from the Town of Essex to work police details; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

*Voted Unanimously.*

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**Article 22 as appears in the Warrant:**

ARTICLE 22

To see if the Town will vote to authorize the Board of Selectmen to petition the Massachusetts General Court for special legislation, as set forth below, to allow police officers retiring from the Town of Essex to work police details; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

**AN ACT RELATIVE TO THE APPOINTMENT OF RETIRED POLICE OFFICERS IN THE TOWN OF ESSEX.**

Be it enacted, etc., as follows:

SECTION 1. Subject to the approval of the Board of Selectmen, the Chief of Police may appoint to serve at his pleasure, as he deems necessary, retired Town of Essex police officers as special police officers for the purpose of performing police details or any police duties arising therefrom or during the course of police detail work, whether or not related to the detail work. Such retired police officers must have been regular full time Town of Essex police officers who voluntarily retired from the town and not elsewhere based upon superannuation. The special police officers shall be subject to the same maximum age restriction as applied to regular police officers under chapter 32 of General Laws. Such special police officers must, prior to their appointment, pass a medical examination by a physician chosen by the town, to determine that they are capable of performing the essential duties of a special police officer, the cost of which shall be borne by the special police officers, and shall provide certification to the town that they are covered by personal health insurance.

SECTION 2. Special police officers appointed under this act shall not be subject to chapter 31 of the General Laws or to section 99A of chapter 41 of the General Laws.

SECTION 3. Special police officers appointed under this act shall, when performing the duties under section 1, have the same power to make arrests and to perform other police functions as do regular police officers of the town of Essex.

SECTION 4. Special police officers shall be appointed for an indefinite term to serve at the pleasure of the Police Chief, subject to removal by the Police Chief at any time with a 14-day written notice.

SECTION 5. Special police officers appointed under this act shall be subject to the rules and regulations, policies and procedures and requirements of the Chief of Police of the town of Essex, including restrictions on the type of detail assignments, requirements regarding medical examinations to determine continuing capability to perform the duties of a special police officer, requirements for training, requirements for firearms qualifications and licensing requirements, regarding uniforms and equipment. Compliance with all requirements will be at no cost to the town of Essex. Special police officers appointed under this act shall not be subject to section 96B of chapter 41 of the General Laws.

SECTION 6. Special police officers appointed under this act shall be sworn before the town clerk who shall keep a record of all such appointments.

SECTION 7. Special police officers appointed under this act shall be subject to sections 100 and 111F of chapter 41 of the General Laws. The amount payable under said section 111F of said chapter 41 shall be calculated by averaging the amount earned over the prior 52 weeks as a special police officer working police details, or averaged over such lesser period of time for any officer designated as a special police officer less than 52 weeks prior to the incapacity. In no event shall payment under said section 111F of said chapter 41 exceed, in any calendar year, the limitation on earning contained in paragraph (b) of section 91 of chapter 32 of the General Laws. Payment under said section 111F of said chapter 41 shall terminate either when a physician designated by the town determines that the disability no longer exists or when a special police officer reaches the age of 65. In the event the age limitation applicable to regular police officers serving a town is increased from 65 years of age, the termination of benefits under said section 111F of said chapter 41, as provided here in to special police officers, shall terminate at such a higher age limit, but in no event shall the benefits extend beyond the age of 70 for any special police officer. Special police officers appointed under this act shall not be subject to section 85H or 85H1/2 of said chapter 32, nor eligible for any benefits pursuant thereto.

SECTION 8. Appointment as a special police officer under this act shall entitle any individual appointed as such to assignment to any detail. Special police officers shall be paid the detail rate applicable to regular full time officers but shall not be entitled to any other town benefits. Special police officers appointed under this act shall not be eligible for unemployment nor shall the town be liable for unemployment benefits, under chapter 151A of the General Laws, for any reason, including police detail assignment determinations made by the town or removal of an individual as a special police officer.

SECTION 9. Retired Essex police officers, serving as special police officers under this act, shall be subject to the limitations on hours worked and on payments to retired town employees under paragraph (b) of section 91 of chapter 32 of the General Laws.

SECTION 10. This act shall take effect upon its passage.

Or take any other action related thereto.

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**ARTICLE 23: DEVELOPMENT OF A MASTER PLAN FOR CENTENNIAL GROVE**

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to transfer from Free Cash the sum of \$35,000 to retain the services of engineers and designers to develop a Master Plan for the Centennial Grove.

*Motion Carries.*

**ARTICLE 24: VISUAL RENDERINGS OF POTENTIAL NEW PUBLIC SAFETY BUILDING**

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to transfer from free cash the sum of \$10,000 to produce visual renderings of public safety building options as set forth under Article 24 of the warrant.

*Motion Carries.*

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**Article 24 as appears in the Warrant:**

ARTICLE 24

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to produce visual renderings of public safety building options including at the current public safety building site and at the corner of Martin Street and Shepard Memorial Drive, opposite the existing fire and police headquarters building; or take any other action relating thereto.

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ARTICLE 25: TRANSFER FROM FREE CASH TO ASSESSOR'S OVERLAY ACCOUNT

Motion made by Susan Gould-Coviello, duly seconded, that the Town vote to transfer from Free Cash the sum of \$83,386 to be added to the Assessors' Overlay Account for the abatement of uncollectible taxes that accrued after the expiration of former leaseholds at Conomo Point.

*Voted Unanimously.*

ARTICLE 26: NEW GENERATOR AT ESSEX SENIOR CENTER

Motion made by Michele French, duly seconded, that the Town vote to transfer from Free Cash the sum of \$20,000 for the purchase and installation of a new generator for the Essex Senior Center.

*Voted Unanimously.*

ARTICLE 27: PURCHASE OF MUNICIPAL LIGHTING FACILITIES & EQUIPMENT

Motion made by Matthew Coogan, duly seconded, that the Town vote to acquire from National Grid all of the municipal street lighting facilities and equipment, municipal flood lighting and area lighting facilities and equipment, consisting of luminaires, lamps, ballasts, photocells, dedicated poles where applicable, foundations, conduits, dedicated manholes where applicable, and other underground equipment, where applicable, that are not part of the electric distribution system, and the rights appurtenant thereto, owned by National Grid and located in the Town of Essex; to transfer from Free Cash the sum of \$14,000 for said acquisition; and to authorize the Board of Selectmen to execute any and all documents necessary to effectuate this Article.

*Voted Unanimously.*

ARTICLE 28: FIBER OPTIC NETWORK FOR TOWN BUILDINGS

Motion made by David Doane, duly seconded, that Article 28 be indefinitely postponed

*Voted Unanimously.*

ARTICLE 29: NEW COPIER FOR TOWN HALL

Motion made by David Doane, duly seconded, that the Town vote to transfer from Free Cash the sum of \$7,000 to purchase a new copier for Town Hall and to authorize the Board of Selectmen to dispose of the old copier, by sale or trade.

*Voted Unanimously.*

ARTICLE 30: FORESTRY TRUCK FOR FIRE DEPARTMENT

Motion made by Daniel Doucette, duly seconded, that the Town vote to transfer from Free Cash the sum of \$130,000 to purchase and equip a new, four-wheel drive Forestry vehicle for the Fire

Department; and, further, to authorize the Board of Selectmen to dispose of the old vehicle replaced by this new vehicle by sale or trade.

*Voted Unanimously.*

**ARTICLE 31: COMPLETION OF SENIOR CENTER WELLNESS ROOM**

Motion made by Michele French, duly seconded, that the Town vote to transfer from Free Cash the sum of \$6,200 to complete the construction of a Wellness Room at the Essex Senior Center and all costs incidental thereto.

*Voted Unanimously.*

**ARTICLE 32: ZONING BYLAW CHANGE – WATER RESOURCE PROTECTION DISTRICT**

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, which contains certain prohibited uses in the Water Resource Protection Overlay District, and which currently reads:

13. Residential development which renders impervious more than 15 percent of a building lot (including the portion of any new street abutting the lot) or which has a lot area of less than 40,000 square feet (excluding wetlands) for each dwelling unit;

And inserting in its place a new Section 6-10.3.3.a.13, to include a new prohibited use in the Water Resource Protection Overlay District, so that it reads as follows:

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

*Declared 2/3rd Vote.*

**ARTICLE 33: COMMUNITY PRESERVATION FUND**

Motion made by Kimberly Drake, duly seconded, that the Town appropriate or reserve revised amounts from Fiscal Year 2017 Community Preservation Fund estimated annual revenues and from Fiscal Year 2018 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.*

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**COMMUNITY PRESERVATION ACT TOWN MEETING HANDOUT**

**RESERVES**

To revise the vote taken at the 2016 Annual Town Meeting to reserve Community Preservation Fund FY2017 Estimated Annual Revenues by transferring from the Fund Balance of the Community Preservation Fund the additional sums shown, for total reservations for FY2017 equivalent in each case to 10% of the FY2017 Estimated Annual Revenues, as follows:

	<u>2016 ATM</u>	<u>Add'l Transfer</u>	<u>Revised Amount</u>
Open Space – FY2017	\$ 6,219	\$ 9,924	\$ 16,143
Historic Resources – FY2017	\$ 6,219	\$ 9,924	\$ 16,143

Community Housing – FY2017	\$ 6,219	\$ 9,924	\$ 16,143
Budgeted Reserve – FY2017	<u>\$ 40,423</u>	\$ 0	<u>\$ 40,423</u>
<i>Original Total – FY2017</i>	\$ 59,080	<b><i>Revised Total – FY2017</i></b>	<b>\$88,852</b>

And also, to transfer from Community Preservation Fund FY2018 Estimated Annual Revenues and reserve the following sums:

Open Space – FY2018	\$ 18,260
Historic Resources – FY2018	\$ 18,260
Community Housing – FY2018	\$ 18,260
Budgeted Reserve – FY2018	<u>\$118,688</u>
Total – FY2018	\$173,468

**APPROPRIATIONS:**

To appropriate from Community Preservation Fund FY2018 Estimated Annual Revenues the following:

Administrative Expenses – FY2018	\$ 9,130
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Specific Projects

And further, to appropriate \$33,210 from the Community Preservation Fund as set forth below:

<u>Department/Organization</u>	<u>Purpose</u>	<u>Source and Amount</u>
Historical Commission	Cemetery Fence and Plaque	FY17 Budgeted Reserve \$33,210

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**ARTICLE 34: TRANSFER OF FUNDS TO DEFRAY OPERATIONAL EXPENSES**

Motion made by, Mark McKenna, duly seconded, that Article 34 be indefinitely postponed.

*Voted Unanimously.*

**ARTICLE 35: TRANSFER FROM SEWER ENTERPRISE FREE CASH TO FINANCE COMMITTEE RESERVE FUND**

Motion made by Mark McKenna, duly seconded, that the Town vote to transfer from Sewer Enterprise Free Cash the sum of \$20,000 to be used to replenish the Finance Committee’s Reserve Fund for the remainder of fiscal year 2017.

*Motion Carries.*

**ARTICLE 36: UNPAID BILLS FROM PREVIOUS FISCAL YEARS**

Motion made by Mark McKenna, duly seconded, that Article 36 be indefinitely postponed.

*Voted Unanimously.*

**Note to reader: Article 37 was visited prior to Article 9.**

A motion was made and duly seconded to dissolve the meeting at 9:35 p.m.

*Voted unanimously.*

A true copy.

Attest:

Christina J. St. Pierre, Town Clerk

Minutes of the  
Special Fall Town Meeting  
Town of Essex  
November 13, 2017

The November 13, 2017 Special Fall Town Meeting of The Town of Essex held at the Essex Elementary School Cafetorium was called to order at 7:34 p.m. by Moderator Rolf P. Madsen. A quorum of 124 voters was present at the time.

The following people were appointed as tellers: Wendy Fossa, Dawn Burnham, Tina Estes and Vickie Cataldo.

*There were no objections to the tellers appointed.*

The Moderator then called for the attendance to recite the Pledge of Allegiance.

A moment of silence was observed in memoriam of those town officials who have passed since the last Town Meeting: Ronald W. Pereen, Sr., Arnold "Pick" Thistlewood, Valerie Symonds, Al Chiancola and Arlene H. Pizzo.

The Moderator then presented the Years of Service Awards.

*20 Years:*  
Firefighter Daniel Ball  
Sergeant Paul Francis  
Town Administrator Brendhan Zubricki

*30 Years:*  
Deputy Chief Ramie Reader  
Firefighter Sean Reed

*45 Years:*  
Firefighter Westley Burnham

The Volunteer and Employee of the Year awards were presented next. The 2017 recipients are:

*Volunteers of the Year:*  
Robert Brophy  
Kay Joseph

*Employee of the Year:*  
Brendhan Zubricki

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

*Voted Unanimously.*

ARTICLE 1: GENERAL BYLAW AMENDMENT – FALL TOWN MEETING DATE

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to amend Section 2-1.1a of the Town bylaws relating to the date of the Fall Town Meeting as shown in Article 1 of the Town Meeting warrant.

*Voted Unanimously.*

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**Text of Article 1 as shown in the Town Meeting Warrant:**

ARTICLE 1

To see if the Town will vote to amend Section 2-1.1a of the Town bylaws, which presently reads:

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

By deleting the existing text and replacing it with the following:

2-1.1a FALL TOWN MEETING. A fall town meeting shall be held in November, exactly two Mondays preceding Thanksgiving, unless that Monday is the day that Veterans' Day is observed by the Commonwealth of Massachusetts in a particular year, in which case the date of the Fall Town Meeting shall be chosen by the Board of Selectmen. The Fall Town Meeting shall begin not earlier than 7:30 p.m.

Or take any other action relating thereto.

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ARTICLE 2: FREE CASH TRANSFER FOR CONOMO POINT MANAGEMENT

Motion made by David A. Doane, 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 management of structures and maintenance and outfitting of all outdoor areas.

*Voted by the Majority.*

ARTICLE 3: TRANSFER PROPERTIES FROM PURPOSES OF LEASE TO GENERAL MUNICIPAL PURPOSES

Motion made by Andrew C. Spinney, duly seconded, that the Town vote to transfer the following, Town-owned property from the Board of Selectmen, acting as Conomo Point Commissioners, which property is currently held for purposes of lease, to the Board of Selectmen, acting as Conomo Point Commissioners, for general municipal purposes:

9 Beach Circle, Map 108, Lot 80

*Declared 2/3rds Vote.*

ARTICLE 4: AUTHORIZATION TO PETITION BEACON HILL FOR SPECIAL LEGISLATION—APPOINTMENT OF RETIRED POLICE OFFICERS TO PERFORM DETAILS

Motion made by Andrew C. Spinney, duly seconded, that the Town vote to authorize the Board of Selectmen to petition the Massachusetts General Court for special legislation, as set forth in Article 4 of the Town Meeting warrant, to allow police officers retiring from the Town of Essex to work police details; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill

before enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

*Voted by the Majority.*

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**Text of Article 4 as shown in the Town Meeting Warrant:**

ARTICLE 4

To see if the Town will vote to authorize the Board of Selectmen to petition the Massachusetts General Court for special legislation, as set forth below, to allow police officers retiring from the Town of Essex to work police details; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

**AN ACT RELATIVE TO THE APPOINTMENT OF RETIRED POLICE OFFICERS IN THE TOWN OF ESSEX.**

Be it enacted, etc., as follows:

SECTION 1. Subject to the approval of the Board of Selectmen, the Chief of Police may appoint to serve at his pleasure, as he deems necessary, retired Town of Essex police officers as special police officers for the purpose of performing police details or any police duties arising therefrom or during the course of police detail work, whether or not related to the detail work. Such retired police officers must have been regular full time Town of Essex police officers who voluntarily retired from the town and not elsewhere based upon superannuation. The special police officers shall be subject to the same maximum age restriction as applied to regular police officers under chapter 32 of General Laws. Such special police officers must, prior to their appointment, pass a medical examination by a physician chosen by the town, to determine that they are capable of performing the essential duties of a special police officer, the cost of which shall be borne by the special police officers, and shall provide certification to the town that they are covered by personal health insurance.

SECTION 2. Special police officers appointed under this act shall not be subject to chapter 31 of the General Laws or to section 99A of chapter 41 of the General Laws.

SECTION 3. Special police officers appointed under this act shall, when performing the duties under section 1, have the same power to make arrests and to perform other police functions as do regular police officers of the town of Essex.

SECTION 4. Special police officers shall be appointed for an indefinite term to serve at the pleasure of the Police Chief, subject to removal by the Police Chief at any time with a 14-day written notice.

SECTION 5. Special police officers appointed under this act shall be subject to the rules and regulations, policies and procedures and requirements of the Chief of Police of the town of Essex, including restrictions on the type of detail assignments, requirements regarding medical examinations to determine continuing capability to perform the duties of a special police officer, requirements for training, requirements for firearms

qualifications and licensing requirements, regarding uniforms and equipment. Compliance with all requirements will be at no cost to the town of Essex. Special police officers appointed under this act shall not be subject to section 96B of chapter 41 of the General Laws.

SECTION 6. Special police officers appointed under this act shall be sworn before the town clerk who shall keep a record of all such appointments.

SECTION 7. Special police officers appointed under this act shall be subject to sections 100 and 111F of chapter 41 of the General Laws. The amount payable under said section 111F of said chapter 41 shall be calculated by averaging the amount earned over the prior 52 weeks as a special police officer working police details, or averaged over such lesser period of time for any officer designated as a special police officer less than 52 weeks prior to the incapacity. In no event shall payment under said section 111F of said chapter 41 exceed, in any calendar year, the limitation on earning contained in paragraph (b) of section 91 of chapter 32 of the General Laws. Payment under said section 111F of said chapter 41 shall terminate either when a physician designated by the town determines that the disability no longer exists or when a special police officer reaches the age of 65. In the event the age limitation applicable to regular police officers serving a town is increased from 65 years of age, the termination of benefits under said section 111F of said chapter 41, as provided here in to special police officers, shall terminate at such a higher age limit, but in no event shall the benefits extend beyond the age of 70 for any special police officer. Special police officers appointed under this act shall not be subject to section 85H or 85H1/2 of said chapter 32, nor eligible for any benefits pursuant thereto.

SECTION 8. Appointment as a special police officer under this act shall entitle any individual appointed as such to assignment to any detail. Special police officers shall be paid the detail rate applicable to regular full-time officers but shall not be entitled to any other town benefits.

SECTION 9. Retired Essex police officers, serving as special police officers under this act, shall be subject to the limitations on hours worked and on payments to retired town employees under paragraph (b) of section 91 of chapter 32 of the General Laws.

SECTION 10. This act shall take effect upon its passage.

Or take any other action relating thereto.

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ARTICLE 5: ZONING BYLAW CHANGE-TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to amend the Town's Zoning Bylaw by adding a new Section 6-14, TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS, as shown in Article 5 of the Town Meeting warrant, which would temporarily prohibit the use of land for commercial recreational marijuana establishments so that the Planning Board has sufficient time to study the issue and determine what, if any, zoning bylaw should be adopted.

*Declared 2/3rds Vote.*

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**Text of Article 5 as shown in the Town Meeting Warrant:**

ARTICLE 5

To see if the Town will vote to amend the Town's Zoning Bylaw by adding a new Section 6-14, TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS, which would temporarily prohibit the use of land for commercial recreational marijuana establishments so that the Planning Board has sufficient time to study the issue and determine what, if any, zoning bylaw should be adopted, as set forth below

**6-14 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**

6-14.1 PURPOSE

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016 by Chapter 351 of the Acts of 2016 and thereafter, on July 28, 2017 by Chapter 55 of the Acts of 2017) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses no later than April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter, a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

6-14.2 DEFINITION

"Recreational Marijuana Establishment" shall mean a "marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana- related business."

6-14.3 TEMPORARY MORATORIUM

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through December 31, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis

Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.  
Or take any other action relating thereto.

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**ARTICLE 6: ZONING BYLAW CHANGES – CORRECTION OF TYPOGRAPHICAL ERRORS**

Motion made by Westley Burnham, duly seconded, that the Town vote to amend the Town’s Zoning Bylaws to correct certain typographical errors as shown in Article 6 of the Town Meeting warrant.

*Voted Unanimously.*

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**Text of Article 6 as shown in the Town Meeting Warrant:**

**ARTICLE 6**

To see if the Town will vote to amend the Town’s Zoning Bylaws to correct certain typographical errors as follows:

1. In Section 6-5.5 change the reference to “Section 6-5.14” to “Section 6-6.3”, so that the last sentence of that section reads “Any driveway must conform to the requirements of Section 6-6.3 and shall not be within 10 feet of a side or rear lot line, nor pass within 20 feet of a residential structure that such driveway does not serve.”
2. In Section 6-5.8, change the reference to “subsection 6-3.6” in subsection d to “Section 6-2.2 Definitions”, so that subsection d reads “Junk yards, as defined in Section 6-2.2 Definitions shall not be permitted in the town.”
3. In Section 6-5-10, change the reference to “subsection 6-6.1” to “Section 6-3.2”, so that the section reads “Where dimensional or other requirements for a use of a lot are influenced by the land use on adjoining lots, any adjoining lot not occupied by a use specified in subsection 6-3.2 of this chapter shall assume the character of the lot being influenced for purposes of determining the aforementioned requirements.”
4. In Section 6-3.5, change the title of the subsection following subsection 6-3.5.2 from “6-3.4.4 Criteria” to “6-3.5.3 Criteria”; and
5. In Section 6-5.11 change the reference to “paragraph c” in subsection b to “paragraph d”, so that subsection b reads “There shall be no change in the outside appearance of the building or premises, except as provided by paragraph d below, or other visible conduct of such home occupation other than one sign as permitted accessory use.”

Or take any other action relating thereto.

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**ARTICLE 7: TRANSFER FROM PEG ACCESS AND CABLE RELATED FUND**

Motion made by Lisa J. O’Donnell, duly seconded, that the Town vote to transfer from the special revenue fund known as the PEG Access and Cable Related Fund the sum of \$80,000 for the design and construction of a Municipal Fiber Optic Network, or anything incidental or related thereto.

*Voted Unanimously.*

**ARTICLE 8: TRANSFER FROM FREE CASH TO CUSTODIAN WAGES LINE ITEM**

Motion made by David A. Doane, duly seconded, that the Town vote to transfer from free cash the sum of \$12,000 to increase the Custodian Wages budget line item in the Town Property budget, as voted under Article 10 at the May 1, 2017 Annual Town Meeting, from \$20,254 to \$32,254.

*Voted Unanimously.*

**ARTICLE 9: TRANSFER FROM FREE CASH TO PURCHASE & EQUIP A POLICE CRUISER**

Motion made by David A. Doane, duly seconded, that the Town vote to transfer from free cash the sum of \$40,000 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 by the Majority.*

**ARTICLE 10: TRANSFER FROM FREE CASH TO OPEB TRUST FUND**

Motion made by Benjamin Buttrick, duly seconded, that the Town vote to transfer from free cash the sum of \$100,000 to fund the Town’s Other Post-Employment Benefits (OPEB) Trust Fund.

*Voted Unanimously.*

**ARTICLE 11: GENERAL BYLAW AMENDMENT – REVOLVING FUNDS**

Motion made by Andrew C. Spinney, duly seconded, that the Town vote to amend Section 2-26 Revolving Funds of the Town bylaws as shown in Article 11 of the Town Meeting warrant.

*Voted Unanimously.*

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**Text of Article 11 as shown in the Town Meeting Warrant:**

**ARTICLE 11**

To see if the Town will vote to amend Section 2-26 Revolving Funds of the Town bylaws as follows (deletions shown in cross out):

**2-26 Revolving Funds**

There are hereby established in the Town of Essex pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds:

<u>Revolving Fund</u>	<u>Spending Authority</u>	<u>Revenue Source</u>	<u>Allowed Expenses</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
Board of Health – Youth Triathlon	Board of Health	<del>Donations, grants and</del> fees collected for the youth triathlon	Purchase of supplies and services for planning and execution of the Annual Youth Triathlon

Board of Health – Health, Safety and Emergency	Board of Health	<del>Donations, grants and</del> 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
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

Expenditures from each revolving fund shall be subject to the limitations established by Town Meeting, and to any additional limitations as otherwise set forth in General Laws Chapter 44, §53E½, or take any other action relating thereto.

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**ARTICLE 12: GENERAL BYLAW AMENDMENT – NON CRIMINAL DISPOSITION**

Motion made by Lisa J. O’Donnell, duly seconded, that the Town vote to amend the General Bylaws by adding to the bylaws general language relative to enforcement of the bylaws through non-criminal disposition, as shown in Article 12 of the Town Meeting warrant, with the revision that the language be placed at the end of Section 2-21, as opposed to as new Article 4-17, and that all references to Section 4-17 in the warrant article language be deleted.

*Discussion ensued.*

Motion made by Lisa O’Donnell, duly seconded, to amend the motion by specifically deleting 4-17.1 and 4-17.2 shown in the warrant.

*Amendment carries.*

Motion made by Westley Burnham, duly seconded, to indefinitely postpone action on Article 12 of the 2017 Fall Town Meeting.

*Motion carries.*

-----

**Text of Article 12 as shown in the Town Meeting Warrant:**

**ARTICLE 12**

To see if the Town will vote to amend the General Bylaws by adding a new Article 4-17 relative to enforcement of bylaws through non-criminal disposition, as set forth below:

**4-17 NONCRIMINAL DISPOSITION**

4-17.1 *ENFORCEMENT BY NONCRIMINAL DISPOSITION.* Any bylaw of the Town of Essex, or rule or regulation of its officers, boards or departments, the violation of which is subject to a specific penalty, may in the discretion of the Town official who is the appropriate enforcing person, be enforced in the method provided in Section 21D of Chapter 40 of the Massachusetts General Laws. The non-criminal fine for each such violation, if not otherwise specified, shall be \$300.

4-17.2 *DEFINITION.* “Enforcing person” as used in this bylaw, shall mean: any Town of Essex police officer with respect to any offense; as well as the Building Inspector and his designee, the members of the Conservation Commission and its designee, the members of the Board of Health, its Health Agent or other designee, the Animal Control Officer, the Harbormaster, and such other officials as the Board of Selectmen may from time to time designate, each with respect to violation of bylaws and rules and regulations within their respective jurisdictions. If more than one official has jurisdiction in a given case, any such official may be an enforcing person with respect thereto.

Or take any other action relating thereto.

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**ARTICLE 13: GENERAL BYLAW – DOG WASTE**

Motion made by David A. Doane, duly seconded, that the Town vote to establish a new Section 3C to Chapter 4-16 of the Town’s general bylaws dealing with dog waste, as shown in Article 13 of the Town Meeting warrant.

*Motion carries.*

-----

**Text of Article 13 as shown in the Town Meeting Warrant:**

**ARTICLE 13**

To see if the Town will vote to establish a new Section 3C to Chapter 4-16 of the Town’s general bylaws dealing with dog waste, as set forth below:

**4-16.3C. Removal and Disposal of Dog Waste**

It shall be the duty of each person owning or having the care, custody, or control of any dog to remove and properly dispose of, in a sanitary manner, any feces left by such dog upon any sidewalk, street, thoroughfare, beach, or wetland, in or upon any public property, or in or upon the property of persons other than the owner or persons having the care, custody, or control of such dog. Anyone having the care, custody, or control of a dog in a public place where dogs are allowed shall have in their possession a device or equipment to pick up and remove dog feces. Individuals with disabilities aided by service dogs and law enforcement, emergency or rescue officials with dogs carrying out official duties are exempt from this section.

Or take any other action relating thereto.

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**ARTICLE 14: GENERAL BYLAW AMENDMENT - KENNELS**

Motion made by Lisa J. O’Donnell duly seconded, that the Town vote to amend Section 4-16.6 of the Town Bylaws, by deleting the existing section (d), Kennels (as shown on the yellow handout

titled “Text of Existing Animal Control Bylaw Licensing Section”), in its entirety, and replacing it as shown on the white handout entitled “Proposal for Kennel Licensing Revisions”.

*Discussion ensued.*

Motion made by Westley Burnham, duly seconded, to indefinitely postpone any action on Article 14 of the 2017 Essex Fall Town Meeting.

*Motion fails.*

Motion made by Janet Jeffries, duly seconded, to change the renewal date for Kennel Licenses from March 1<sup>st</sup> to March 31<sup>st</sup>.

*Motion fails.*

*Vote on the main motion Passes by the Majority.*

**For text included in handout, please see “Addendum A” located at the end of this document attached and incorporated herein.**

**ARTICLE 15: GENERAL BYLAW AMENDMENT – ANIMAL CONTROL BYLAW ENFORCEMENT AND PENALTIES**

Motion made by Andrew C. Spinney, duly seconded, that the Town vote to amend Section 4-16.8 Enforcement and Penalties of the Town’s Animal Control Bylaw as shown in Article 15 of the Town Meeting warrant.

*Voted Unanimously.*

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**Text of Article 15 as shown in the Town Meeting Warrant:**

**ARTICLE 15**

To see if the Town will vote to amend Section 4-16.8 Enforcement and Penalties [of the Town’s Animal Control Bylaw] by deleting said section in its entirety and replacing it with the following:

**4-16.8 ENFORCEMENT AND PENALTIES**

The Animal Control Officer or any police officer of the Town shall be empowered to enforce provisions of this Bylaw.

In addition to the remedies set forth in this Bylaw and in GL c. 140, §§136A to 174E, inclusive, including but not limited to GL c. 140, §157A, or any other applicable provision of law, this Bylaw may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to G.L. c. 40, §21D. If non-criminal disposition is elected, then any person who violates any provision of this by-law shall be subject to the following penalties:

First Offense:	Written Warning
Second Offense:	\$100 fine
Third and subsequent Offense:	\$300 fine

Subsequent offenses shall be determined as offenses occurring within twelve months of the date of the first noticed offense. Each day or portion thereof shall constitute a

separate offense. If more than one, each condition violated shall constitute a separate offense.

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

The Town may enforce this Bylaw or enjoin violations thereof through any lawful process, and the election of one remedy shall not preclude enforcement through any other lawful means.

Or take any other action relating thereto.

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**ARTICLE 16: COMMUNITY PRESERVATION COMMITTEE – HISTORIC PRESERVATION PROJECTS**

Motion made by Lisa J. O'Donnell, duly seconded, that the Town vote to transfer from the Historic Preservation reserve of the Community Preservation Fund the sum of \$10,000 to replace the footings for the two historic lamp posts in front of Town Hall, including any necessary electrical work or work appurtenant thereto, and to restore and preserve the decorative artwork on the historic safe doors that are mounted in the lobby of Town Hall.

*Voted Unanimously.*

**ARTICLE 17: TRANSFER FUNDS FROM WASTEWATER FREE CASH TO SEWER ENTERPRISE FUND MAINTENANCE**

Motion made by Paul Rullo, duly seconded, that the Town vote to transfer from Wastewater Free Cash the sum of \$20,000 to be added to the Sewer Enterprise Fund Maintenance line item for fiscal year 2018, as voted under Article 11 of the May 1, 2017 Annual Town Meeting.

*Voted Unanimously.*

**ARTICLE 18: TRANSFER FUNDS FROM FREE CASH TO STORM WATER COMPLIANCE EXPENSE**

Motion made by Paul Rullo, duly seconded, that the Town vote to transfer from free cash the sum of \$5,000 to be added to the Department of Public Works' Storm Water Compliance Expense budget line item for fiscal year 2018, as voted under Article 10 of the May 1, 2017 Annual Town Meeting.

*Voted Unanimously.*

**ARTICLE 19: TRANSFER FROM FREE CASH TO REPLENISH POLICE DEPARTMENT LINE ITEMS**

Motion made by Benjamin Buttrick, duly seconded, that the Town transfer from free cash the following sums to the following Police Department budget line items for fiscal year 2018: Sick Leave Buyback - \$13,809, Inservice Training Expense - \$4,500, Uniform Allowance - \$2,500, and Part-Time Police Salaries - \$22,349; all to be added to the amounts voted under Article 10 of the May 1, 2017 Annual Town Meeting.

*Voted by the Majority.*

**ARTICLE 20: ESTABLISHMENT OF A TOWN HALL/LIBRARY REPAIR & MAINTENANCE FUND**

Motion made by Rob Fitzgibbon, duly seconded, that the Town vote to establish a new Stabilization Fund known as the Town Hall/Library Repair and Maintenance Fund and to transfer from free cash the sum of \$20,000 to be added to said Fund.

*Voted Unanimously.*

**ARTICLE 21: FREE CASH TRANSFER TO CAPITAL IMPROVEMENT FUNDS**

Motion made by Michelle Dyer, duly seconded, that the Town vote to transfer from free cash the sums of \$20,000 to be added to each of the following funds: the Town's building capital improvements fund; the Town's recreational capital improvements fund; and the Town's purchase of vehicles and major equipment that qualify as capital purchases fund; for a total appropriation of \$60,000.

*Voted Unanimously.*

**ARTICLE 22: FREE CASH TRANSFER TO FINANCE COMMITTEE RESERVE FUND**

Motion made by Michelle Dyer, duly seconded, that the Town vote to transfer from free cash the sum of \$30,000 to the Finance Committee's Reserve Fund for fiscal year 2018.

*Voted Unanimously.*

**ARTICLE 23: TRANSFER FROM FREE CASH TO STABILIZATION FUND**

Motion made by Michelle Dyer, duly seconded, that the town vote to transfer from free cash the sum of \$50,000 to be added to the Town's Stabilization Fund.

*Voted Unanimously.*

**ARTICLE 24: UNPAID WAGES FROM PAST FISCAL YEARS**

Motion made by David Gabor, duly seconded, that the Town vote to transfer from free cash the sum of \$483.77 for unpaid wages for a past fiscal year.

*Voted Unanimously.*

*A motion was made and duly seconded to adjourn the meeting.*

*Voted Unanimously.*

*A True Copy.*

Attest:

Christina J. St. Pierre, Town Clerk

**FALL (SPECIAL) TOWN MEETING  
NOVEMBER 13, 2017  
ADDENDUM A**

**TEXT OF EXISTING ANIMAL CONTROL BYLAW LICENSING SECTION**

**4-16.6 LICENSING.**

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

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

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

Males and Females	\$24.00
Neutered Males and spayed Females*	\$15.00

\*(a certificate of neutering or spaying will be required)

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

	<b>5 dogs or less</b>	<b>6 to 10 dogs</b>	<b>11 or more dogs</b>
Commercial Boarding or Training Kennel:	\$100	\$200	\$300
Commercial Breeder Kennel:	\$100	\$200	\$300

Domestic Charitable Corporation Kennel: No fee if incorporated exclusively for purposes outlined in MGL Ch. 140 S. 137A (c).

Personal Kennel:	\$75	\$150	\$200
Veterinary Kennels:	\$100	\$200	\$300

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

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

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

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

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

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**PROPOSAL FOR KENNEL LICENSING REVISIONS HANDOUT  
FALL TOWN MEETING, 2017**

4-16.6 LICENSING.

- A. All dogs 6 months or over must be licensed, individually or via a kennel license, and tagged. The registering, numbering, and licensing of dogs, if kept in the Town of Essex, shall be conducted in the office of the Town Clerk.
- B. The annual License Period shall run from April 1st to March 31st of each calendar year.
- C. The annual fees to be charged by the Town of Essex for the issuance of licenses for dogs shall be:

Males and Females	\$24.00
Neutered Males and spayed Females*	\$15.00

\*(a certificate of neutering or spaying will be required)

D. Kennels

1. Kennel Licenses

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

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

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

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

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

2. Kennel Licenses – Limitation on Number of Dogs

The maximum number of dogs that may be kept on a single premises at any one time shall be limited to fifty (50) dogs; provided that for an existing facility with a Kennel License authorizing the keeping of 11 dogs or more dogs, the maximum number of dogs that may be kept on a single premises at any one time shall be limited to one hundred (100) dogs.

For purposes of this bylaw, the term “existing facility” shall mean an active kennel with a license in good standing at all times prior to November 14, 2017. A kennel shall no longer be considered an existing facility if its kennel license is revoked or not renewed for any reason, including but not limited to the owner’s failure to file a timely renewal application.

Every Kennel License shall specify the maximum number of dogs that may be kept on the premises at any one time and all Kennel Licenses shall be subject to the condition that no more than the number of dogs specified on the license may be kept on the subject property at any one time.

The Board of Selectmen may authorize an amendment to a kennel license to increase the maximum number of dogs that may be kept on the premises at any one time, after a public hearing in accordance with the procedure set forth in section 4 below, provided that the maximum number of dogs that may be kept on the premises at any one time shall be limited to fifty (50) dogs; or one hundred (100) dogs for an existing facility authorized to keep 11 or more dogs.

3. Kennel Licenses - Fees

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

4. Kennel Licenses - Procedure

No Kennel License shall be issued or renewed until the premises have been inspected and approved by the Animal Control Officer and applicable license fees have been paid in full.

No new license to operate a kennel shall be issued until after the Board of Selectmen conducts a public hearing on the application. Notice of said hearing shall be provided, at the applicant's expense, to all abutters, owners of land directly opposite on any public or private street or way, and abutters to abutters within three hundred feet, and by publication in a newspaper of general circulation in the Town once, at least seven days prior to the hearing.

At said hearing, the Board of Selectmen shall take into account factors such as (but not limited to): geographic location, setbacks to property lines, proximity to abutters, distance to other similar facilities, and the number of dogs per acre of land.

If the Board finds, based on the facts adduced at said hearing, that the license may result in a nuisance or that it will otherwise create a risk of harm to public health, safety or welfare, the Board may recommend that the license be denied or that it be granted subject to such conditions as are deemed necessary to

prevent such nuisance or harmful conditions, including but not limited to limiting the number of dogs that may be kept on the property at any one time.

The Board of Selectmen may adopt, and may from time-to-time revise, regulations to implement the provisions of this bylaw relative to conducting public hearings and establishing criteria for determining whether a kennel is likely to result in a nuisance or that it will otherwise create a risk of harm to public health, safety and welfare.

5. Kennel Licenses – Renewals

Kennel Licenses may be renewed by submitting a renewal application to the Town Clerk, along with the required fee and proof of inspection by the Animal Control Officer by March 1st.

Except as provided in the following paragraph, no public hearing will be required for renewal of a kennel license, provided that a timely renewal application is filed. Failure to file a renewal application and pay the applicable fee by the deadline set forth above will result in a subsequent application being treated as a new application.

For the first renewals made after the effective date of this Bylaw, the Town Clerk, in consultation with the Animal Control Officer, shall specify on the license for each kennel the maximum number of dogs authorized to be kept on the premises at any one time. For any new license issued between November 14, 2017 and the effective date of this bylaw, the first renewal will require a public hearing in accordance with the procedure set forth in section 4 and is subject to all powers and discretion of the Board of Selectmen and the Town Clerk contained in said section 4, up to and including denial or modification of the license. Any person aggrieved by the Town Clerk's determination as set forth herein may request a hearing by the Board of Selectmen. Said request shall be in writing and received by the Board within seven (7) days of the Town Clerk's determination.

6. Kennel Licenses – Modification, Suspension, Revocation

Upon receipt of a complaint from the Town's Animal Control Officer, a Town of Essex Police Officer, or upon petition by 25 citizens as outlined in G.L. c. 140, §137C, the Board of Selectmen, after conducting a public hearing, with at least seven days written notice to the license holder, may modify, suspend or revoke any kennel license if the kennel is not being maintained in a sanitary condition or if the kennel constitutes a nuisance or is otherwise harmful to public health, safety and welfare.

Nothing in this Bylaw is intended to limit or restrict the authority of the Board of Selectmen and/or the Animal Control Officer to enforce the laws relative to kennels, including but not limited to G.L. c. 140, §137C.

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

A true copy.

Attest:

Christina J. St. Pierre, Town Clerk

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TOWN OF ESSEX, MA  
MAY 8, 2017 LOCAL ELECTION RESULTS

**Assessor, for 3 years**

MICHAEL CATALDO	361
STEVE A. POULOS	375
SCATTERED	0
BLANKS	132

**Moderator, for 1 year**

ROLF P. MADSEN	646
SCATTERED	5
BLANKS	217

**Selectman, for 3 years**

JEFFREY D. JONES	335
ANDREW CRAIG SPINNEY	533
SCATTERED	0
BLANKS	0

**Regional School Committee, for 3 years**

ALVA A. INGACHARRO	357
RACHEL K. FITZGIBBON	409
SCATTERED	0
BLANKS	102

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

DIANE E. KOTCH	683
SCATTERED	0
BLANKS	185

**Housing Authority, for 5 years**

GREGORY M. COOPER	671
SCATTERED	0
BLANKS	197

**Planning Board, for 5 years**

MATTHEW P. GRECO	651
SCATTERED	1
BLANKS	216

**Board of Health, for 3 years**

DAVID MARKS DRISCOLL	680
SCATTERED	1
BLANKS	187

**Two Constables, for 1 year**

ROBERT P. BRADLEY	577
RAYMOND GREENE	583
SCATTERED	1
BLANKS	575

A True Copy.

Attest:

Christina J. St. Pierre, Town Clerk, Essex, MA

Respectfully submitted,  
*TOWN CLERK, BOARD OF REGISTRARS CHAIR, NOTARY PUBLIC, JUSTICE OF THE  
PEACE*  
Christina J. St. Pierre

## TOWN PLANNER

Matt Coogan has been the part-time Town Planner since July of 2014. His three main projects for the fiscal year of 2017 have been to aid in the development and implementation of the Town's Strategic Plan, manage the Town's Village Center zoning planning process, and manage the Town's Green Community designation and grant applications. Matt provided staff assistance to the Strategic Planning Committee as they worked towards implementing and tracking the Town's Strategic Plan. Matt also worked with the Planning Board on a successful Massachusetts Downtown Initiative (MDI) Grant for a Village Center zoning study, to be completed in the spring of 2018. 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 2017, 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 the consulting firm Harriman to provide technical assistance for a potential Village Center Zoning District. The purpose of this study is to assist the Town of Essex in its vision to create a mixed-use, vibrant and walkable Village Center for its residents, visitors, and businesses. Presentations and project information is available on the Town website.

Matt was responsible for Essex's successful Green Communities Designation in December of 2015. In March of 2017, Matt submitted a successful Green Communities Grant Application of \$207,000 for three energy reduction projects at Essex Elementary School. All three projects (the first phase of a school-wide interior LED lighting upgrade, an energy management system, and steam trap replacements) are improvements to the school that will reduce energy consumption, yield significant savings in electric and natural gas costs, and vastly improve the facility for students and faculty. In December of 2016, 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. To date, Essex has received \$306,000 in Green Community grant funding that has gone towards four projects. Essex will be applying for additional Green Communities funding in the spring of 2018.

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

This past December, Matt was awarded the 2017 Young Planner Award from the Massachusetts Chapter of the American Planning Association.

Matt is available to meet by appointment.

Respectfully submitted,  
*TOWN PLANNER*  
Matthew Coogan

## TREASURER/TAX COLLECTOR

The Treasurer's Office is responsible for secure and accurate collection of all Town Funds. Our principal responsibility is to preserve, protect, and manage the financial resources of the Town of Essex. We are also responsible for prudent investment of all Town funds in order to maximize yields while maintaining adequate liquidity and ensuring compliance with Massachusetts General Laws. We are the custodian of all additional funds including stabilization funds, trust funds and tax title accounts. The Treasurer 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. The Treasurer is also responsible for negotiating all municipal borrowings, both short and long term, for all capital projects.

The Tax Collector's Office is responsible for billing and collecting real estate taxes, motor vehicle and boat excise taxes, and all betterment fees. In addition, our office issues Municipal Lien Certificates. Municipal Lien certificates are required prior to the transfers of real property.

In a Human Resources 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 Massachusetts Interlocal Insurance Association.

We encourage residents to use our on-line payment system City Hall Systems. City Hall Systems can be found by visiting our website: [www.essexma.org](http://www.essexma.org) Please click on "Pay Bills Online" on the Town of Essex home page.

Creating and following policies and procedures has allowed us to stay on track and meet our goals. We reconcile all outstanding taxes and 37 separate bank/investment accounts, verifying cash by the tenth of the following month.

At the May 2017 Annual Town Meeting, residents voted to transfer \$328,911 from the General Fund to the Sewer Fund; \$20,000 from the General Fund to the Sewer Fund to replenish the Sewer Reserve Fund; \$12,755 from the General Fund to the Water Fund; and, \$10,000 from the General Fund Free Cash to the Bicentennial Fund. Residents voted (after approval of the Board of Cemetery Commissioners on 3/21/17) to fund the Cemetery Department Budget of \$10,075, by moving \$4,675 from the Lot Care Fund; \$2,700 from the Perpetual Care Fund; and, \$2,700 from the Sale of Lots Fund. All bank transfers were made as voted by Essex residents.

Respectfully submitted,  
*TREASURER/TAX COLLECTOR*  
Virginia (Boutchie) Antell, CMMT, CMMC

## BANK BALANCES

### GENERAL FUND:

Petty Cash (All Departments)	\$ 795.00
First Ipswich Bank Investment	\$ 132,333.09
Vendor	\$ 11,141.09
Payroll	\$ 6,735.09
Eastern Bank	\$ 255,162.30
Mass Municipal Depository Trust	\$ 120,657.94
Unibank Vendor Account	\$ -0-
Unibank On-Line Payment Account	\$ 163,375.53
Bank Gloucester	\$ 708,311.46
Unibank/Money Market	<u>\$ 2,647,191.39</u>
Sub-total	\$ 4,045,702.89

### OTHER FUNDS:

Unibank/Conservation Fund	\$ 22,249.39
First Ipswich Bank/Water Fund	\$ 42,340.03
First Ipswich Bank/Sewer Fund	\$ 129,956.29
Bartholomew-Southern Conomo Point	\$ 4,155,124.47
Bartholomew-Robbins Island	\$ 3,647,324.17
Unibank/Water Money Market	\$ 76,943.48
Unibank/Sewer Money Market	\$ 786,959.96
Unibank/VanWyck Low Farms	\$ -0-
Unibank/Ambulance Fund	\$ 191,639.17
First Ipswich Bank/Clerk of Works/Tara Road	\$ 1,775.41
FIB/Ipswich CPA Fund	\$ 29,195.92
Essex Bicentennial Fund	\$ 20,017.75
Unibank/Cultural Council	\$ 2,633.55
Cape Ann Savings Bank – Stabilization	\$ 324,364.84
Unibank – Stabilization	\$ 386,665.36
Unibank – Stabilization Town Building Capital Improvement .Fund	\$ 36,080.59
Unibank – Stabilization Recreational Capital Improvement Fund	\$ 36,080.59
Unibank – Stabilization Vehicle & Major Equip Capital Improvement Fund	\$ 36,080.59
Unibank/Essex CPA Fund	<u>\$ 203,668.60</u>
Sub-total	\$10,129,100.16

**TOTAL GENERAL AND OTHER FUNDS: \$14,174,803.05**

## TRUST FUND BALANCES

### BARTHOLOMEW – OPEB TRUST:

Balance 07/01/16	\$ 296,301.84
TOE A/11-14/11/14/16 FTM	\$ 125,000.00
Earnings	<u>\$ 30,115.45</u>
Balance 06/30/17	<b>\$ 451,417.29</b>

### UNIBANK - L.T. BURNHAM:

Balance 07/01/16	\$ 97,201.71
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Expenses	\$ -0-
Earnings	\$ <u>161.36</u>
Balance 06/30/17	\$ <b>97,363.07</b>
<b>UNIBANK - ALBERT E. COGSWELL:</b>	
Balance 07/01/16	\$ 72,526.10
Earnings	\$ <u>120.39</u>
Balance 06/30/17	\$ <b>72,646.49</b>
<b>UNIBANK – JEFFERSON COOLIDGE:</b>	
Balance 07/01/16	\$ 35,607.20
Earnings	\$ <u>59.09</u>
Balance 06/30/17	\$ <b>35,666.29</b>
<b>UNIBANK – MUNICIPAL BUILDING INSURANCE:</b>	
Balance 07/01/16	\$ 25,053.91
Earnings	\$ <u>41.59</u>
Balance 06/30/17	\$ <b>25,095.50</b>
<b>UNIBANK – RYDER ESTATE:</b>	
Balance 07/01/16	\$ 177,376.96
Earnings	\$ 231.67
Expenses – Town Hall	(\$ <u>177,608.63</u> )
Balance 06/30/17	\$ <b>-0-</b>
<b>UNIBANK – SELECTMEN/WWII MEMORIAL:</b>	
Balance 07/01/16	\$ 2,584.04
Earnings	\$ <u>4.30</u>
Balance 06/30/17	\$ <b>2,588.34</b>
<b>TOTAL TRUST FUNDS:</b>	\$ <b>684,776.98</b>

### CEMETERY FUNDS

<b>UNIBANK - PERPETUAL CARE:</b>	
Balance 07/01/16	\$ 211,792.38
Income	\$ 4,500.00
Expenses Cemetery Vote Transfer 05/02/16	(\$ 5,700.00)
Earnings	\$ <u>360.16</u>
Balance 06/30/17	\$ 210,952.54
<b>UNIBANK - FLOWER FUND:</b>	
Balance 07/01/16	\$ 2,986.53
Income	\$ -0-
Expenses	(\$ 713.45)
Earnings	\$ <u>4.84</u>
Balance 06/30/17	\$ 2,277.92
<b>UNIBANK - LOT CARE:</b>	
Balance 07/01/16	\$ 38,350.14
Income	\$ 7,825.00
Expenses Cemetery Vote Transfer 05/02/16	(\$ 6,680.00)
Cemetery Vote Transfer 05/2/16	\$ 4,162.36

Earnings	\$ 66.15
Balance 06/30/17	\$ 43,723.65
<b>UNIBANK - SALE OF LOTS:</b>	
Balance 07/01/16	\$ 12,932.05
Income	\$ 4,500.00
Cemetery Budget Vote Transfer 5/2/16	(\$ 5,700.00)
Earnings	\$ 16.01
Balance 06/30/17	\$ 11,748.06
<b>TOTAL CEMETERY FUNDS:</b>	<b>\$ 268,702.17</b>
<b>GRAND TOTAL – ALL FUNDS:</b>	<b><u>\$15,128,282.20</u></b>

**TOWN OF ESSEX PAYROLL FY 2017**

AMBULANCE:

Albani, James	\$ 1,316.89	
Ball, Daniel	\$ 516.29	
Doucette, Dan	\$ 1,959.69	
Good, Travis	\$ 242.38	
Lafata, Joseph	\$ 1,122.21	
McNeilly Price, Amy	\$ 600.98	
Nieberle, Ernest Jr.	\$ 4,741.08	
Reed, Sean	\$ 210.70	
Savory, Scott	\$ 210.70	
Stavros, George	\$ 21.07	
Thompson, David	\$ 4,466.90	
Woodman, Eian	\$ 5,030.59	
<b>Total Ambulance:</b>		<b>\$ 20,439.48</b>

ANIMAL CONTROL:

Reilly, Amelia	\$ 13,158.00	
<b>Total Animal Control:</b>		<b>\$ 13,158.00</b>

ANIMAL HEALTH:

Stone, Pamela	\$ 5,778.00	
<b>Total Animal Control:</b>		<b>\$ 5,778.00</b>

BOARD OF ASSESSORS:

Cairns, Richard	\$ 6,505.00	
Ewing, Barry	\$ 3,927.75	
Harrell, Brenda J.	\$ 43,574.43	
Palumbo, Gillian	\$ 1,861.31	
Poulos, Stephen A.	\$ 637.42	
Wilhelm, Kurt	\$ 4,556.00	
<b>Total Board of Assessors:</b>		<b>\$ 61,061.91</b>

BOARD OF HEALTH:		
Cook, Lianne T.	\$ 8,501.40	
Kirchner, Erin E.	\$ 67,721.11	
White, Ann E.	\$ 46,124.97	
<b>Total Board of Health:</b>		<b>\$ 122,347.48</b>
BOARD OF REGISTRARS:		
Cataldo, Vickie H.	\$ 549.96	
St John, Katie Blair	\$ 115.00	
<b>Total Board of Registrars:</b>		<b>\$ 664.96</b>
BOARD OF SELECTMEN:		
Coogan, Matthew R.	\$ 11,181.52	
Coviello-Gould, Susan	\$ 1,050.00	
Doane, David A.	\$ 1,050.00	
O'Donnell, Lisa J.	\$ 1,050.00	
Witham, Pamela J.	\$ 63,253.68	
<b>Total Board of Selectman:</b>		<b>\$ 77,585.20</b>
BUILDING INSPECTORS:		
Holton, Lucius W.	\$ 10,713.52	
Sanborn, William A.	\$ 13,574.00	
<b>Total Building Inspector:</b>		<b>\$ 24,287.52</b>
CEMETERY DEPARTMENT:		
Bruce, John M.	\$ 28,352.66	
DePaolis, Daniel J.	\$ 4,116.00	
Pennoyer, Evan T.	\$ 2,537.50	
<b>Total Cemetery Department:</b>		<b>\$ 35,006.16</b>
CONSERVATION COMMISSION:		
Cunningham, Deborah	\$ 11,647.50	
Stevens, Samantha H.	\$ 108.00	
Whittaker, Kenneth F.	\$ 3,188.75	
<b>Total Conservation Commission:</b>		<b>\$ 14,944.25</b>
COUNCIL ON AGING:		
Crockett, Kristen S.	\$ 15,807.96	
Dunn, Gina M.	\$ 165.83	
Harvey, George R.	\$ 86.52	
Konopka, Geraldine.	\$ 4,688.69	
Murphy, Kristin M.	\$ 10,152.00	
Thompson, Gordon L.	\$ 3,431.96	
<b>Total Council on Aging:</b>		<b>\$ 34,332.96</b>

ELECTION WORKERS:

Addison, Phyllis	\$	115.62	
Brophy, Ardrith	\$	231.22	
Burnham, Michael	\$	21.02	
Caravella, Barbara	\$	31.53	
Cataldo, Vickie H.	\$	129.25	
Davis, Crystal	\$	31.53	
Davis, Pamela S.	\$	31.53	
Doucette, Priscilla	\$	320.56	
Estes, Kristina M.	\$	31.53	
Fitzgibbon, Robert S.	\$	31.53	
Fossa, Wendy A.	\$	115.61	
Ginn, Sandra	\$	105.10	
Greene, Karen J.	\$	31.53	
Guerin, Elizabeth	\$	131.38	
Guerin, Genevieve	\$	194.44	
Heath, Patricia M.	\$	68.32	
Heeney, Mary	\$	141.89	
Hull, Ellen M.	\$	84.08	
Knowlton, Carolyn	\$	367.85	
Lynch, Suzanne A.	\$	400.00	
McConnell, Michael R.	\$	141.89	
Osburn, Linda L.	\$	73.57	
Palm, Jessica F.	\$	52.55	
Parady, Susan T.	\$	231.24	
Pascucci, Phyllis M.	\$	78.83	
Patrican, Diane	\$	31.53	
Polley, Diane	\$	84.08	
Rich, Sally Ann	\$	162.91	
Ross, Richard	\$	31.53	
Smith, Robert A.	\$	31.53	
Trudeau, Ann B.	\$	225.97	
Wanner, April L.	\$	31.53	
Woodman, Joyce	\$	126.12	
Wright, Karen H.	\$	73.57	
Wright, Patricia K.	\$	21.02	
<b>Total Election Workers:</b>			<b>\$ 4,013.39</b>

ELECTRICAL INSPECTOR:

Reader, Ramie	\$	5,961.00	
<b>Total Electrical Inspector:</b>			<b>\$ 5,961.00</b>

FIRE DEPARTMENT:

Albani, James	\$	2,981.53	
Ball, Daniel	\$	2,296.65	
Barrett, David W.	\$	147.52	

Bateman, John R.	\$ 7,357.54	
Burnham, Westley	\$ 6,449.74	
Carter, Keith C.	\$ 4,101.62	
Cavender, Robert B.	\$ 442.47	
Crocker, Samuel	\$ 1,706.76	
Doane, Dexter Alan	\$ 189.69	
Donahue, Colt P.	\$ 252.84	
Dort, Richard H.	\$ 337.18	
Doucette, Dan	\$ 24,728.99	
French, Michael	\$ 31.62	
Good, Travis	\$ 2,159.77	
Grant, Warren J.	\$ 2,012.27	
Heath, Jason	\$ 748.09	
Hoare, Henry Peter	\$ 1,787.07	
Jackson, Corey P.	\$ 3,318.57	
Lafata, Joseph	\$ 948.24	
Leeds, Barron L.	\$ 11,441.58	
McNeilly, James T.	\$ 3,954.49	
Muise, Ivan	\$ 70.00	
Neal, Edward S.	\$ 442.47	
Nieberle, Ernest Jr.	\$ 3,202.73	
O'Bryan, Jonathan W.	\$ 3,624.09	
Ouellette, Nicholas	\$ 3,924.53	
Parsons, Kent	\$ 6,256.61	
Pereen, David O.	\$ 1,664.65	
Perrigo, Joan M.	\$ 3,410.32	
Pizzo, Anthony M.	\$ 690.08	
Ray, Andrew C.	\$ 8,621.78	
Reader, Ramie	\$ 4,459.79	
Reed, Ryan M.	\$ 642.65	
Reed, Sean	\$ 842.89	
Santos, Ryan P.	\$ 189.63	
Soucy, Michael A.	\$ 12,920.40	
Stavros, George	\$ 2,080.37	
Thompson, David	\$ 10,134.91	
<b>Total Fire Department:</b>		<b>\$ 140,572.13</b>

HARBORMASTER:

Albani, Paul J.	\$ 3,493.08
Buck, Brian EJ	\$ 626.88
Cecilio, Marc	\$ 243.37
Devaney, Ryan P.	\$ 1,689.88
Fialho, Daniel	\$ 5,683.79
Juliano, Michael C.	\$ 37,566.25
Perry, Troy R.	\$ 1,902.74
Riehl, Cooper D.	\$ 272.88

Shute, Thomas R.	\$ 11,437.15	
Wheway, Robert P.	\$ 11,934.70	
<b>Total Harbormaster:</b>		<b>\$ 74,850.72</b>
<b>HIGHWAY DEPARTMENT:</b>		
Bruce, John M.	\$ 20,874.59	
Burnham, Cory E.	\$ 7,648.00	
Burnham, Dennis	\$ 56,835.39	
Corricelli, Anthony	\$ 5,587.20	
Davis, Amanda	\$ 51,231.30	
Desmond, Sean D.	\$ 7,029.00	
Galli, Michael	\$ 96,527.28	
Goodwin, Paul	\$116,684.61	
Johnson, Robert P.	\$ 7,216.00	
MacCallum, Taylor J.	\$ 54,824.40	
Merrithew, Benjamin J.	\$ 66,560.22	
Muise, Ivan	\$ 28,243.75	
Worcester, William J.	\$ 1,026.80	
<b>Total Highway Department:</b>		<b>\$ 520,288.54</b>
<b>LIBRARY:</b>		
Bulfinch, Martha R.	\$ 12,948.24	
French, Deborah	\$ 51,033.40	
Theriault, Rachel V.	\$ 2,049.66	
Wanner, April L.	\$ 21,268.51	
<b>Total Library:</b>		<b>\$ 87,299.81</b>
<b>PLANNING BOARD:</b>		
Feener, Mary Ellen L.	\$ 12,889.50	
Heeney, Mary	\$ 557.11	
<b>Total Planning Board:</b>		<b>\$ 13,446.61</b>
<b>PLUMBING INSPECTOR:</b>		
Corriere, Richard P.	\$ 5,961.00	
<b>Total Plumbing Inspector:</b>		<b>\$ 5,961.00</b>
<b>POLICE DEPARTMENT:</b>		
Bruce, Daniel J.	\$101,783.81	
Dagle, Mary Elinor	\$ 48,493.97	
Davis, Ryan W.	\$ 84,761.26	
Edwards, Alexander F.	\$ 86,507.77	
Ewing, Katrina	\$ 1,706.73	
Francis, Paul	\$102,563.06	
French, Michael	\$ 89,538.96	
Gilardi, Robert	\$ 99,940.03	
Landry, David J.	\$ 2,802.31	

Lipinski, Chad	\$ 11,715.60	
Peoples, Paul C.	\$ 46,362.54	
Romeos, James C.	\$ 94,670.80	
Shamshak, Thomas	\$115,294.92	
Silva, Peter	\$133,501.64	
Vangelist, David J.	\$ 12,158.59	
<b>Total Police Department:</b>		<b>\$1,031,801.99</b>
<b>POLICE DEPARTMENT - PRIVATE DUTY:</b>		
Bruce, Daniel J.	\$ 8,498.32	
Davis, Ryan W.	\$ 4,309.50	
Edwards, Alexander F.	\$ 3,112.48	
Francis, Paul	\$ 1,661.56	
French, Michael	\$ 2,702.48	
Gilardi, Robert	\$ 2,216.57	
Peoples, Paul C.	\$ 11,271.00	
Romeos, James C.	\$ 2,281.76	
Shamshak, Thomas	\$ 8,501.11	
<b>Total Police Department - Private Duty:</b>		<b>\$ 44,554.78</b>
<b>SHELLFISH DEPARTMENT:</b>		
Hartley, Stephen F.	\$ 4,541.97	
Knovak, William J.	\$ 42,779.42	
Wilson, Peter	\$ 4,130.00	
<b>Total Shellfish Department:</b>		<b>\$ 51,451.39</b>
<b>TOWN ACCOUNTANT:</b>		
Friedrich, Brooke H.	\$ 9,635.91	
Tieri, Roxanne F.	\$ 42,259.97	
<b>Total Town Accountant:</b>		<b>\$ 51,895.88</b>
<b>TOWN ADMINISTRATOR/PERSONNEL OFFICER:</b>		
Zubricki, Brendhan D.	\$148,772.92	
<b>Total Town Administrator:</b>		<b>\$ 148,772.92</b>
<b>TOWN CLERK:</b>		
Burnham, Dawn A.	\$ 16,757.72	
St. Pierre, Christina J.	\$ 60,867.50	
<b>Total Town Clerk:</b>		<b>\$ 77,625.22</b>
<b>TOWN CUSTODIAN:</b>		
Muise, Gerald	\$ 19,852.87	
<b>Total Town Custodian:</b>		<b>\$ 19,852.87</b>
<b>TOWN MODERATOR:</b>		
Madsen, Rolf	\$ 100.00	
<b>Total Town Moderator:</b>		<b>\$ 100.00</b>

TREASURER/COLLECTOR:		
Antell, Virginia	\$ 75,678.97	
Elwell, Dorothy M.	\$ 44,819.36	
Scott-Blanchard, Kathryn	\$ 7,070.70	
<b>Total Treasurer/Collector:</b>		<b>\$ 127,569.03</b>
WATER DEPARTMENT:		
Churchill, Arthur F.	\$ 41,538.92	
Federico, Jason M.	\$ 22,044.18	
Frithsen, David W.	\$ 95,670.98	
Heitz, Eric T.	\$ 70,926.57	
Muise, Ivan.	\$ 28,898.55	
Nangle, Gayle M.	\$ 19,641.36	
O'Neil, Brian C.	\$ 22,714.68	
Worcester, William J.	\$ 2,181.96	
<b>Total Water Department:</b>		<b>\$ 303,617.20</b>
<b>GRAND TOTAL - All Departments:</b>		<b>\$3,119,240.40</b>

## 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
- Interacted with local Veterans Organizations
- Korean War Ambassador for Peace Medal Ceremony in which Korean War Veterans received the Medal from the Republic of Korean Consul General. It was the biggest ceremony to date in Massachusetts.
- Participated in Northshore Veterans Collaborative
- Hired a new Veteran Service Officer

**Priorities for 2018:**

- Increase Outreach
- Start a Veterans Coffee Social

**Significant statistics:**

VA Awarded Benefits:

- Veteran Compensation: 28 Veterans total \$353,664

- Dependency & Indemnity Compensation: 5 Widows/widowers total \$54,456
- Pension: 2 Veterans \$26,352
- Death Pension: 1 Widows/widowers total \$14,989
- Total Awards Veterans/Widows/Widowers: 36 total \$450,468
- Chapter 115 Benefits \$32,346

**Personnel Changes and Acknowledgements:**

There has been a change in personnel. Tracey Brown, the Assistant to the Director, got promoted to a State position. We are honored to hire Kathleen Collins, an Army Veteran. It is because of her Veteran status that she meets the requirements to be Veteran Service Officer. She comes to us with a lot of experience working with Homeless Veterans from her previous job working at Lynn Housing Authority. The Town of Hamilton is fortunate to have a District Director/ Veteran Service Officer and a second Veteran Service Officer.

**Department Staff and Board of Directors**

Karen Tyler, District Director/Veteran Service Officer  
 Kathleen Collins, Veteran Service Officer

John Clemenzi, Chairman of the Board of Directors, Wenham  
 Jeffrey Hubbard, Board Member, Hamilton  
 David Doane, Board Member, Essex  
 Doug Dawes, Board Member, Georgetown  
 Linda Alexson, Ipswich  
 Chuck Bear, Board Member, Newbury  
 Robert Snow, Board Member, Rowley  
 Robert Janes, Board Member, West Newbury  
 Karen Summit, Treasurer, Rowley

Respectfully submitted,  
*DIRECTOR OF VETERANS' SERVICES*  
 Karen F. Tyler

## YOUTH COMMISSION

The new Essex Youth Commission includes members Christina Bruce, Stacie Capotosto, Stephen MacDonald, Paul Pennoyer, and Jessica Yurwitz. The committee is tasked with creating a job description, duties, review process for, and the subsequent hiring of, the new Youth Director. We anticipate the new Youth Director to start spring 2018. The Director will identify town-wide youth needs, then develop and run programming for the children of Essex, according to the priorities and policies established by the Commission.

Respectfully submitted,  
*YOUTH COMMISSION*

Christina Bruce	Stacie Capotosto
Stephen MacDonald	Paul Pennoyer
Jessica Yurwitz	

