

TOWN OF ESSEX

FINANCE COMMITTEE

REPORT

2021



**BRING THIS REPORT WITH YOU
TO THE ANNUAL TOWN MEETING**

**SATURDAY, May 15, 2021 at 1:00 P.M.
Essex Elementary School Grounds**

It contains the Warrant and the Proposed Departmental Budgets

Report of the Finance Committee

The Essex Finance Committee has reviewed the budgets and warrant articles that have been submitted for the Town Meeting expected to be held in May 15, 2021. The Finance committee has communicated with the Board of Selectmen, the Town Administrator, Town of Essex Department Heads, the Manchester Essex Regional School District (MERSD) Committee and Administration, and the Essex North Shore Agricultural & Technical School District (ENSA&TSD) officials in developing an efficient budget that balances the services that residents expect from the Town of Essex within the limited resources at the Town's disposal.

The impact of COVID-19 on town revenues has been mixed. On one hand, local receipts comprised of pandemic-sensitive items such as meals and hotel taxes and Conomo Point rentals have declined from the prior year as we had expected. On the other hand, real estate assessments have been strong and property tax collections have held up.

Given the financial uncertainty from COVID-19, we had asked that each town department to generally hold non-contractual expenses level from the prior year, and labor increases have been limited to 2% cost-of-living adjustments. As a result, we are pleased to present a balanced operational budget well within the limits of Proposition 2 1/2. The only notable budget increases are the incursion of debt related to the new public safety building and the resulting maintenance costs.

Budget Overview

The proposed total Town spending is approximately \$20.5 million for FY2022 representing an increase of nearly \$500,000 from FY2021. The increase in operating expenditures is largely related to a 2% cost of living allowance for our employees, pension costs, health insurance costs and increased expenses related to the Manchester Essex Regional School District.

The proposed budgets for the Sewer and Water Enterprise Funds total approximately \$2.98 million for FY2022 which is actually a slight reduction from the prior fiscal year. The Water budget is covered entirely by user fees, with no funds coming from taxation. The operating component of the Sewer budget is likewise funded entirely by user fees. The Sewer budget also includes a debt component related to the construction of the sewer system, which is funded mostly by individual betterments and twenty-eight percent by taxation (\$328,911 in FY2022).

General Budget

The total operating budget for the Town of Essex, excluding education, is approximately \$11.6 million for FY2022. These expenses are split among the General Operating Budget (Article 6), at approximately \$8.6 million, the Sewer Enterprise (Article 8), at approximately \$2.2 million, and the Water Enterprise (Article 10) at just under \$800,000.

The major budgetary components of the General Operating Budget are General Government, Public Safety, Department of Public Works, Human Services, Culture and Recreation, Debt Service, and Pension

and Benefits. We have included pie charts on the following pages to offer a visual summary of the Town's revenue and expenses.

Capital and Other Monetary Articles

The Town of Essex has budgeted for the following Capital and other projects for FY2022:

- Article 17: Water System Engineering \$20,000, source of funds – Water Enterprise Free Cash
- Article 18: Sewer system upgrade work \$100,000, source of funds – Sewer Enterprise Free Cash.
- Article 19: Purchase two police cruisers for \$97,502, source of funds – General free Cash and a generous \$5,000 contribution from the Police Cruiser Gift Fund.
- Article 20: Match for Chebacco Lake future environmental grant or State earmark \$10,000, source of funds – General Free Cash.
- Article 21: Conomo Point seawall match grant \$15,000, source of funds – General Free Cash.

We would like to offer a special thanks to the many Town employees, school district employees, elected officials, and volunteers who prepared the budgets, appeared before us and provided information in response to our inquiries. We appreciate these efforts and the cooperation of all the department managers who have helped make some of the very difficult decisions to be able to present an operational budget well within the levy limit and a capital plan that efficiently meets the needs of the Town of Essex residents. Given the ongoing impact on the COVID-19 crisis has exerted on the local, State, Federal, and global economies, it may be necessary to revise our budget recommendation found herein at the time of Town Meeting and/or to recommend adjustments to the Selectmen as FY2022 unfolds. We invite the voters to join us at the Annual Town Meeting and look forward to your input.

Respectfully Submitted,

Benjamin Buttrick, Chair	2021
Allison Williard	2021
Robert Fitzgibbon	2022
Michelle Dyer	2022
Michael Flynn, Vice-Chair	2023
Mark Renzi	2023
Nina McKinnon	2023

Reserve Fund

The Town appropriated \$70,000 for the fiscal year July 1, 2020 to June 30, 2021 to be used by the Finance committee for extraordinary or unforeseen expenditures, which arise during the fiscal year.

As of March 10, 2021 the Finance Committee has voted the following transfers:

Starting Balance	Town Meeting Appropriations		\$ 70,000
Additional			\$ -
Balance in Reserve Fund			\$ 70,000

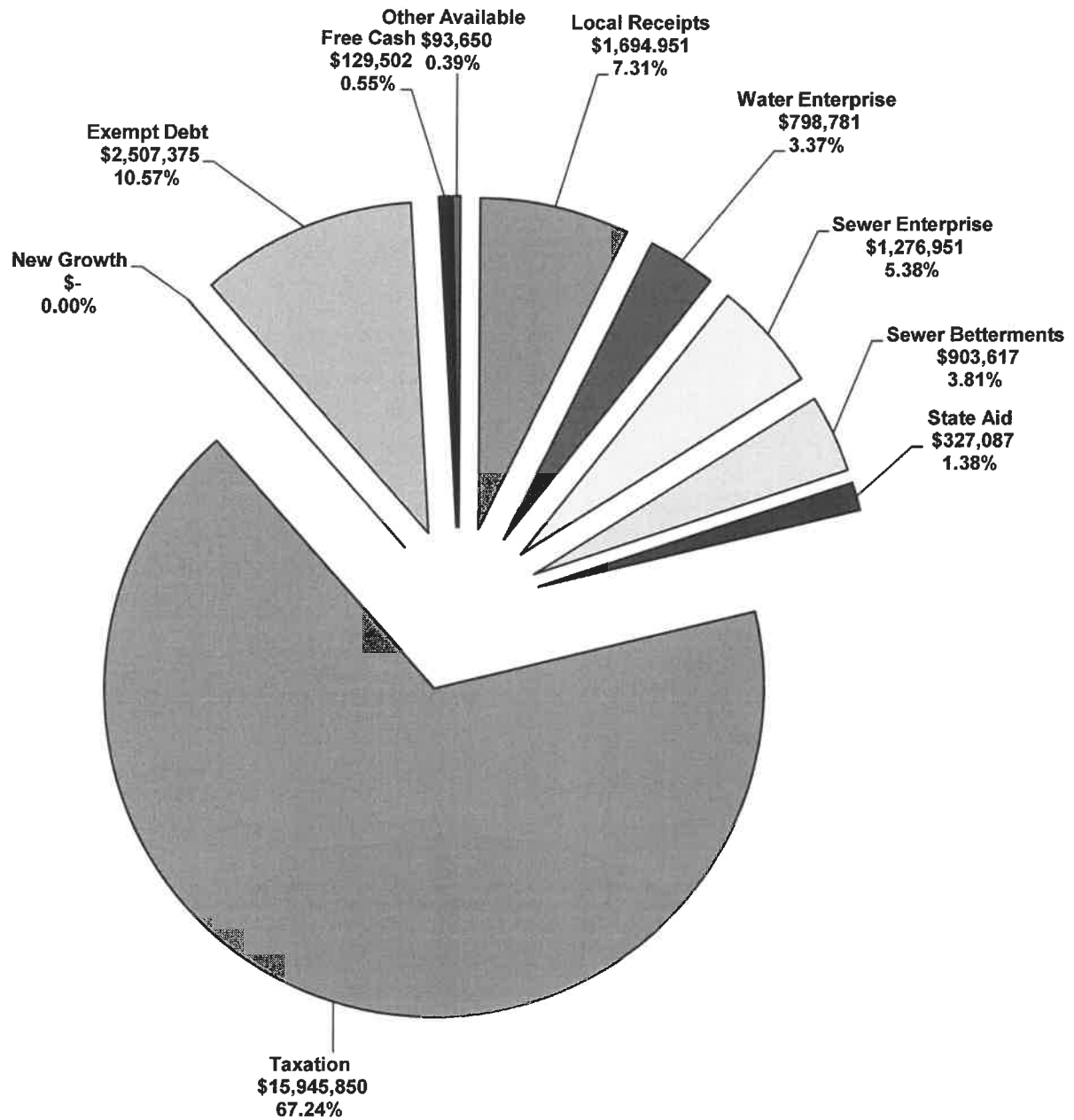
FREE CASH, SEWER RESERVES, COMMUNITY PRESERVATION AND STABILIZATION FUND BALANCES (WITH RECOMMENDED USES)

Fund	Balance at 7/1/2020	FY21 Uses Recommended	FY22 Uses Recommended	Balance After Town Meeting
General Free Cash	\$ 2,589,021.00	\$ 672,087.00	\$ 129,502.00	\$ 1,787,432.00
Water Free Cash	\$ 93,331.00	\$ 20,000.00	\$ -	\$ 73,331.00
Sewer Free Cash (1 of 2)	\$ 410,694.00	\$ 25,000.00		\$ 385,694.00
Sewer Debt Reserve (2 of 2)	\$ 1,739,475.00	\$ 100,000.00	\$ 200,000.00	\$ 1,439,475.00
Sale of Real Estate	\$ 2,984,270.88			\$ 3,194,336.00
Community Preservation	\$ 659,581.69			\$ 747,587.00
Stabilization	\$ 936,073.85			\$ 1,040,869.00
Conomo Point Stab	\$ 110,061.00	\$ 22,500.00		\$ 108,615.00
Town Bldg Cap Imprv Stab	\$ 80,136.66			\$ 79,177.00
Recreation Cap Imprv Stab	\$ 87,172.06			\$ 107,216.00
Vehicles & Major Eq Stab	\$ 25,035.82			\$ 45,051.00
Public Safety Bldg Stab	\$ 1,000.00			\$ 21,004.00
Essex River Bay Local Match	\$ 1,000.00			\$ 21,004.00
Street Lights Stab	\$ 6,074.20			\$ 60,798.00
Town History Celebration Stab	\$ 5,000.00			\$ 26,005.00
Town Hall/Library Maintenance	\$ 50,526.48			\$ 70,553.00
Town Technology Fund	\$ 52,813.83			\$ 62,613.00
O.P.E.B. Trust	\$ 945,039.31			\$ 1,527,189.00
Total Reserves	\$ 10,776,306.78	\$ 839,587.00	\$ 329,502.00	\$ 9,607,218

**TAX RATE ESTIMATE FOR
FISCAL YEAR ENDING MAY 15, 2021**

Town Meeting Articles:	
Article 5 Septic Debt - ATM	\$20,905
Article 6 General Budget Operating	\$8,608,954
Article 7 Sewer Enterprise - 2021	\$25,000
Article 8 Sewer Enterprise - 2022	\$2,180,568
Article 9 Water Enterprise - 2021	
Article 10 Water Enterprise - 2022	\$798,781
Article 11 MERSD Assessment	\$8,695,830
Article 12 ENSA&TSD Assessment	\$218,080
Article 17 Water System Engineering	\$20,000
Article 18 Sewer Enterprise Capital	\$100,000
Capital Articles "Attachment A"	\$97,502
Other Articles ATM (at time of printing)	\$32,000
Community Preservation	\$304,373
TOTAL ARTICLES	\$21,101,993
Other Amounts to be Raised:	
Snow and Ice Deficit	\$0
Community Preservation	\$0
State Assessments & Offsets	\$32,426
Assessors' Overlay	\$80,000
TOTAL OTHER TO BE RAISED	\$112,426
LESS:	
State Aid	\$294,661
Estimated Local Receipts	\$1,733,000
Enterprise Revenue	\$2,689,101
Free Cash	\$129,502
Free Cash - Enterprise	\$145,000
Community Preservation	\$304,373
Assessor's Overlay released	\$0
Other Available Funds	\$93,650
TOTAL NON-TAX REVENUE	\$5,389,287
NET AMOUNT - TAXATION	\$15,825,132
LEVY LIMIT	
Estimated FY22 New Growth	\$13,438,475
Debt Exclusions	\$0
	\$2,507,375
ESTIMATED AMOUNT - TAXATION	\$15,945,850
(OVER) / UNDER PROPOSITION 2 1/2 LIMIT	\$120,718

Town of Essex FY22 Revenues



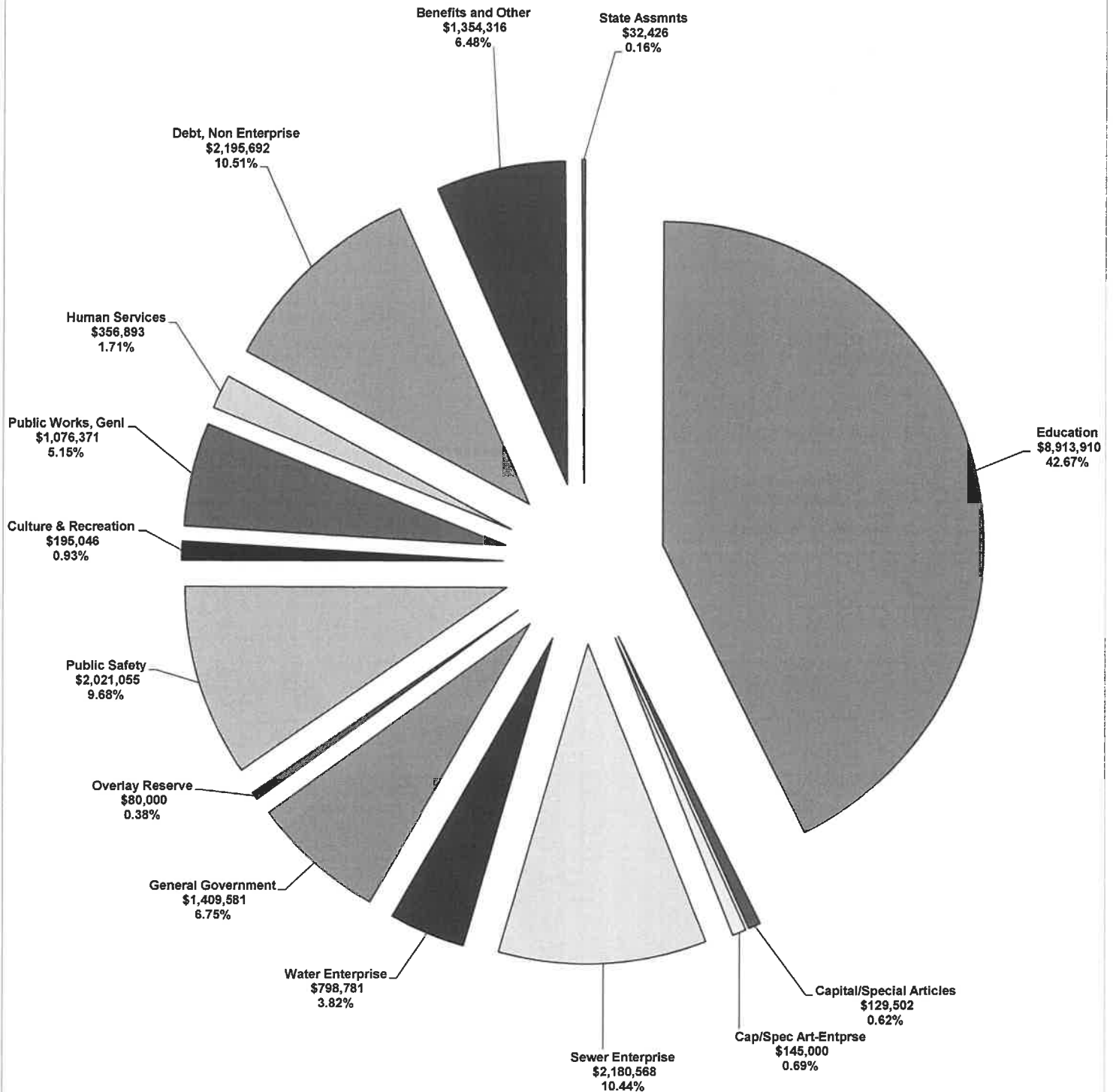
Total Revenue \$23,715,813
Total Percentages 100.07%

Percentage off due to rounding

Town of Essex FY22 Expenditures

Total Expenditures \$20,889,141
Total Percentages 99.99%

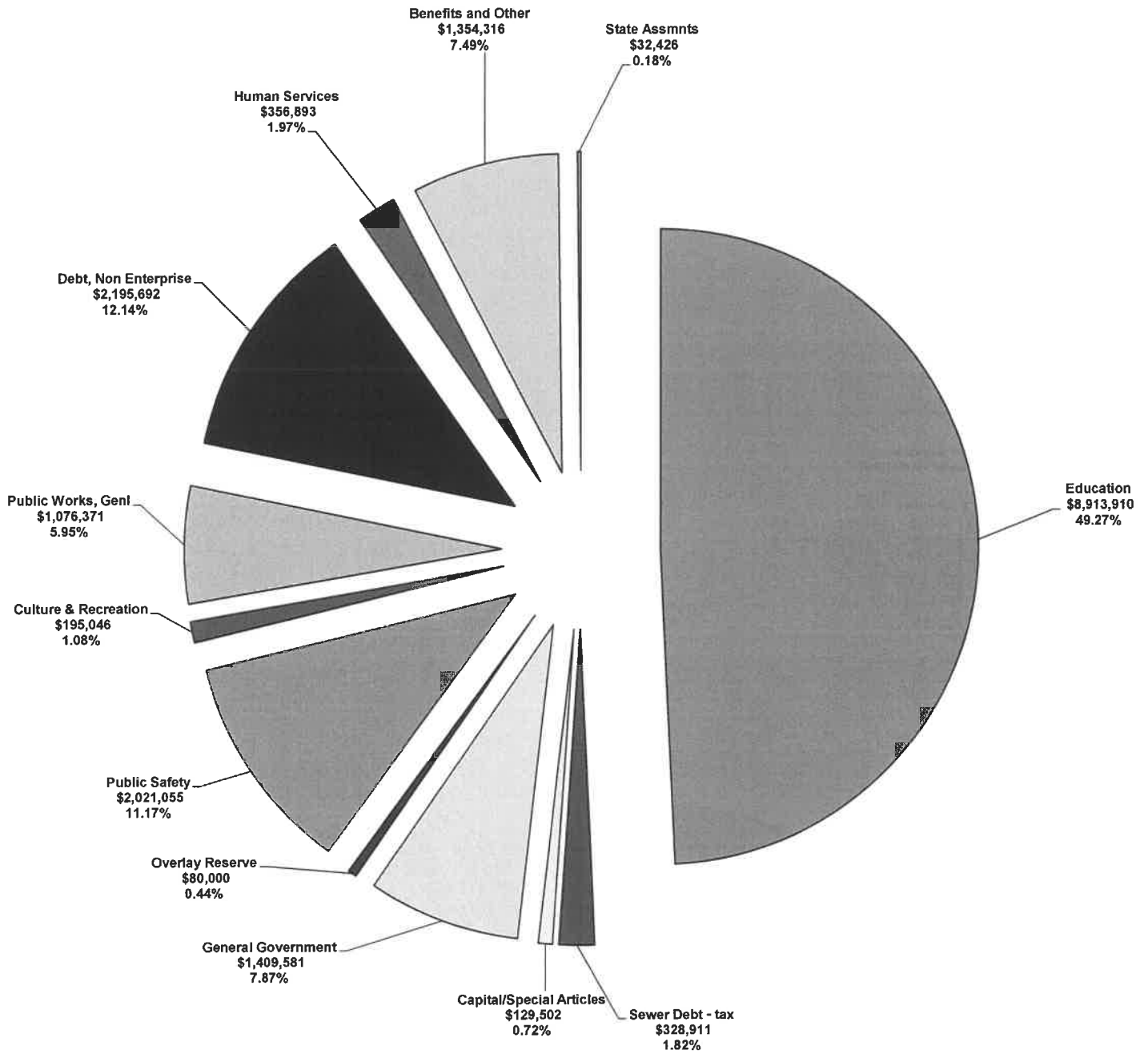
Percentage off due to rounding



**Town of Essex FY22 Expenditures
(Excluding Enterprise Funds)**

Total Expenditures \$18,093,703
Total Percentages 100.1%

Percentage off due to rounding



Capital Improvement Program (CIP)

A capital improvement program is a fiscal planning tool that documents the Town's capital asset needs, ranks the needs in order of project priority, and schedules projects for funding and implementation. The CIP is not a static process but a dynamic process and one that is likely to change from year to year. The process provides the opportunity to plan for major expenditures in the future while evaluating new and current projects based on up to date data. This plan is a forward looking document designed to inform the community in the broadest possible way of the potential needs and demands they are facing. The Town is committed to maintaining an annual Capital Budget, with the goal of reversing the effects of years of deferred maintenance.

What is a capital improvement?

A capital improvement is a major, non-routine expenditure for new construction, major equipment purchase, or improvement to existing building, facilities, land or infrastructure, with an estimated useful life of five years or more and a cost of \$20,000 or more.

Among the items properly classified as capital improvements are:

- New public buildings, or additions to existing buildings, including land acquisition costs and equipment needed to furnish the new building or addition for the first time;
- Major alterations, renovations, or improvements to existing buildings which; extend the useful life of the existing buildings by five years.
- Land acquisition and/or improvement, unrelated to a public building, but necessary for conservation or parks and recreation purposes;
- New construction or major improvements to the Town's infrastructure, including streets, sidewalks, and storm water drains which extend the useful life of the infrastructure by at least five years, and
- A feasibility study or engineering design services which are related to a future capital improvement.

What are the benefits of a capital improvement program?

- Facilitates coordination between capital needs and the operating budgets;
- Enhances the community's credit rating through improved fiscal planning and avoids sudden changes in the debt service requirements;
- Identifies the most economical means of financing capital projects;
- Increases opportunities for obtaining federal and state aid;
- Focuses attention on community objectives and fiscal capacity;
- Keeps the public informed about future needs and projects.

**Town of Essex
Capital Projects by Department**

**Fin Com
Recommended
for ATM**

Department	Project	2022	Priority	2022	2023	2024	2025	2026
Selectmen								
	C1-22 Display Shed for Antique Pumper (CPA Funding)		1	60,000				
	C2-22 Stabilization Fund - Town Building Improvements - Fall		2	20,000	20,000	20,000	20,000	20,000
	C2-22 Stabilization Fund - Recreational Capital Improv - Fall		2	20,000	20,000	20,000	20,000	20,000
	C2-22 Stabilization Fund - Vehicles and Equipment - Fall		2	20,000	20,000	20,000	20,000	20,000
	C2-22 Stabilization Fund - Town Hall/Library - Fall		2	20,000	20,000	20,000	20,000	20,000
	C2-22 Stabilization Fund - Conomo Point Maint & Improv - Fall		2	20,000	20,000	20,000	20,000	20,000
	C2-22 Stabilization Fund - Street Light Maintenance - Fall		2	3,000	3,000	3,000	3,000	3,000
	C2-22 Stabilization Fund - Public Safety Bldg Repair/Maint - Fall		2	20,000	20,000	20,000	20,000	20,000
	C2-22 Stabilization Fund - River Dredging Fund - Fall		2	20,000	20,000	20,000	20,000	20,000
	C2-22 Stabilization Fund - Town Celebrations - Fall		2	20,000	20,000	20,000	20,000	20,000
	C2-24 Installation of Pedestrian/street Lighting along Causeway		2			200,000		
	C1-25 Public Access Improvements & Amenities Conomo Point		2				TBD	TBD
	C1-23 Replacement of Server Infrastructure		1		22,000			
	C2-23 Replace or Reconstruct Folsom Pavilion, Centennial Grove*		3		500,000			
	C1-24 Replace Town Hall Copier		1			8,000		
	C1-28 Replace Shellfish Constable Boat's Outboard Motor (2028)		1					
	C1-34 Design & Renovate or New Elem. Schl. - Essex (2034)**		1					
	Elementary School/Manchester - new project		1	818,483	883,204	862,991	842,779	822,566
	MERS Middle High School - remaining debt		1	597,858	497,545	418,499	404,421	390,343
	Town Hall/Library - remaining debt			60,000	60,000	60,000	60,000	
	Public Safety Building			709,400	691,900	674,400	703,900	684,400
Police								
	2 Cruisers - Spring		1	102,502				
	Body and Cruiser Cameras - Fall		1	50,000				
Fire								
	Ambulance FY2032		1					
Public Works								
	Purchase New F350 Truck		1		59,097			
	Purchase Wacker -Waker Neuson WL-32HF - Fall		1	80,851				
Water								
	Water plant and/or water main upgrades Fall***			20,000				
	Water Tank Refunding - remaining debt			10,000	10,000	10,000	9,000	
Sewer								
	Grinder Pumps -Spring 2021, Fall 2023****		1	100,000	250,000			
	Sewer System - Tax portion - remaining debt			355,133	355,333	353,693	181,608	
Total Projects				\$ 3,127,227	\$ 3,492,079	\$ 2,750,583	\$ 2,364,708	\$2,060,309

* TBD Based upon private funding or CPA funding; cost or funding project subject to change as date approaches.

** Estimated start date 2034 based upon present understanding

*** Working with engineers to prioritize needed upgrades and repairs. Total cost of all improvements is \$4.5 Million

**** Grinder pump pressure bells estimate \$400,000 to 1.4 million

2021

Commonwealth of Massachusetts
Town of Essex

Warrant for Annual Town Meeting

Essex, ss:

To either of the Constables of the Town of Essex;

GREETINGS:

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, to meet in said Essex at the Essex Elementary School, 12 Story Street, on Saturday, May 15, 2021 at 1:00 p.m. and there and then to act on the following Articles, viz:

ARTICLE 1

To see if the Town will vote to determine the manner of electing or choosing all other Town Officers usually elected or chosen at the Annual Town Meeting and take any appropriate action to elect such officers.

ARTICLE 2

To hear and receive the Reports of the Town Officials and Committees, and also to consider and receive any Reports contained in the Annual Town Report; or take any other action relating thereto.

ARTICLE 3

To see if the Town will amend or revise the Wage and Salary scale for fiscal year 2022 in accordance with the recommendations of the Personnel Board Report, a copy of which is on file in the Town Clerk's office and on the Town's website at <https://www.essexma.org>, and is incorporated herein by reference; or take any other action relating thereto.

ARTICLE 4

To see if the Town will vote to 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 2022 in accordance with the recommendations of the Personnel Board Report, a copy of which is on file in the Town Clerk's office and on the Town's website at <https://www.essexma.org>, and is incorporated herein by reference; or take any other action relating thereto.

ARTICLE 5

To see if the Town will vote to transfer from the Town Septic Betterment Fund a sum of money for the purpose of making necessary payments to the Massachusetts Clean Water Trust during fiscal year 2022 in accordance with the terms of repayment for Community Septic Management Program loan funds; or take any other action relating thereto.

ARTICLE 6

To hear and act upon the Report of the Finance Committee and to vote to raise and appropriate or transfer from available funds a sum of money for the Town charges and expenditures for the ensuing year, 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; or take any other action relating thereto.

ARTICLE 7

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of funding the Sewer Enterprise Fund for the remainder of fiscal year 2021; or take any other action relating thereto.

ARTICLE 8

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of funding the Sewer Enterprise Fund for fiscal year 2022; or take any other action relating thereto.

ARTICLE 9

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of funding the Water Enterprise Fund for the remainder of fiscal year 2021; or take any other action relating thereto.

ARTICLE 10

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of funding the Water Enterprise Fund for fiscal year 2022; or take any other action relating thereto.

ARTICLE 11

To see if the Town will vote to approve the Gross Operating and Maintenance Budget of the Manchester-Essex Regional School District, and raise and appropriate or transfer from available funds a sum of money for the Town's assessment from the 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 twenty-one; or take any other action relating thereto.

ARTICLE 12

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money 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, 2021; or take any other action relating thereto.

ARTICLE 13

To see if the Town will vote to amend Chapter VI of the Town's Zoning Bylaws by adding new section, 6-15, titled "Essex Downtown Zoning District", as set forth below; or take any other action relating thereto.

6-15 Essex Downtown Zoning District.

6-15.1. Purpose:

The purpose of the Essex Downtown Zoning District is to facilitate reduced dimensional requirements for the area designated and provide as matter of right the ability to have mixed use, Business and Residential, subject to the requirements below, while minimizing disruption to the existing building configurations.

6-15.2. Establishment:

Essex Downtown Zoning District is a zoning district shown in Section 6-15.8. The Essex Downtown Zoning District is subject to all provisions of Chapter VI of the Essex bylaws except as specifically defined below.

6-15.3. Definitions:

In addition to the definitions set forth in Section 6-2.2 of the Zoning By-Law, the following definitions shall apply only in the Essex Downtown Zoning District:

1. Mixed-Use – a single structure featuring non-residential on the first floor and one or more residential units on any other floor.
2. Impervious Surface Coverage – The percentage of the lot area covered by impervious surface.

6-15.4. Permitted Principal Uses:

1. Residential – Single and Two Family
2. Residential – Dwelling Units and Apartments (as a part of mixed-use)
3. Business--
4. Mixed-Use: Two or more permitted principal uses occupying the same land or building, each of which is independent of and unrelated to the other. (As of Right with Site Plan Review/Special Permit)
5. Motel and Hotel (with Special Permit)
6. Industrial – Class B
7. Municipal: Park and Recreational - Municipal uses, including but not limited to, parks, playgrounds, off-street parking facilities and public recreational areas, are permitted (As of Right with Site Plan Review/Special Permit).
8. Storage – Storage buildings or structures are permitted and are restricted to non-commercial storage uses of any type.

6-15.5 Table of Dimensional Requirements

Table 1:

Principal Buildings	Residential Single and Two Family	Residential Multi-Family	Business	Motel and Hotel	Industrial, Class A	Industrial, Class B	Mixed-Use
Minimum Lot Area (sq. ft.)	10000 sq ft	10000 sq ft	10000 sq ft	90,000 sq ft	Not permitted	10000 sq ft	10000 sq ft
Minimum Lot Frontage (feet)	75 ft	75 ft	75 ft	200 ft		75 ft	75 ft
Minimum Lot Depth (feet)	100 ft	100 ft	100 ft			100 ft	100 ft
Minimum Front Yard, All Buildings	0-25 ft Note #1	50 ft	0-25 ft Note #1	100 ft		50 ft (>10,000 sq ft)	0-25 ft Note #1
Minimum Lot Width (feet)	75 ft	75 ft	75 ft			75 ft	75 ft
Minimum Side Yard	6 ft Note #2	30 ft	6 ft Note #2	50 ft		30 ft	6 ft Note #2
Minimum Rear Yard	30 ft	30 ft	30 ft	100 ft		30 ft	30 ft
Maximum Building Height feet	35 ft Note #3	35 ft	35 ft Note #3			35 ft Note #3	35 ft Note #3
Maximum Lot Coverage; Structures	50 % Note #4, 5	50 % Note #4,5	50% Note #4,5	50% Note#4,5		50 % Note #4,5	50% Note #4,5
As of Right with Site Plan Review/ Special Permit	As of Right with Site Plan Review	3-4 units As of Right; 5 or more units with Special Permit	As of Right with Site Plan Review	Special Permit		As of Right with Site Plan Review	As of Right with Site Plan Review; 4 or more residential units with Special permit

Accessory Buildings / Structures:	
Residential and Mixed use only	
Prohibited in front yard	
Max number per Lot	2 (Two)
Max Height	15 feet
Minimum Side yard	5 feet
Minimum Rear Yard	5 feet

Note #1:

If the adjacent buildings are setback at a distance other than the minimum front yard requirement of 0-ft, but not more than 25 feet, infill buildings shall match the setback from the front lot line of the immediately adjacent buildings. If the setbacks do not match, the infill building may match one or the other, or an average of the two adjacent building setbacks, but in no instance shall any building have a front yard setback of more than 25 feet.

Note #2

If a side yard includes a driveway or parking space, the Minimum Side Yard dimension shall be increased from 6 ft. to 14 ft., consistent with 6-6 Off-Street Parking and Loading requirements.

Note #3

Maximum Building Height for new Mixed-Use development 40 ft., Approval of greater than 35 ft. subject to Special Permit.

Note #4

Lots larger than 60,000 sq. ft. will be required to maintain Maximum Lot Coverage of structures at the current standard of 25%.

Note #5

Max. Lot Coverage: Structures and impervious surfaces allowed to 75% of area, lots larger than 60,000 sq. ft. allowed up to 50% of area.

6-15-5. Parking Requirements:

- A. Parking requirements will be subject to the requirements of 6-6, except for Mixed use residential which will require 1 parking spot for each bedroom and 6-6 required parking for the Business use created.

6-15.6. Permitted Accessory Structures:

- A. Accessory Buildings or Structures – Accessory Buildings or Structures are permitted as of right, subject to the following limitations:
 - a. a maximum of two Accessory Buildings and/or Structures per lot;
 - b. maximum permitted height of 15 feet.
 - c. minimum side or rear yard setback of 5 feet.
 - d. Allowed on Residential and Mixed-Use lots only
 - e. Prohibited from Front Yard

6-15.7 Regulation of Nonconforming Lots, Structures:

Reconstruction, alterations, extensions and/or additions to such nonconforming lots and structures are subject to the following:

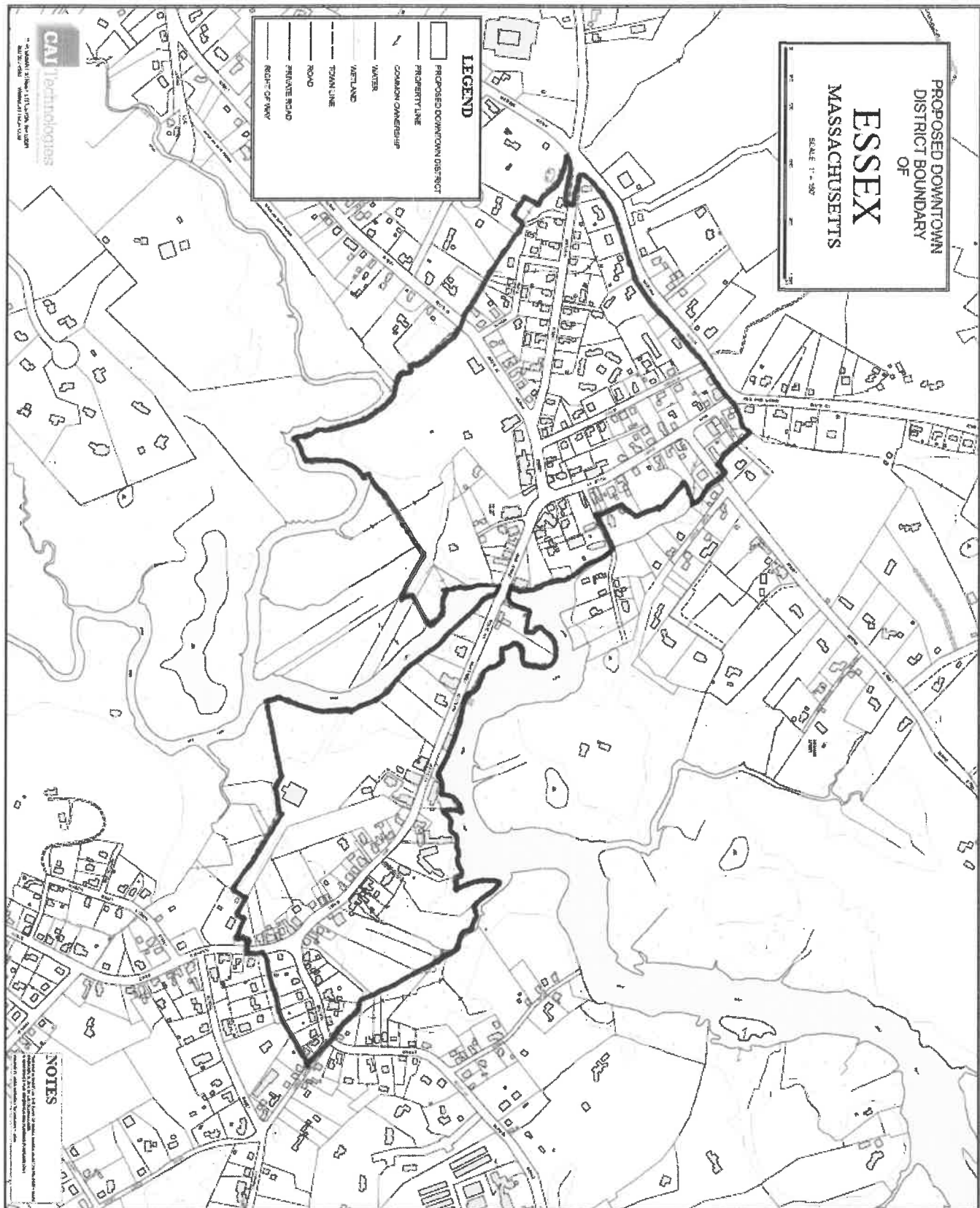
A. Special Permit Changes:

- i. Any reconstruction, alteration, extension or addition to an existing residential structure that increases or intensifies an existing nonconformity, but does not create a new nonconformity, may be allowed by the Planning Board by a Special Permit, provided that the Planning Board finds that such reconstruction, alteration, extension or addition is not substantially more detrimental to the neighborhood than the existing structure.
- ii. For an existing non-residential structure on a conforming lot, any reconstruction, alteration, extension or addition that complies with the dimensional requirements in Table 1 may be allowed by the Planning Board by a special permit, provided that the Planning Board finds that such reconstruction, alteration, extension or addition is not substantially more detrimental to the neighborhood than the existing structure.

B. Variance Changes:

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

6-15.8 Map of Essex Downtown Zoning District



Town of Essex Annual Town Meeting Warrant, May 15, 2021

ARTICLE 14

To see if the Town will vote to amend Chapter VI of the Town's Zoning Bylaws by adding a new section titled "Temporary Moratorium on Business and Industrial Conversions", as set forth below, and to authorize the Town Clerk to assign such numbering as is appropriate to bring said bylaw into conformance with the existing codification; or take any other action relating thereto.

Temporary Moratorium on Business and Industrial Conversions

No building permit shall be issued for any work and no use shall be made of land that results in a change in use from residential, open space, or vacant lot to Business, Industrial A, or Industrial B use on any land located in the Town of Essex for a period of two years from the effective date of this bylaw; provided, however, that this bylaw shall not apply in the newly-created Essex Downtown Zoning District, to any work in connection with adding a home occupation to a new or existing residential use, or to any change in use from an existing business or industrial use to another type of business or industrial use. During the moratorium period, the Planning Board, Board of Selectmen and other Town officials shall review and address the impacts of current, impending and potential business and industrial developments and they shall develop a plan to mitigate future impacts of such developments on the general health, safety, welfare and quality of life of the residents of the Town of Essex, which may include but not be limited to the presentation of suggested bylaw amendments to a future town meeting.

The purpose of this bylaw is to temporarily slow the rate of business and industrial development in the Town so that there can be an opportunity to study the impacts of such development and determine how to best address it in the future. The Town of Essex is relatively unique insofar as it does not have traditional zoning districts such as residential, business, agricultural, or industrial and it does not have a use table in its zoning bylaws. While the Town has primarily been a rural residential community, in recent years there has been more interest in bringing business and industrial enterprises to the Town. While Town officials are in favor of growing the Town's business and industrial base, new business and industrial enterprises are not always in harmony with existing residential uses. This has led to an increase in complaints concerning noise, traffic and other impacts from such uses in residential neighborhoods. Given the rate at which such new business and industrial development has been occurring, time is needed to study the issue and determine whether there should be amendments to the Town's zoning bylaws to address these and other issues.

ARTICLE 15

To see if the Town will vote to amend the zoning by-laws of the Town of Essex Zoning by deleting in its entirety and identifying as "Repealed" Subsection 6-3.4.5, and adding as a new Section 6-16 the following text, or take any other action relating thereto:

6-16 Personal Wireless Service Facilities (PWSF)

6-16.1 PURPOSE: The Federal Telecommunications Act of 1996, 47 U.S.C. §332 (c) (7) preserves the authority of municipalities to regulate the placement, construction and modification of personal wireless service facilities (PWSFs), but provides that municipalities

shall not unreasonably discriminate among providers of functionally equivalent services and shall not prohibit or have the effect of prohibiting the provision of personal wireless service facilities.

The purpose of this By-law is to comply with the Federal Telecommunications Act of 1996 by establishing predictable and balanced regulations of PWSFs that:

- a.Ensure that PWSFs are sited, designed, constructed and screened in a manner that is sensitive to the aesthetic and visual resources of the Town of Essex and surrounding communities;
- b.Minimize the adverse impacts of PWSFs on adjacent properties and residential neighborhoods;
- c.Preserve the character of the Town of Essex and its scenic, historic, and natural resources, with particular focus on any regions within Essex that are designated an Area of Critical Environmental Concern (ACEC);
- d.Encourage the most appropriate use of the land, and guide sound development of PWSFs while promoting the health, safety and general welfare of the Town;
- e.Protect the public and the public welfare against the adverse impact of such facilities; and
- f. Protect the value of real property in the Town of Essex

6-16.2 DEFINITIONS: As used in this Section 6.15, the below-enumerated defined terms shall have the following meanings:

Above Ground Level (AGL): A measurement of height from the highest point of the natural grade of a site to the highest point of a structure.

Antenna: The surface from which wireless radio signals are sent and received by a PWSF.

Camouflaged: A PWSF that is disguised by, part of, or placed within a structure is considered “camouflaged”.

Carrier: A company that provides wireless services.

Co-location: The use of a single mount on the ground by more than one carrier or the mounting or installation of an antenna on an existing tower, building or structure for the purpose of transmitting and/or receiving radio frequency signals for communication purposes.

Elevation: The measurement of height above mean sea level.

Eligible Facilities Request: Any request for modification of an existing PWSF that involves (a) collocation of new transmission equipment; (b) removal of transmission equipment; or (c) replacement of transmission equipment.

Equipment Shelter: An enclosed structure at the base of the mount within which are housed radio frequency equipment, batteries and electrical equipment.

Fall Zone: The area on the ground within a prescribed radius of a PWSF within which there is a hazard from falling debris or collapsing material.

Monopole: A single self-supporting Tower, tubular in design, enclosing cables within the tubular structure and designed so it does not require braces or guy wires for support and stability. The type of mount that is self-supporting with a single shaft of wood, steel or concrete and mounts for panel antennas.

Mount: The structure or surface upon which antennas are mounted, including mounts located on the ground, the roof or side of a building, or on a structure other than a building.

Personal Wireless Service Device: A portable, fixed, or mobile Personal Wireless Service communications device, such as, without limitation, a car phone, cell phone, personal digital assistant, or smart phone used by a subscriber or remote user to connect to a Carrier's Personal Wireless Service network.

Personal Wireless Service Facility (PWSF): A facility for the provision of personal wireless services, as defined by the Telecommunications Act.

Radio Frequency Radiation (RFR): The emissions from PWSFs.

Security Barrier: A locked, impenetrable wall, fence or berm that seals an area from unauthorized entry.

Service Coverage: Service Coverage refers to a geographic area where a remote user of a properly installed and operated Personal Wireless Service Device compatible with a Carrier's Personal Wireless Services network (a "Compatible User Service Device") has a high probability of being able to connect to and communicate with such network with a reasonable quality of service ("QoS"). There are various measures of QoS, including without limitation, received signal strength, various signal to noise and signal to interference ratio metrics, call reliability (as indicated by dropped call ratios, blocked calls and the like), and bit error rates. For purposes of this Subsection 6-16, there shall be the presumption that Service Coverage shall be deemed to exist within a specific geographic area if the predicted or measured received signal power on a standards-compliant Personal Wireless Services Device placed outdoors within such geographic area is highly likely to be -90 dB m or greater, unless the Carrier in question demonstrates, by clear and convincing evidence prepared by qualified radio frequency engineer or other qualified professional, that higher signal strengths or alternative QoS metrics are required to enable such Carrier to provide Service Coverage within the specific geographic area in question.

Significant Gap - A Coverage Gap in a carrier's wireless service network within a specific geographic area shall be considered to be a "Significant Gap" if such specific identified

geographic area is so large in physical size and/or affects or is predicted to affect such a large number of remote users of Compatible User Service Devices as to fairly and reasonably be considered "significant" as opposed to merely being a small "dead spot" or a location for which the lack of adequate coverage results inherently from geological or other environmental or naturally occurring conditions, such that the proposed PWSF would be unlikely to render coverage adequate. In determining whether or not a particular Carrier's Coverage Gap is significant, a relatively small or modest geographic area may be considered a "Significant Gap" if such geographic area is densely populated or is frequently used by a large number of persons for active recreational or similar purposes who are, or are predicted to be, remote users of Compatible User Service Devices, and/or such geographic area straddles one or more public highways or commuter rail lines regularly traveled, or predicted to be traveled, by remote users of Compatible User Service Devices, while a larger geographic area may be considered not to be a "Significant Gap" if such geographic area does not straddle any public highways or rail lines and/or is sparsely populated. Whether or not a Significant Gap exists is to be determined separately for each Carrier's Personal Wireless Services network.

Site - For Towers other than Towers in the public rights-of-way, the boundaries of the leased or owned property surrounding the Tower and any access or utility easements currently related to the site, and, for other Eligible Support Structures, further restricted to that area in proximity to the structure and to other Transmission Equipment already deployed on the ground.

Small Wireless Facilities: A Small Wireless Facility is a facility as defined in 47 C.F.R. § 1.6002(1), as such may be amended from time to time.

Substantial Change: A modification of a Preexisting Tower or Antenna if it meets any of the following criteria:

(i) For towers other than towers in the public rights of way, it increases the height of the tower by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet, whichever is greater; for other eligible support structures, it increases the height of the structure by more than 10% or more than ten feet, whichever is greater;

(ii) For towers other than towers in the public rights of way, it involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet;

(iii) For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public rights-of-way and base stations, it involves installation of any new equipment cabinets on the ground if there are no preexisting ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure;

(iv) It entails any excavation or deployment outside the current site;

(v) It would defeat the concealment elements of the eligible support structure; or

(vi) It does not comply with conditions associated with the siting of the construction or modification of the eligible support structure or base station equipment, provided however that this limitation does not apply to any modification that is non-compliant only in a manner that would not exceed the thresholds identified above.

Wireless Communication Tower (or Tower): Any structure that is: (a) greater than 15 feet in height mounted on the ground or on another structure; and (b) equipped for antenna(s) and/or to provide wireless communications services.

Personal Wireless Service Facility (“PWSF,” or Wireless Communications Facility”): All equipment, Towers, buildings and locations of equipment (real estate) with which a wireless communications provider transmits and receives the waves that carry its services. This facility may be owned and permitted by the provider or another owner or entity.

Wireless Communications Provider: An entity licensed by the FCC to provide telecommunications services to individuals or institutions.

Wireless Services: Commercial mobile services, unlicensed wireless exchange access services, including cellular services, personal communications services, specialized mobile radio services, and paging services.

6-16.3 SPECIAL PERMIT REQUIRED; REVIEW CRITERIA; EXEMPTIONS

6-16.3.1 Special Permit Requirement

a. No PWSF shall be erected, constructed, installed or operated without first obtaining a special permit from the Planning Board. A special permit is required for new tower construction (or Substantial Change of a preexisting tower) and for all new wireless communications facilities (or Substantial Change of a preexisting facility) to be mounted on a tower or structure.

b. Promptly upon filing, completed applications for special permits under this Subsection 6-16 (a completed special permit application hereunder shall be referred to as an “Application,” and a party by or on behalf of whom an application is submitted shall be referred to herein as an “Applicant”) shall be transmitted for review to the Board of Health and Conservation Commission, which bodies shall submit their written recommendations within 30 days of the filing of the Application.

c. A public hearing shall be opened within forty-five (45) days of the filing of the Application; provided that the Planning Board shall take action on an Application in accordance with any applicable deadlines set forth under federal and state law, unless such times are extended by written agreement with the Applicant.

6-16.3.2 Personal Wireless Service Facilities General Requirements

- a. The following performance standards and general requirements shall apply to all PWSFs:
 1. Compliance with Federal and State Regulations. All PWSFs shall be erected, installed, maintained and used in compliance with all applicable federal and state laws, rules and regulations, including without limitation radio frequency emission regulations as set forth in Section 704 of the 1996 Federal Telecommunications Act. All PWSFs and their transmissions and associated activities must comply in all respects with the current standards of the American National Standards Institute (ANSI) and the National Council for Radiation Protection (NCRP), whichever are stricter, if and to the extent adopted by the FCC.
 2. The siting of PWSF's shall be located in areas with the following order of preference:
 - a. Town owned land;
 - b. Land located in Industrial zoning districts;
 - c. Land located in Commercial zoning districts; and
 - d. Land located in residential zoning districts.

Any Application for a PWSF on land located in the categories or zoning districts enumerated in this subparagraph 6-16.3.2.a.2 shall be accompanied by a written explanation containing the following information: (i) a list identifying each of the foregoing categories or zoning districts with higher preference that lack land available to serve as a feasible alternative location for the PWSF; (2) a list of each of the locations evaluated and/or considered in such higher-ranking categories and districts; (3) a summary of the bases upon which the Applicant concluded that such evaluated/considered locations do not constitute feasible alternative locations; and (4) relevant supporting documentation to substantiate such conclusions.,

6-16.3.3 Co-location requirements

- a. An Application for a new (non-co-located) Tower shall not be approved unless the Planning Board finds that the wireless communications facility planned for the proposed Tower cannot be accommodated on an existing or approved Tower or structure due to one of the following reasons:
 1. The proposed antennas and equipment would exceed the structural or spatial capacity of the existing or approved tower or facility, as documented by a qualified engineer (consultant) licensed to practice in the Commonwealth of Massachusetts, and the existing or approved tower cannot be reinforced, modified, or replaced to accommodate planned or equivalent equipment, at a reasonable cost, to provide coverage and capacity comparable to that of the proposed facility.

2. The proposed antennas and equipment would cause interference materially impacting the usefulness of other existing or permitted equipment at the existing or approved tower or facility as documented by a qualified engineer (consultant) licensed to practice in the Commonwealth of Massachusetts and such interference cannot be prevented at a reasonable cost.
3. The proposed antennas and equipment, along or together with existing facilities, equipment, or antennas, would create RFI in violation of federal standards or requirements.
4. The proposed antennas and equipment, alone or together with existing facilities, equipment or antennas, would create RFR in violation of federal standards or requirements.
5. Existing or approved towers and structures cannot accommodate the planned equipment at a height necessary to function, or are too far from the area of needed coverage to function reasonably, as documented by a qualified engineer (consultant) licensed to practice in the Commonwealth of Massachusetts.
6. Aesthetic considerations make it unreasonable to locate the planned wireless communications equipment upon an existing or approved tower or building.
7. There is no existing or approved tower in the area in which coverage is sought.
8. Other unforeseen specific reasons make it unreasonable to locate the planned wireless communications equipment upon an existing or approved tower or building.

6-16.3.4 Modifications to existing facilities and existing special permits

- a. Notwithstanding anything contained in the Zoning Bylaw to the contrary, an Eligible Facilities Request that does not Substantially Change the physical dimensions of the facility shall be allowed by right (subject to issuance of a building permit) provided the following procedures are adhered to. Any Applicant seeking a determination that an Eligible Facilities Request does not Substantially Change the dimensions of the facility shall submit an Application along with written documentation sufficient to support its claim to the Building Commissioner. The Building Commissioner shall review and respond to such a request within sixty (60) days of the filing of the Application, provided that this time for response may be tolled where the Applicant has failed to satisfactorily support its claim and additional documentation is requested in writing by the Building Commissioner.
- b. Any alteration of or addition to a previously approved PWSF that does not satisfy Section A, above, shall require an additional special permit. Such alterations and additions may include, but are not limited to, the following:

1. A change in the number of buildings or facilities permitted on the site;
2. Changes in technology used by the wireless communications facility;
3. An addition or change of any external equipment or an increase in the height of the tower, including profile of additional antennas, not specified in the original Application;
4. Change in ownership; or
5. Co-location of new equipment.

6-16.3.5 Additional Requirements and Certain Limited Exemptions

- a. Only freestanding monopole Towers shall be allowed to be erected as new Towers, with internally or closely ("flush") mounted antenna panels (with appropriate allowance for antenna tilting to meet coverage objectives consistent with minimizing adverse visual impact of the antennas), unless such mounting would compromise irreconcilably the potential for co-location. Lattice style towers and similar facilities requiring three or more legs and/or guy wires for support are prohibited. To the maximum extent practicable, PWSFs shall conceal equipment, cables, and antennas within architectural surfaces that are ordinary and consistent with the context of the PWSFs Essex environs, such as steeples, concealed-antenna monopoles, flagpoles, smokestacks, faux chimneys and cupolas.
- b. No Tower shall be located closer than two (2) miles from any other Tower.
- c. No Tower shall exceed one hundred twenty (120) feet in height, as measured from the ground level at the base of the Tower, or ten (10) feet below the FAA height which requires permanent lighting, whichever height is lower.
- d. Towers shall be set back from the front, rear and side property lines a distance equal to at least one hundred twenty-five (125) percent of the height of the Tower.
- e. Towers shall be set back at least one hundred fifty (150) feet from the boundary of all wetlands resource areas, as defined under state law and the Town's bylaws, including without limitation certified vernal pools, water bodies and others.
- f. All Towers shall be located a minimum of five hundred (500) feet from the nearest residential structure. This paragraph shall not apply to radio, telecommunications, cellular, PCS and television facilities, located inside an existing structure where the Wireless Communications Facilities are Camouflaged.

- g. Accessory buildings shall be set back from the front, rear and side property lines a minimum of fifty (50) feet. Accessory buildings shall be of a common design and color. A maximum of six (6) accessory buildings, each limited to two hundred forty (240) square feet in area and a maximum of ten (10) feet in height may be permitted per Tower.
- h. Lighting shall be limited to that needed for maintenance and emergencies.
- i. Where feasible, Towers shall be located within established wooded areas, with a minimum radius of at least one hundred twenty (120) feet measured from the base of the Tower to the edge of the woods. This paragraph shall not apply to radio, telecommunications, cellular, PCS and television facilities, located inside an existing structure where the facilities are Camouflaged.
- j. All Towers and accessory buildings shall be removed by the record owner of the real property upon which it is located, within ninety (90) days of the abandonment or discontinuance of the specially permitted use.
- k. Each provision of this section shall be constructed so that if any provision is held invalid for any reason, the remaining sections shall continue in full force and effect.
- l. Co-location. PWSFs shall be designed to accommodate the maximum number of users technologically practicable. Shared use of freestanding, building mounted, or indoor PWSFs by commercial carriers is required unless such shared use is shown to be not technologically practicable. The intent of this requirement is to reduce the number of separate Towers required to ensure adequate coverage within the Town and avoid significant gaps in coverage.
- m. All owners and operators of land used in whole or in part for a PWSF and all owners and operators of such PWSF shall, as a continuing condition of installing, constructing, erecting and using a PWSF, permit other public utilities or FCC-licensed commercial entities seeking to operate a PWSF to install, erect, mount and use compatible Wireless Communications Facility equipment and fixtures on the equipment mounting structure on reasonable commercial terms; provided, however, that such co-location does not materially interfere with the transmission and/or reception of communication signals to or from the existing PWSF, and provided that there are no structural or other physical limitations that make it impracticable to accommodate the proposed additional PWSF or equipment/fixtures.
- n. Removal of Abandoned PWSF. The owner of a PWSF shall annually, no later than January 15, file a written declaration with the Planning Board certifying the continuing

safe operation of the PWSF in accordance with this Zoning By-law and other applicable law. Any PWSF for which the PWSF owner fails to so file such certification shall be deemed abandoned. In addition, any PWSF that is not operational for a continuous period of twelve (12) months shall be considered abandoned, and the PWSF shall be removed by the owner of the PWSF, and the site restored to its original condition, within ninety (90) days of such abandonment. If such PWSF is not removed within ninety (90) days, such PWSF shall be deemed to be in violation of this zoning bylaw and the appropriate enforcement authority may begin proceedings to enforce and/or cause removal. If there are two or more users of a single PWSF, then this provision shall not become effective until all users cease using the PWSF. In the event that the owner of the PWSF fails to timely remove an abandoned PWSF, the Town may proceed in removing the PWSF at the expense of the owner of the PWSF.

- o. The top of the proposed antenna facility shall be made available to the Town for municipal public safety antenna use at no charge to the Town.
- p. Protection of scenic character: Proposed PWSFs shall not unreasonably interfere with any scenic views, paying particular attention to such views from the downtown business area, public parks, natural scenic vistas or historic buildings or districts. Towers shall, when possible, be sited off ridgelines and where their visual impact is least detrimental to scenic views and areas. In determining whether the proposed tower will have an undue adverse impact on the scenic beauty of a ridge or hillside, the Planning Board shall consider, among other things, the following:
 - 1. The period of time during which the proposed tower will be viewed by the traveling public on a public highway, public trail, or public body of water;
 - 2. The frequency of the view of the proposed tower by the traveling public;
 - 3. The degree to which the view of the tower is screened by existing vegetation, the topography of the land, and existing structures;
 - 4. Background features in the line of sight to the proposed tower that obscure the facility or make it more conspicuous;
 - 5. The distance of the tower from the viewing vantage point and the proportion of the facility that is visible above the skyline;
 - 6. The number of travelers or vehicles traveling on a public highway, public trail, or public body of water at or near the critical vantage point; and
 - 7. The sensitivity or unique value of the particular view affected by the proposed tower.
- q. The Planning Board may require the Applicant to fly or raise a three-foot-diameter balloon at the maximum height of the proposed facility at a location within 50 horizontal

feet of the center of the proposed facility. The Applicant shall provide photographs of the balloon test taken from at least four vantage points previously designated by the Planning Board.

- r. Lighting, bulk, height, glare. All wireless communications facilities, including Towers and antennas, shall be designed and constructed so as to minimize the visual impact of the height and mass of said tower. Materials utilized for the exterior of any structure shall be of a type, color, and style so as to minimize glare and blend into the environment. Towers shall not be artificially illuminated.
- s. Transmitter building. Facilities buildings shall be built to accommodate all anticipated tenants on a tower.
- t. Landscaping and screening. The base of the tower as well as the building accessory to the tower shall be screened from view by a suitable vegetation screen that is consistent with existing vegetation. A planted or existing vegetative screen shall be maintained. Existing on-site vegetation outside the immediate site for the wireless facility shall be preserved or improved. Disturbance to existing topography shall be minimized unless disturbance is demonstrated to result in less visual impact on the facility from surrounding properties and other vantage points.
- u. Height limitations. In order to protect public safety and to preserve the scenic, rural character and appearance of Essex, antennas and all related facilities shall not exceed 120 feet.
- v. Fencing and signage; insurance. The area around the tower shall be completely fenced for security to a height of eight feet and gated. Use of multiple strands of barbed wire is required. A painted sign no greater than two square feet stating the name of the facility's owner and a twenty-four-hour emergency number shall be posted on the entry gate. In addition, "No Trespassing" and any other mandated warning signs shall be posted and maintained at the site. No commercial signs or lettering shall be placed on a tower. The tower must be equipped with an anticlimbing device. The wireless communications facility owner shall maintain adequate insurance on all wireless communications facilities.
- w. Utilities. All utilities must be routed underground via conduit from a public road to the site where feasible.
- x. Access road. Vehicle access to the site shall be required and shall conform to all Conservation Commission guidelines and be at least 18 feet wide. A sturdy, posted, swinging, lockable gate must be installed which is more than 15 feet and less than 30 feet off the public road upon which said access is situated, A Knox box or keys shall be provided to a designated Town official for municipal access. Finish grade must be approved by the Director of Public Works. Easements shall be provided to the Town of Essex for access and removal in the case of facility/tower abandonment.

- y. Emergency power. Emergency power shall emit no more than 50 decibels over ambient noise level at all property lines.
- z. Noise. Noise at the site perimeter from the operation of any machinery or equipment shall be minimized.
- aa. Property consideration. An Applicant shall demonstrate that all municipally owned property in the geographic area was considered.
- bb. Distance of tower or repeaters. No repeater shall be located less than 25 feet nor more than 70 feet above ground. No tower or personal wireless service facility, with the exception of repeaters, shall be located within any of the following prohibited areas:
 - 1. On or within 100 feet horizontally of any Massachusetts or federally regulated wetland resource area;
 - 2. A Massachusetts certified vernal pool;
 - 3. Within 200 feet of any existing permanently occupied residential dwelling; or
 - 4. Within 200 feet of an existing property line unless incorporated within an existing building, tower, or steeple.
- cc. Documentation. Engineering and environmental assessment impact as well as FAA notice of determination of no hazard of flight zone shall be submitted with any Application.
- dd. Exemptions: The following types of communications facilities are exempt from this section, provided that any change from such excluded use to a use not excluded by this section shall require a special permit:
 - 1. Amateur radio towers used in accordance with the terms of any amateur radio service license issued by the Federal Communications Commission, provided that: (a) the tower is not used or licensed for any commercial purpose; (b) the tower has a cost or replacement value of less than \$10,000.00; and (c) the tower must be removed if the use is discontinued for one year.
 - 2. Facilities used by the Town of Essex for the purpose of public safety.
 - 3. Citizen band radio, and short-wave (ham) radio towers for private or municipal use are excluded from the provisions of this section.
- ee. No PWSF shall be erected or installed except in full compliance with the provisions of this Subsection 6-16.

6-16.3.6 Special Permit Application Process

- a. All Applications shall be made and filed on the appropriate Application form provided by the Planning Board. For an Application to be considered complete, it shall comply with the Rules and Regulations Governing Granting of Special Permits, and shall also provide nine copies of the following information, along with all other information required pursuant to this Section 6-16:
 1. A visual impact analysis shall be conducted from all historical or scenic sites within one (1) mile of the proposed facility. The visual impact analysis shall include a color photograph or accurate rendition of the proposed Tower with its antenna and/or panels. A rendition shall also be prepared providing eight (8) view lines in a one (1) mile radius from the site, shown beginning at true north and continuing clockwise at forty-five (45) degree intervals.
 2. A description of the Tower and the technical, economic and other reasons for the proposed location, height and design. Construction drawings for the proposed facility shall be evaluated, approved and stamped by a Massachusetts-registered professional engineer, hired by the Town of Essex or the Essex Planning Board and paid for by the Applicant.
 3. Confirmation that the monopole complies with all applicable Federal and State standards, including, but not limited to, the Federal Aviation Administration, Federal Communications Commission, Massachusetts Aeronautics Commission and the Massachusetts Department of Public Health.
 4. A description of the capacity of the Tower, including the number and type of panels, antenna and/or transmitter receivers that it can accommodate and the basis for these calculations.
 5. Written documentation that the Applicant has examined all wireless facility sites in the Town of Essex and abutting towns within five miles of any boundary of the Town to determine whether those existing sites can be used to provide "Adequate Coverage", as defined above, and/or capacity to the Town of Essex. The documentation shall include, for each facility site listed, the exact location (in longitude and latitude), ground elevation, height of the facility, output frequency, number of channels, power input, and maximum output per channel. Potential adjustments to these sites, including changes in antenna type, orientation, gain, and height or power output, shall be specified.
 6. The documentation shall also analyze the feasibility of utilizing outdoor distributed antenna systems (oDAS) repeaters, in conjunction with all facility sites in Essex and abutting towns, to provide adequate coverage and/or capacity to the Town of Essex. [For purposes of this section, repeaters shall mean a small receiver/relay transmitter of not more than twenty (20) watts output designed to provide service to areas which are not able to receive adequate coverage directly from a base station.] Radial plots of all

potential repeaters and/or facility sites, as they exist and as adjusted, shall also be provided.

7. No later than fourteen (14) days prior to the public hearing on the Application, the Applicant shall arrange to locate a crane, or an alternative temporary structure approved by the Planning Board, at the site in a manner that replicates the exact height and location of the proposed Tower. The crane or structure shall remain in position for no less than three (3) days, for at least twelve hours per day. The dates and location of the siting shall be advertised in a newspaper of general circulation in the Town at least fourteen (14) days before the siting, and notice shall be sent to owners of abutting property and abutters thereto.
8. The Applicant shall submit a radio frequency coverage analysis utilizing data from a licensed wireless carrier proposing to use the antenna structure. The analysis must identify existing coverage with the site parameters used and a separate analysis with the addition of the proposed antenna structure. The coverage from the proposed structure must depict coverage in twenty foot height increments starting from the top of the structure down.
9. The Applicant shall provide proof that at the proposed site the Applicant will be in compliance with all FCC regulations, standards, and requirements, and includes a statement that the Applicant commits to continue to maintain compliance with all FCC regulations, standards, and requirements regarding both radiofrequency interference (RFI) and radiofrequency radiation (RFR). The Town of Essex may hire independent engineers to perform evaluations of compliance with the FCC regulations, standards, and requirements on an annual basis at unannounced times. The Town may allocate to the Applicant any reasonable expenses incurred or authorized by it in retaining independent engineers to perform these evaluations.
10. To the extent required by the National Environmental Policy Act (NEPA) and as administered by the FCC, a complete environmental assessment (EA) draft or final report describing the probable impacts of the proposed facility shall be submitted to the Planning Board.
11. A report from qualified and licensed professional engineers (consultants) that:
 - (a) Describes the facility height, design, and elevation not to exceed 120 feet.
 - (b) Documents the height above grade for all proposed mounting positions for antennas to be co-located on a wireless communications tower or facility and the minimum separation distances between antennas.
 - (c) Describes the Tower's proposed capacity, including the number, height, and type(s) of antennas that the Applicant expects the Tower to accommodate.

- (d) Documents steps the Applicant will take to avoid interference with any established public safety wireless communications, and includes both an intermodulation study that predicts no likely interference problems and certification that the study has been provided to the appropriate public safety agencies.
- (e) Describes existing and proposed coverage. In the case of new tower proposals, the Applicant shall demonstrate that existing wireless communications facility sites and other existing structures within Essex, in abutting municipalities, and within a ten-mile radius of the proposed site cannot reasonably be modified to provide adequate coverage and/or adequate capacity to the Town of Essex.
- (f) Describes potential changes to those existing facilities or sites in their current state that would enable them to provide adequate coverage, and provides a detailed computer-generated "actual received level" propagation model that describes coverage of the existing and proposed facilities.
- (g) Describes the output frequency, number of channels and power output per channel for each proposed antenna.
- (h) Includes a written five-year plan for use of the proposed wireless communications facility, including reasons for seeking capacity in excess of immediate needs if applicable, as well as plans for additional development and coverage within the Town of Essex.
- (i) Demonstrates the tower's compliance with the municipality's setbacks for towers and support structures.
12. The Applicant and/or its successors shall provide and maintain a financial surety bond, in a form and amount acceptable to the Planning Board, to cover the costs of removal of the proposed PWSF and the remediation of the landscape, should the PWSF be deemed abandoned. Such surety bond shall not limit the Applicant's financial liability to the Town for the removal of the PWSF. The bond amount shall at all time remain subject to the Planning Board's review and modification, in its sole discretion. The Applicant or PWSF owner shall, at the Planning Board's request and in any event no later than therefrom, provide the Planning Board with any requested adjusted surety bond. The Applicant's signature on the Application shall constitute the Applicant's agreement to indemnify, defend, and hold harmless the Town and Planning Board in connection with any claims arising from the Town's removal of the proposed PWSF upon abandonment of same.
13. The Applicant's signature on the Application shall constitute the Applicant's agreement to pay any and all consultant charges arising out of the Planning Board's exercise of any rights under this Subsection 6-16. These consultants shall each be qualified professionals with a record of service to municipalities in one of the following fields: telecommunications engineering; civil engineering; structural engineering; land use planning; and/or landscape architecture. The Town of Essex reserves all assignable rights

in contract against the Applicant, including the right to interest, legal fees, and costs of collection, in the event that the Applicant fails to make timely payment. In addition to the above, the Planning Board may impose additional conditions as needed to minimize any adverse impacts of the proposed PWSF.

6-16.3.7 Special Permit Review Process

In addition to all other requirements set forth in this Subsection 6-16, the following requirements, conditions of approval or, conversely, bases for denial, shall apply to Applications:

- a. At the Planning Board's request, the Applicant shall examine all potential alternative sites within the Town that may be available for proposed personal wireless service facilities.
- b. In connection with its review of an Application, the Planning Board may hire independent consultants, at the Applicant's expense, to help it determine whether the Application satisfies all requirements of this Subsection.
- c. Review Criteria. The Town's Planning Board shall review any Application in accordance with the following criteria:
 1. In determining whether to issue a special permit, the Planning Board shall consider and make findings with respect to the following criteria, factors and requirements, in addition to those provided elsewhere in this Section 6-16:
 - (a) whether there exists a significant gap in coverage;
 - (b) whether the proposed PWSF is necessary to provide adequate service to the public;
 - (c) whether there exist feasible alternative locations for the proposed PWSF;
 - (d) the height of the proposed PWSF;
 - (e) the nature of uses adjacent and nearby properties;
 - (f) surrounding topography;
 - (g) surrounding tree coverage and foliage;
 - (h) the visual and aesthetic impact of the facility on the abutting neighborhoods and streets and the impact on existing vistas and natural resources;
 - (i) whether the proposed site is an appropriate location for such a use, structure or condition;
 - (j) whether the proposed use of the PWSF would adversely affect the neighborhood;

- (k) whether adequate and appropriate facilities will be provided for the proper operation of the proposed PWSF; and
 - (l) whether the proposed use of the PWSF is in harmony with the general purpose and intent of this Zoning By-law.
2. The Special Permit under this Section 6-16 shall not be issued unless the Planning Board makes the following findings:
- (a) That a Significant Gap exists in the coverage area of the proposed PWSF, which Significant Gap is not necessarily equivalent to the lack of the Applicant's stated coverage objectives;
 - (b) That there are no viable alternatives involving one or more PWSFs to serve the significant gap;
 - (c) That not granting a Special Permit for the proposed PWSF (including conditions, if any) would effectively prohibit the provision of PWS;
 - (d) That not granting a Special Permit for the proposed PWSF (including conditions, if any) would unreasonably discriminate among providers of functionally equivalent services;
 - (e) That, in addition to any findings in this Section, the Planning Board has made any other findings that are necessary to grant approval under local, state and federal law, including without limitation findings required to grant a special permit;
 - (f) That the visual, economic and aesthetic impacts of the PWSF on the community will be minimal;
 - (g) That the proposed PWSF must be located at the proposed site due to technical, topographical or other unique circumstances;
 - (h) That the Application satisfies all other required criteria for special permits generally pursuant to the Town of Essex Zoning By-laws;
 - (i) That the Planning Board's issuance of the requested Special Permit is properly supported by the findings required under Subsection 6-16.3.7.b.1 hereof.
 - (j) That the proposed PWSF will be in harmony with the general purpose and intent of the Town of Essex Zoning By-law, and that it will not adversely affect the neighborhood, the zoning district or the Town to such an extent as to outweigh the beneficial effects of said use;

- (k) That the proposed PWSF is designed in the most community-compatible method practicable and is either necessary to provide service to a Significant Gap or otherwise desirable and in the public interest to provide improved wireless communications services in the Town;
- (l) That the proposed PWSF is sited and designed to be suitably screened;
- (m) That the proposed PWSF is colored so that it will, as much as possible, blend with or be compatible with its surroundings; and
- (n) That the proposed PWSF complies with all applicable requirements of the Town of Essex General and Zoning By-laws.

6-16.3.8 Monitoring and Evaluation of Personal Wireless Service Facility Compliance

- a. Within thirty days of initial operation of the approved PWSF, the Applicant shall pay for an Independent Consultant hired by the Town to monitor the background levels of Electromagnetic Frequency Radiation (EMF) emissions from the proposed facility site and/or repeater locations. The Independent Consultant shall use Monitoring Protocol. A report of monitoring results shall be prepared by the Independent Consultant and submitted to the Planning Board and the Board of Health. If the monitoring of the facility site reveals that the site exceeds the current Federal or State standards, then the owners of all facilities using the site shall be so notified. The owner(s) shall submit to the Planning Board and the Building Inspector a plan for reduction of emissions to a level that complies with the Federal or State standards within ten business days of notification of non-compliance. That plan shall reduce emissions to the standard within fifteen (15) days of initial notification.
- b. Annual certification must be provided to the Town which demonstrates continuing compliance with the standards, rules and regulations of the Federal Communications Commission, Federal Aviation Administration, National Institute of Standards and Technology, Massachusetts Aeronautics Commission, Massachusetts Department of Public Health, and other applicable federal, state and local laws. The Town of Essex may hire independent engineers to perform evaluations of compliance with the FCC regulations, standards, and requirements on an annual basis at unannounced times. The Town may allocate to the Applicant any reasonable expenses incurred or authorized by it in retaining independent engineers to perform these evaluations.
- c. Any equipment permitted for a PWSFs may be replaced with equal or similar brands or models and may be upgraded to newer or technically superior brands or models so long as there is no change in the monopole design or increase in signal strength, and if a building permit is required, upon the issuance of a building permit. Upon request of the Building Commissioner, made not more frequently than once per year, each carrier shall provide updated specifications as to its equipment on the monopole in the Planned Wireless Communications Services District.

6-16.3.9 Small Wireless Facilities Special Permit

- a. All Small Wireless Facilities located outside of a Right of Way shall require a special permit from the Planning Board. In reviewing an application for a Small Wireless Facilities Special Permit, the Planning Board shall consider, and make findings and impose any needed conditions with respect to, the following factors, criteria and requirements:
 1. The visual and aesthetic impact of the Small Wireless Facility on the abutting neighborhoods and streets and the impact on existing vistas and natural resources;
 2. Whether the proposed site is an appropriate location for the Small Wireless Facility;
 3. Whether the proposed use of the Small Wireless Facility would adversely affect the neighborhood;
 4. Whether adequate and appropriate facilities will be provided for the proper operation of the proposed Small Wireless Facility; and
 5. Whether the proposed use of the Small Wireless Facility is in harmony with the general purpose and intent of this Zoning By-law.

ARTICLE 16

To see if the Town will vote to amend Section 7-8 of Chapter VII of the Town's the General Bylaws by titled "Stormwater By-Law; Illicit Connections And Discharges To The Essex Storm Drain System (Municipal Separate Storm Sewer System (MS4))", as set forth below; or take any other action relating thereto.

1. Amend the Title to Section 7-8 by deleting the existing title and replacing it with the words "Stormwater Management Bylaw";
2. Amend Section 7-8.3(1) by deleting the existing definitions of "Illicit Connection" and "Illegal Discharge" and replacing them with the following:

Illicit Connection – No person shall construct, use, allow, maintain or continue any surface or subsurface drain or conveyance which allows an illicit discharge (defined below) into the municipal storm drain system, including without limitation sewage, process wastewater, or wash water, and any connections from indoor drains, sinks, or toilets, regardless of whether said connection was previously allowed, permitted, or approved before the effective date of this Bylaw.

Illicit Discharge: No person shall dump, discharge, spill, cause or allow to be discharged any pollutant or non-stormwater discharge into the municipal separate storm sewer system (MS4), onto an impervious surface directly connected to the MS4, or directly or indirectly into a watercourse or into the waters of the Commonwealth.

3. Amend Section 7-8.3(4) by adding the following new subsection **h** as follows:
 - h. Dye testing, provided verbal notification is given to the Department of Public Works prior to the time of the test.
4. Amend Section 7-8.3(5) by adding the following new subsection **g** as follows:
 - g. Discharge for which advanced written approval is received from the Department of Public Works as necessary to protect public health, safety, welfare or the environment.
5. Add a new Section 7-8.9, as follows:

7.8.9 STORMWATER MANAGEMENT AND LAND DISTURBANCE

7.8.9.1. Definitions:

ALTERATION OF DRAINAGE CHARACTERISTICS: Any activity on an area of land that changes the water quality, force, direction, timing or location of runoff flowing from the area. Such changes include: change from distributed runoff to confined or discrete discharge; change in the volume of runoff from the area; change in the peak rate of runoff from the area; and change in the recharge to groundwater on the area.

BOARD – Board of Public Works.

DEVELOPMENT: The modification of land to accommodate a new use or expansion of use, usually involving construction.

EROSION AND SEDIMENTATION CONTROL PLAN: A document containing narrative, drawings and details developed by a qualified professional engineer (PE) or a Certified Professional in Erosion and Sedimentation Control (CPESC), which includes best management practices, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land disturbing activities.

LAND DISTURBANCE PERMIT: A permit issued by the Board or its designee pursuant to this bylaw and any regulations enacted pursuant thereto prior to commencement of Land Disturbing Activity or Redevelopment.

LAND-DISTURBING ACTIVITY: Any activity that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material; results in an increased amount of runoff or pollutants; measurably changes the ability of a ground surface to absorb waters; involves clearing and grading; or results in an alteration of drainage characteristics.

REDEVELOPMENT: Development, rehabilitation, expansion, demolition, construction, land alteration, or phased projects that disturb the ground surface, including impervious surfaces, on previously developed sites. The creation of new areas of impervious surface or new areas of land disturbance on a site constitutes development, not redevelopment, even where such activities are part of a common plan which also involves redevelopment.

STORMWATER MANAGEMENT PLAN: A plan required as part of the application for a Land Disturbance Permit.

7.8.9.2. Applicability: No person may undertake a Land Disturbance Activity, including clearing, grading, excavation, Alteration of Drainage Characteristics, Development or Redevelopment that will disturb equal to or greater than one (1) acre of land without first obtaining a Land Disturbance Permit approved the Board or its designee.

Any person who performs a Land Disturbing Activity, or that fails to follow the requirements of a Land Disturbance Permit and the related Erosion and Sedimentation Control Plan, and/or Operations and Maintenance Plan, or any regulations issued by the Board shall be in violation of this Bylaw.

7.8.9.3. Approval and/or Permit: Land Disturbance Permit must be obtained prior to the commencement of Land Disturbing Activity, Development or Redevelopment subject to the requirements of this bylaw. An applicant seeking an approval and/or permit shall file an appropriate application with the Department of Public Works in a form and containing information as specified in regulations adopted by the Board of Public Works.

7.8.9.4. Consent to Entry onto Property: To the extent permitted by law, an applicant consents to entry of Department of Public Works or its authorized agents in or on the site at reasonable times to verify the information in the application and/or to inspect for compliance with review or permit conditions.

7.8.9.5. Interaction with Other Laws: This bylaw is intended to further the objectives of and to act in concert with any applicable federal, state or local laws concerning storm water discharges in the Town of Essex, including but not limited to the requirements of the United States Environmental Protection Agency's most recent General Permit for MS4s, as may be amended from time-to-time and nothing in this bylaw is intended to limit or restrict the authority of any board, commission or officer of the Town to act in accordance with any federal, state and local laws within their jurisdiction, and in the event of a conflict, the more stringent requirements will control.

7.8.9.6. Surety: The Board of Public Works may require the applicant to post before the start of land disturbance or construction activity, a surety bond, irrevocable letter of credit, cash, or other acceptable security. The form of the bond shall be approved by the Board of Public Works and be in an amount deemed sufficient by the Board to ensure that the work will be completed in accordance with the permit. If the project is phased, the Board may release part of the bond as each phase is completed in compliance with the permit.

7.8.9.7. Final Reports: Upon completion of the work, the applicant shall submit a report (including certified as-built construction plans) from a Professional Engineer (P.E.), surveyor, or Certified Professional in Erosion and Sedimentation Control (CPESC), certifying that all Best Management Practices (BMPs), erosion and sedimentation control devices, and approved changes and modifications, have been completed in accordance with the conditions of the approved Erosion and Sediment Control Plan and Stormwater Management Plan. The Board of Public Works may require ongoing reporting to ensure long-term compliance, including, but not limited to, appropriate operation and maintenance of stormwater BMPs.

6. Add a new Section 7-8.10, as follows:

7.8.10 REGULATIONS

The Board of Public Works may enact, and may periodically amend, regulations, rules and/or written guidance relating to the terms, conditions, definitions, enforcement, fees, procedures and administration of this Bylaw by majority vote after conducting a public hearing to receive comments. Such hearing shall be advertised in a newspaper of general local circulation, once in each of two successive weeks and on the Town's website, the first publication being at least 14 days prior to the hearing date. Failure of the Board of Public Works to create such rules, regulations or guidance shall not have the effect of suspending or invalidating this Bylaw.

ARTICLE 17

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to design, and/or engineer, and/or construct repairs, upgrades, improvements and/or replacements to any aspect of the municipal water system, and anything incidental or related thereto; or take any other action relating thereto.

ARTICLE 18

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to design, and/or engineer and/or construct repairs, upgrades, improvements and/or replacements to any aspect of the municipal sewer system and anything incidental or related thereto; or take any other action relating thereto.

ARTICLE 19

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to purchase and to fully equip two police cruisers, for use by the Police Department; and to authorize the Board of Selectmen to dispose of the vehicles to be replaced by the new cruisers by sale or trade and to take other action as necessary to effectuate the purposes of this vote; or take any other action relating thereto.

ARTICLE 20

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to be used as a match to a State or other grant for study, design, permitting, and implementation of measures that will improve environmental quality in Chebacco Lake, the Alewife Brook, and associated watershed areas, including but not limited to water quality and wildlife conservation, or anything incidental or related thereto; or take any other action relating thereto.

ARTICLE 21

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to be used as a match to a State grant program for the design and/or construction of renovations and improvements to the Conomo Point seawall system, or anything incidental or related thereto; or take any other action relating thereto.

ARTICLE 22

To see if the Town will vote to appropriate or reserve from the Community Preservation Fund, including fiscal year 2022 estimated annual revenues, a sum or sums of money for Community Preservation projects or purposes, including, acquisition, creation and preservation of open space; acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use; acquisition, preservation, rehabilitation, and restoration of historic resources; acquisition, creation, preservation and support of community housing; and for the rehabilitation and restoration of open space or community housing acquired under the Community Preservation Act; all as may be recommended by the Community Preservation Committee; or take any other action relating thereto.

ARTICLE 23

To see if the Town will vote to transfer from available funds a sum of money to be used to defray operational expenses of the various Town departments for the remainder of fiscal year 2021; or take any other action relating thereto.

ARTICLE 24

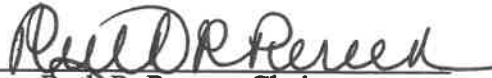
To see if the Town will vote to transfer from available funds a sum of money to be used to replenish the Finance Committee's Reserve Fund for the remainder of fiscal year 2021; or take any other action relating thereto.

ARTICLE 25

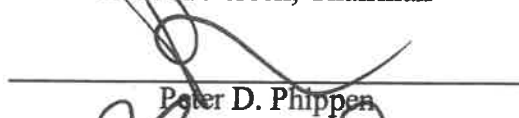
To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the payment of unpaid bills from past fiscal years; or take any other action relating thereto.

And you are hereby directed to serve this Warrant by posting attested copies; one at the Post Office, one at the Town Hall, and one at the Essex Elementary School, in said Essex, seven days at least before the time for holding said meeting.

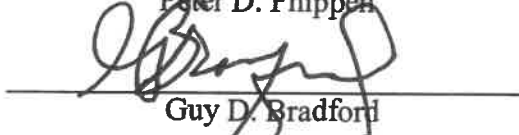
Given under our hand this 22nd day of March, two thousand twenty-one.



Ruth R. Pereen, Chairman



Peter D. Phippen



Guy D. Bradford

BOARD OF SELECTMEN
TOWN OF ESSEX

Town of Essex
Article 6 Operating Budget
Fiscal Year 2022 General Fund

	FY19 Budget Expended	FY20 Budget Expended	FY21 Fin Com Adopted	FY22 Fin Com Requested	FY22 Fin Com Recommended
100 General Government					
114 Moderator					
Stipend	100	100	100	100	100
Expense	20	-	20	20	20
	<u>120</u>	<u>100</u>	<u>120</u>	<u>120</u>	<u>120</u>
122 Selectmen					
Admin Assistant Salary	61,686	62,920	64,179	65,462	65,462
Sick Leave Buyback	1,200	-	-	-	-
Town Planner, Part time	18,187	14,514	18,994	19,374	19,374
Selectmen Stipend	3,000	3,000	3,000	3,000	3,000
Temporary Salary	9,200	-	1,200	1,200	1,200
Sick/Vac Pay, Retirees	5,500	-	5,500	5,500	5,500
Town Meeting Audio/Visual	6,700	4,075	5,000	5,000	5,000
Town Events, Incidental Expenses	5,000	1,481	5,000	5,000	5,000
Procurement/Advertising	1,200	742	1,200	1,200	1,200
Office Supplies	900	900	900	900	900
Advertise Town Resources	29,375	21,815	500	500	500
Dues and Meetings	2,000	1,272	2,000	2,000	2,000
	<u>143,948</u>	<u>110,719</u>	<u>107,473</u>	<u>109,136</u>	<u>109,136</u>
129 Town Administrator					
Town Administrator Salary	137,138	141,251	145,490	149,854	149,854
Sick Leave Buyback	3,516	3,621	3,730	3,842	3,842
Seminar Fees	750	505	750	750	750
Expenses	1,000	1,000	1,000	1,000	1,000
Travel	2,250	1,161	2,250	2,250	2,250
Dues and Memberships	1,050	580	1,050	1,050	1,050
	<u>145,704</u>	<u>148,118</u>	<u>154,270</u>	<u>158,746</u>	<u>158,746</u>
131 Finance Committee					
Expenses	410	160	410	410	410
Reserve Fund (transfers)	103,617	-	70,000	70,000	70,000
	<u>104,027</u>	<u>160</u>	<u>70,410</u>	<u>70,410</u>	<u>70,410</u>
135 Town Accountant					
Town Accountant Salary	83,000	86,320	88,910	91,577	91,577
Town Accountant Assistant	8,243	7,587	11,710	11,944	11,944
Stipend Ch 41S, Section 108P	1,000	1,000	1,000	1,000	1,000
Seminars	1,000	593	1,100	900	900
Contracted Services	47,000	50,804	67,350	70,718	70,718
Software Support	13,312	13,971	15,000	15,750	15,750
Office Supplies	1,909	1,155	2,000	1,800	1,800
Travel	1,000	115	1,000	900	900
Dues and Memberships	112	110	175	110	110
	<u>156,576</u>	<u>161,655</u>	<u>188,245</u>	<u>194,699</u>	<u>194,699</u>

Town of Essex
Article 6 Operating Budget
Fiscal Year 2022 General Fund

	FY19 Budget Expended	FY20 Budget Expended	FY21 Fin Com Adopted	FY22 Fin Com Requested	FY22 Fin Com Recommended
141 Assessors					
Senior Clerk	45,355	46,671	47,375	48,917	48,917
Assessors Stipend	16,248	16,573	16,906	17,244	17,244
Assessor Part Time Salaries	3,122	4,616	10,200	10,404	10,404
Mapping	15,000	10,638	15,000	14,799	14,799
Bookbinding	-	-	200	200	200
Consulting Services	43,000	19,275	35,734	35,734	35,734
Software Support	6,200	6,450	6,710	6,911	6,911
Legal Expense	1,500	57	1,500	1,500	1,500
Office Supplies	2,100	2,024	2,100	2,100	2,100
Expenses	400	-	400	400	400
Dues and Memberships	300	180	300	200	200
	133,225	106,484	136,425	138,409	138,409
145 Treasurer/Collector					
Treasurer/Collector Salary	67,320	70,013	73,000	75,190	75,190
Treasurer/Collector Certification	-	-	-	-	-
Treasurer/Collector's Assistant	14,014	11,184	14,581	4,896	4,896
Clerical, full time	46,651	47,993	48,978	50,300	50,300
Sick Leave Buyback	992	-	1,245	1,270	1,270
Seminars	800	105	700	700	700
Payroll Processing	12,225	6,905	9,125	8,200	8,200
Software Support	-	6,000	6,000	6,000	6,000
Financial Advisor	4,000	1,050	4,000	4,000	4,000
Collector Legal Expense	5,000	1,000	5,000	5,000	5,000
Tax Title Expense	6,500	-	6,500	6,500	6,500
Interest due on Abatements	249	-	1,000	1,000	1,000
Bank Fees	-	-	-	-	-
Postage	6,928	6,191	10,000	10,000	10,000
Office Supplies/Equipment	7,000	5,098	7,000	7,000	7,000
Travel	1,000	567	800	800	800
Dues & Memberships	240	80	300	350	350
	172,919	156,186	188,229	181,206	181,206
151 Legal Expense	60,000	45,647	60,000	60,000	60,000
Conomo Point Legal	10,000	(116)	5,000	5,000	5,000
WW Legal	-	12,321	5,000	5,000	5,000
	70,000	57,852	70,000	70,000	70,000
152 Personnel Board					
Personnel Officer Salary	15,237	15,695	16,165	16,650	16,650
Expenses	500	457	500	500	500
	15,737	16,152	16,665	17,150	17,150

Town of Essex
Article 6 Operating Budget
Fiscal Year 2022 General Fund

	FY19 Budget Expended	FY20 Budget Expended	FY21 Fin Com Adopted	FY22 Fin Com Requested	FY22 Fin Com Recommended
153 Internet/Network					
IT Hosting	8,000	6,200	8,200	12,220	12,220
Fiber Optic Municipal Area Network	12,000	3,010	5,500	5,500	5,500
Network/User Testing & Diagnostics	6,600	6,600	6,650	6,650	6,650
Notification System Support	-	-	-	-	-
Regional Dispatch Connectivity	8,000	4,481	8,000	-	-
Town Website Support/Maint	11,100	3,971	5,500	5,500	5,500
Internet and e-mail Service	7,500	3,286	5,500	10,500	10,500
Network Eq & Maintenance	4,000	4,000	4,000	4,000	4,000
	57,200	31,548	43,350	44,370	44,370
161 Town Clerk					
Town Clerk Salary	57,000	58,140	59,303	60,489	60,489
Town Clerk Certification	1,000	-	-	-	-
Town Clerk's Assistant	11,212	9,189	11,710	11,944	11,944
Town Clerk Training & Travel	1,225	220	1,000	1,000	1,000
Archival Management	200	-	200	200	200
Copy Machine Expense	500	90	500	500	500
Office Supplies	725	519	725	725	725
Parking Tickets	1,750	920	1,750	1,750	1,750
Dog Licenses	525	339	525	525	525
Dues and Memberships	290	100	200	200	200
	74,427	69,517	75,913	77,333	77,333
162 Elections					
Election Wages	7,120	4,331	7,303	2,500	2,500
Ballots	1,100	530	2,000	2,000	2,000
Voting Lists	-	-	-	-	-
Town Meeting Expenses	216	200	274	274	274
Election Expenses	4,558	4,410	5,500	5,500	5,500
	12,994	9,471	15,077	10,274	10,274
163 Registrars					
Registrars Stipends	1,350	1,332	1,350	1,350	1,350
Printing	500	500	600	600	600
Supplies	2,500	2,162	2,500	2,500	2,500
	4,350	3,994	4,450	4,450	4,450
165 Licensing Board					
Clerical Stipend	2,862	2,919	2,978	3,037	3,037
Expenses	175	175	175	175	175
	3,037	3,094	3,153	3,212	3,212
171 Conservation Commission					
Conservation Agent	8,425	8,819	9,322	9,156	9,156
Clerical Wages	18,214	18,296	18,495	18,530	18,530
Software Maintenance	500	195	500	500	500
Telephone	170	300	300	300	300
Expenses	1,630	1,280	1,500	1,500	1,500
Dues and Memberships	400	287	750	750	750
	29,339	29,177	30,867	30,736	30,736

Town of Essex
Article 6 Operating Budget
Fiscal Year 2022 General Fund

	FY19 Budget Expended	FY20 Budget Expended	FY21 Fin Com Adopted	FY22 Fin Com Requested	FY22 Fin Com Recommended
175 Planning Board					
Clerical Wages	13,352	11,777	13,892	14,170	14,170
Notices	1,500	1,378	1,500	1,500	1,500
Technology	350	-	350	350	350
Expenses	500	452	500	500	500
	<u>15,702</u>	<u>13,607</u>	<u>16,242</u>	<u>16,520</u>	<u>16,520</u>
 176 Appeals Board					
Clerical Wages	1,454	533	1,513	1,543	1,543
Expenses	2,500	968	2,500	2,500	2,500
	<u>3,954</u>	<u>1,501</u>	<u>4,013</u>	<u>4,043</u>	<u>4,043</u>
 179 Conomo Point					
Clerical Stipend	2,862	2,919	2,978	3,037	3,037
Conomo Pt Expenses	10,000	2,780	10,000	10,000	10,000
Conomo Point Stipend	150	150	150	150	150
	<u>13,012</u>	<u>5,849</u>	<u>13,128</u>	<u>13,187</u>	<u>13,187</u>
 193 Town Property					
Town Property Custodian	20,660	20,750	21,579	22,060	22,060
Town Property Public Safety Building			8,500	-	-
Town Hall/Library Custodian	20,660	12,947	21,579	22,060	22,060
Town Hall Electricity	23,787	17,394	18,787	18,787	18,787
Town Hall Heating Fuel/Natural Gas	5,000	3,488	6,213	6,213	6,213
Town Hall Water Usage	850	449	850	850	850
Town Hall Sewer Usage	1,700	727	1,700	1,700	1,700
Town Hall Fire Alarm Monitor/Test	900	378	900	900	900
Town Hall Generator Maintenance	1,100	828	1,100	1,100	1,100
Town Hall Generator Fuel	600	-	600	600	600
Town Hall Panic Alarm Monitoring	500	500	610	610	610
Town Hall Elevator Phone Monitoring	400	-	400	400	400
Town Hall Elevator Inspection/Maint	7,150	2,183	6,000	6,000	6,000
Town Hall HVAC Maintenance	1,000	1,000	1,000	1,000	1,000
Town Hall Sprinkler System Maint	500	-	500	500	500
Town Hall Clock Maintenance	250	100	500	500	500
Greenhead Fly Program	3,750	3,120	3,750	3,750	3,750
Town Hall Office Machines	3,000	564	3,000	3,000	3,000
G.I.S. Mapping Services	1,000	384	1,000	1,000	1,000
Selectmen's Telephone-copper lines	1,680	3,689	4,250	4,250	4,250
Town Department Telephones (VOIP)	8,500	12,216	14,100	7,200	7,200
Town Hall Office Supplies	3,500	2,633	3,500	3,500	3,500
Town Hall - Quarterly Cleaning	-	-	-	-	-
Town Property Expenses	10,300	6,956	20,300	20,300	20,300
Repairs to Police/Fire Station	7,000	-	-	-	-
Blanket Liability Insurance	112,693	87,978	135,300	135,300	135,300
	<u>236,480</u>	<u>178,284</u>	<u>276,018</u>	<u>261,580</u>	<u>261,580</u>

Town of Essex
Article 6 Operating Budget
Fiscal Year 2022 General Fund

	FY19 Budget Expended	FY20 Budget Expended	FY21 Fin Com Adopted	FY22 Fin Com Requested	FY22 Fin Com Recommended
195 Town Report Printing	4,000	2,620	4,000	4,000	4,000
	4,000	2,620	4,000	4,000	4,000
GENERAL GOVERNMENT SUMMARY					
Labor	706,880	719,079	752,915	743,908	743,908
Operating Expense	695,371	387,009	665,133	665,673	665,673
	1,402,251	1,106,088	1,418,048	1,409,581	1,409,581
200 Public Safety					
210 Police Department					
Police Chief Salary	109,643	117,104	110,770	111,899	111,899
Police Officer Salaries	516,517	441,379	590,133	605,446	605,446
Police Chief Clerical Wages	38,880	39,703	40,808	41,425	41,425
Part time Police Salaries	135,436	199,786	110,025	111,859	111,859
Community Policing	6,350	3,694	6,240	6,240	6,240
Overtime, Extra Investigation	10,717	7,134	11,440	11,440	11,440
Overtime, Shift Coverage	43,000	37,847	57,344	58,000	58,000
Overtime, Incidental	38,000	25,369	20,800	20,800	20,800
Overtime, Prisoner Callout	7,560	5,550	8,320	8,320	8,320
Overtime, Holiday	25,334	21,111	33,280	34,500	34,500
Overtime, Court Detail	10,000	4,695	9,360	9,360	9,360
Night Differential	35,403	21,831	28,647	30,706	30,706
Sick Leave Buyback	17,689	35,902	10,182	10,752	10,752
Inservice Training	32,500	15,669	20,800	20,800	20,800
Educational Stipend	116,106	94,690	98,564	100,774	100,774
Police Ambulance Training	1,900	1,800	1,560	3,420	3,420
Firearms Training	9,512	10,771	12,882	12,882	12,882
Ambulance Training Expense	800	664	1,000	2,000	2,000
Inservice Training Expense	3,000	4,425	5,000	5,000	5,000
Trailer Maintenance	2,500	1,216	2,500	-	-
Vehicle Maintenance	8,733	10,939	10,000	11,000	11,000
Seminar Fees	750	712	1,000	1,000	1,000
Drug and Alcohol Testing	4,000	903	6,000	6,000	6,000
Telephone	5,300	-	2,300	-	-
Police IPAD, Body & Cruiser Cameras	-	-	-	2,300	2,300
Beeper/Radio Repairs	4,500	1,625	4,500	4,500	4,500
Bapern	1,900	1,900	1,900	1,900	1,900
Office Supplies	4,950	5,194	5,000	5,000	5,000
Vehicle Fuel	22,110	22,405	21,790	24,000	24,000
Supplies	9,500	11,162	9,500	9,500	9,500
Uniform Allowance	16,000	14,902	18,000	18,000	18,000
Travel	2,167	47	2,200	2,200	2,200
Dues and Memeberships	2,800	2,729	3,000	3,000	3,000
	1,243,557	1,162,858	1,264,845	1,294,023	1,294,023
211 ECO Department					
Salaries and Wages	500	-	500	500	500
Office Expense	2,500	2,495	2,500	2,500	2,500
	3,000	2,495	3,000	3,000	3,000

Town of Essex
Article 6 Operating Budget
Fiscal Year 2022 General Fund

	FY19 Budget Expended	FY20 Budget Expended	FY21 Fin Com Adopted	FY22 Fin Com Requested	FY22 Fin Com Recommended
215 Public Safety Building					
Custodian				22,060	22,060
Electricity				36,000	36,000
Natural Gas				13,000	13,000
Generator (Diesel) Fuel				750	750
Water Usage				1,500	1,500
Sewer Usage				4,800	4,800
Elevator Phone Monitoring				400	400
Elevator Inspection/Maintenance				6,000	6,000
HVAC Maintenance				1,000	1,000
Sprinkler System Maintenance				500	500
Telephone VOIP and copper Lines				12,100	12,100
Regional Dispatch Connectivity				12,400	12,400
Repair and Maintenance				7,500	7,500
Fire Alarm Monitor/Testing				900	900
Trash Removal					
Landscaping					
Snow Removal					
Generator Maintenance				1,100	1,100
	-	-	-	120,010	120,010
220 Fire Department					
Fire Chief Salary	7,641	7,794	7,950	8,109	8,109
Clerical Wages	10,367	10,615	10,828	11,067	11,067
Firefighter Salaries	137,360	141,948	150,527	153,557	153,557
Fire Engineers Stipends	2,972	3,032	3,093	3,154	3,154
Fire Training Salaries	22,665	2,750	22,807	23,270	23,270
Fire Training Expense	1,100	4,613	4,700	4,700	4,700
Electricity	19,019	19,663	28,500	-	-
Heating Oil/Natural Gas	6,712	5,725	6,500	-	-
Water Usage	800	662	1,200	-	-
Sewer Usage	1,300	1,401	2,000	-	-
Station Repair and Maintenance	5,005	3,479	7,500	-	-
Equipment Repair and Maint.	11,000	11,607	11,000	11,000	11,000
Ladder/Pump Testing	2,500	2,567	6,000	6,500	6,500
Forest Fire Equipment	3,700	3,653	3,700	3,700	3,700
Telephone	3,700	2,070	2,000	2,000	2,000
Pagers	4,400	3,918	4,400	4,400	4,400
Propane Gas	507	345	550	-	-
Office Supplies	1,400	942	1,400	1,500	1,500
Vehicle Fuel	5,687	4,437	6,600	6,600	6,600
Other Expenses	14,220	9,236	10,000	10,000	10,000
Fire Prevention	50	1,323	1,750	1,750	1,750
Uniforms	12,500	6,008	12,500	13,000	13,000
Dues and Memberships	2,500	2,700	2,700	2,800	2,800
	277,105	250,488	308,205	267,107	267,107
231 Ambulance Department					
Ambulance Salaries	65,187	20,281	66,149	67,483	67,483
Ambulance Training Salaries	20,827	14,701	21,670	22,107	22,107
Training Expenses	6,000	8,493	6,000	6,000	6,000
Contracted Billing Services	10,310	9,243	11,600	11,600	11,600
Ambulance Repair and Maintenance	4,741	556	2,000	2,000	2,000
Supplies	6,500	5,622	8,000	8,000	8,000
Affiliation & License Fees	1,249	3,069	3,000	3,000	3,000
	114,814	61,965	118,419	120,190	120,190

Town of Essex
Article 6 Operating Budget
Fiscal Year 2022 General Fund

	FY19 Budget Expended	FY20 Budget Expended	FY21 Fin Com Adopted	FY22 Fin Com Requested	FY22 Fin Com Recommended
241 Building Inspector Dept.					
Building Inspector Salary	14,122	14,404	14,693	14,986	14,986
Asst. Building Inspector Salary	9,245	9,430	9,619	9,811	9,811
Clerical, part time wages	5,253	2,008	5,466	5,575	5,575
Training Expenses	950	200	950	950	950
Expenses	800	685	1,300	1,300	1,300
	30,370	26,727	32,028	32,622	32,622
243 Plumbing Inspector Dept.					
Plumbing Inspector Salary	6,202	6,326	6,453	6,582	6,582
Expenses	200	-	200	200	200
	6,402	6,326	6,653	6,782	6,782
245 Electrical Inspector Dept.					
Electrical Inspector Salary	6,202	6,326	6,453	6,582	6,582
Expenses	150	150	150	150	150
	6,352	6,476	6,603	6,732	6,732
291 Emergency Management Dept					
Director Stipend	300	300	300	300	300
Expenses	1,399	92	1,300	1,300	1,300
Dues and Memberships	51	-	150	150	150
	1,750	392	1,750	1,750	1,750
292 Animal Inspector Dept.					
Animal Inspector Stipend	6,012	6,132	6,255	6,380	6,380
	6,012	6,132	6,255	6,380	6,380
293 Animal Control Officer					
Animal Control Officer Stipend	13,689	13,963	14,243	14,527	14,527
Assistant Dog Officer/ACO	1,643	1,676	1,710	1,744	1,744
Expenses	1,400	53	1,400	1,400	1,400
	16,732	15,692	17,353	17,671	17,671
295 Harbormaster Department					
Harbormaster Deputy Salary	6,293	-	-	-	-
Harbormaster Salary		13,150	25,000	25,500	25,500
Asst Harbormaster Salary	12,240	9,780	13,546	13,817	13,817
Town Landing Ramp Attendant	4,080	3,743	4,245	4,330	4,330
Training Expense	1,980	-	1,500	1,500	1,500
Boat Repairs	8,400	3,771	9,000	9,000	9,000
Pier and Float Maintenance	2,000	10,639	2,000	2,000	2,000
Drug and Alcohol Testing	1,000	175	1,000	1,000	1,000
Mooring Permit Expense	4,000	3,429	6,000	6,000	6,000
Fuel and Oil	4,100	2,153	4,600	4,600	4,600
Buoys	3,800	4,390	4,000	4,000	4,000
Uniforms	3,000	2,288	2,800	2,800	2,800
Incidental Expenses	2,300	2,005	4,000	4,000	4,000
	53,193	55,523	77,691	78,547	78,547
299 Shellfish Department					
Shellfish Constable Salary	44,695	45,589	46,501	47,431	47,431
Shellfish Deputy Salary	9,009	8,809	9,373	9,560	9,560
Boat Repairs	500	1,480	2,000	2,000	2,000
Vehicle Fuel	3,500	1,811	5,000	5,000	5,000
Vehicle Maintenance	1,500	-	1,500	1,500	1,500
Expenses	425	330	425	425	425
Uniforms	125	122	125	125	125
Dues and Memberships	200	175	200	200	200
	59,954	58,316	65,124	66,241	66,241

Town of Essex
Article 6 Operating Budget
Fiscal Year 2022 General Fund

	FY19 Budget Expended	FY20 Budget Expended	FY21 Fin Com Adopted	FY22 Fin Com Requested	FY22 Fin Com Recommended
PUBLIC SAFETY SUMMARY					
Labor	706,880	1,426,792	1,607,154	1,677,055	1,677,055
Operating Expense	258,190	226,598	300,772	344,000	344,000
	<u>965,070</u>	<u>1,653,390</u>	<u>1,907,926</u>	<u>2,021,055</u>	<u>2,021,055</u>
 300 Education					
MERSD Assessment		See Article #11			
Essex No Shore Ag&Tech Assessmt		See Article #12			
 400 Department of Public Works					
420 Highway Department					
Superintendent Salary	100,652	88,792	92,937	94,796	94,796
Clerical Wages	30,549	29,277	32,928	33,587	33,587
Foreman Wages	63,461	65,144	66,127	67,488	67,488
Operator Wages	132,403	126,100	139,197	143,408	143,408
Laborer	20,685	22,163	43,765	44,299	44,299
Stormwater Compliance Wages	1,000	-	100	-	-
Grounds Maintenance Wages	17,000	7,509	17,000	17,000	17,000
Overtime	6,834	6,142	6,834	6,834	6,834
Sick Leave Buyback	3,284	2,000	1,500	1,500	1,500
Electricity	5,500	2,745	4,800	4,800	4,800
Water Usage	1,400	1,400	1,500	1,500	1,500
Small Equipment Repair	2,100	1,417	2,300	2,300	2,300
Bridge Inspection and Repair	100	-	3,000	3,000	3,000
Equipment Lease	32,740	32,739	-	-	-
Seminar Fees	800	407	1,000	1,000	1,000
Monitoring Wells	5,500	3,900	5,500	5,500	5,500
Drug and Alcohol Testing	700	348	700	700	700
Tree Removal	12,000	16,000	16,000	18,500	18,500
Telephone	2,800	2,029	2,500	2,500	2,500
Building Fuel	6,500	3,143	6,500	6,500	6,500
Office Supplies	2,500	1,938	2,500	2,500	2,500
Grounds Maintenance Expense	9,500	3,960	9,500	9,500	9,500
Stormwater Compliance Expense	20,000	17,000	50,000	40,000	40,000
Playground Maintenance	8,500	7,306	8,000	8,000	8,000
Truck Fuel	17,000	12,808	17,000	17,000	17,000
Truck Maintenance	15,000	13,733	15,000	15,000	15,000
Highway Maintenance	83,900	78,109	85,000	85,000	85,000
Tools and Supplies	3,100	3,084	3,100	3,100	3,100
Other Maintenance	7,100	7,106	7,100	7,100	7,100
Clothing Allowance	2,700	2,500	3,500	3,000	3,000
Dues and Memberships	700	690	800	800	800
Public Safety Grounds Maintenance	-	-	-	15,000	15,000
	<u>616,008</u>	<u>559,489</u>	<u>645,688</u>	<u>661,212</u>	<u>661,212</u>
 423 Snow and Ice					
Snow Removal OT	22,367	11,342	16,767	16,767	16,767
Snow Removal Public Safety Bldg				35,000	35,000
Snow Removal Contractors	14,008	12,593	11,608	11,608	11,608
Snow Removal Expenses	65,226	56,954	58,226	58,226	58,226
	<u>101,601</u>	<u>80,889</u>	<u>86,601</u>	<u>121,601</u>	<u>121,601</u>

Town of Essex
Article 6 Operating Budget
Fiscal Year 2022 General Fund

	FY19 Budget Expended	FY20 Budget Expended	FY21 Fin Com Adopted	FY22 Fin Com Requested	FY22 Fin Com Recommended
424 Street Lighting	19,070	5,412	12,000	12,000	12,000
Street Lighting Maintenance & Repair	-	503	3,000	3,000	3,000
	19,070	5,915	15,000	15,000	15,000
430 Transfer Station/Recycling Dept					
Recycling Coordinator Wages	16,961	38,553	27,259	27,579	27,579
Electricity	3,450	2,018	3,200	3,200	3,200
Trash Contract	173,360	122,918	110,000	110,000	110,000
Recycling Contract	37,640	37,244	42,000	42,000	42,000
Hazardous Waste Disposal	5,212	-	5,500	5,500	5,500
Inspection Services	3,557	850	4,000	4,000	4,000
Telephone	420	367	420	420	420
Sticker Printing	700	630	725	725	725
Maintenance	9,281	5,098	8,000	8,000	8,000
	250,581	207,678	201,104	201,424	201,424
449 Non Enterprise Wastewater					
WW Legal Expense	56,500	-	-	-	-
	56,500	-	-	-	-
491 Cemetery Department					
Wages	31,712	30,462	44,286	46,401	46,401
Clerical Wages	3,888	3,966	4,061	4,143	4,143
Part-time Wages	14,147	8,661	14,800	14,800	14,800
Overtime	2,838	1,805	2,500	2,500	2,500
Electricity	390	193	390	390	390
Gas and Fuel	2,500	388	2,200	2,200	2,200
Small Equipment	2,000	1,065	2,000	2,000	2,000
Repair and Maintenance	3,000	941	2,700	2,700	2,700
Materials	2,000	793	2,000	2,000	2,000
	62,475	48,274	74,937	77,134	77,134
6150 Water Enterprise Fund				see Article # 10	see Article # 10
6250 Sewer Enterprise Fund				see Article # 8	see Article # 8
PUBLIC WORKS SUMMARY					
Labor	375,868	441,916	510,061	521,102	521,102
Operating Expense	604,321	460,329	513,269	555,269	555,269
	980,189	902,245	1,023,330	1,076,371	1,076,371
500 Human Services					
512 Board of Health					
Sanitarian Salary	70,747	72,162	73,605	75,077	75,077
Clerical, full time	48,422	49,474	50,822	52,182	52,182
Nurse Wages	10,958	9,094	11,401	11,629	11,629
OSHA Coordinator Stipend	-	7,075	7,217	7,361	7,361
OSHA Training	-	-	2,500	2,500	2,500
OSHA General Expense	-	2,818	3,000	3,000	3,000
OSHA Drug and Medical Screening	-	-	1,000	1,000	1,000
Seminar Fees	950	473	850	850	850
Advertising	550	-	450	450	450
Contracted Services	6,000	4,736	6,650	6,650	6,650
Water Testing	700	403	700	700	700
Postage	530	511	550	550	550
Office Supplies	1,619	955	1,475	1,475	1,475
Expenses	1,151	676	1,150	1,150	1,150
Travel	1,800	902	1,900	1,900	1,900
Dues and Memberships	550	351	500	500	500
	143,977	149,630	163,770	166,974	166,974

Town of Essex
Article 6 Operating Budget
Fiscal Year 2022 General Fund

	FY19 Budget Expended	FY20 Budget Expended	FY21 Fin Com Adopted	FY22 Fin Com Requested	FY22 Fin Com Recommended
520 Social Service Agencies	2,500	2,500	2,500	2,500	2,500
	2,500	2,500	2,500	2,500	2,500
541 Council on Aging					
Director, part time	31,473	30,929	31,573	34,015	34,015
Outreach Coordinator	17,475	16,567	16,843	20,000	20,000
Clerical part time	-	-	6,240	11,768	11,768
Van Driver Wages	3,702	138	1,300	-	-
Electricity/Utilities	3,476	5,450	6,325	6,500	6,500
Heating - Natural Gas	1,300	-	-	-	-
Water/Sewer Utility	625	-	-	-	-
System Inspection Maintenance	17,200	-	-	-	-
Buildings Repair and Maintenance	6,200	16,498	14,000	14,000	14,000
COA Transportation	-	16,700	28,500	6,000	6,000
Vehicle Maintenance		-	-	-	-
Vehicle Fuel	2,500	-	-	-	-
Van Driver Expenses	19,824	-	-	-	-
Telephone	1,600	-	-	-	-
Technology	2,280	-	-	-	-
COA Expenses	16,900	4,570	7,500	7,500	7,500
	124,555	90,852	112,281	99,783	99,783
542 Youth Department					
Coordinator/Director Wages	35,272	12,212			
Program Expense	5,440	1,630			
Office Expense	2,000	277			
	42,712	14,119	-	-	-
543 Veterans Services					
Regional Assessment	15,703	16,935	16,936	16,936	16,936
Ordinary Benefits	55,000	20,100	55,000	55,000	55,000
	70,703	37,035	71,936	71,936	71,936
546 Centennial Grove					
Sanitation Facilities	3,500	1,956	3,500	3,500	3,500
Maintenance	2,200	1,249	2,200	12,200	12,200
	5,700	3,205	5,700	15,700	15,700
HUMAN SERVICES SUMMARY					
Labor	218,049	197,651	199,001	212,032	212,032
Operating Expense	172,098	99,690	157,186	144,861	144,861
	390,147	297,341	356,187	356,893	356,893
600 Culture and Recreation					
610 Library					
Director Salary	54,255	55,559	58,336	59,503	59,503
Staff Wages	47,127	41,241	59,301	60,532	60,532
Copier Expense	395	395	850	850	850
Telephone	850	741	850	850	850
Office Supplies	1,800	663	1,800	1,800	1,800
Technology	2,400	794	2,400	2,400	2,400
Library Materials	40,000	37,841	50,000	50,000	50,000
Library Programming	2,000	2,900	2,500	2,500	2,500
Travel	350	125	350	350	350
MVLC Membership	13,940	12,033	13,861	13,861	13,861
	163,117	152,292	190,248	192,646	192,646

Town of Essex
Article 6 Operating Budget
Fiscal Year 2022 General Fund

	FY19 Budget Expended	FY20 Budget Expended	FY21 Fin Com Adopted	FY22 Fin Com Requested	FY22 Fin Com Recommended
691 Historical Commission					
Administrative	1,000	-	1,000	1,000	1,000
Printing	500	-	500	500	500
	<u>1,500</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
692 Memorial Day	900	892	900	900	900
	<u>900</u>	<u>892</u>	<u>900</u>	<u>900</u>	<u>900</u>
SUMMARY CULTURE AND RECREATION					
Labor	101,382	96,800	117,637	120,035	120,035
Operating Expense	64,135	56,384	75,011	75,011	75,011
	<u>165,517</u>	<u>153,184</u>	<u>192,648</u>	<u>195,046</u>	<u>195,046</u>
700 Debt Service					
General Fund					
710 Maturing Debt Principal-Town Hall	60,000	60,000	60,000	60,000	60,000
Maturing Debt Principal Public Safety			250,000	350,000	350,000
750 Maturing Debt Interest	9,600	8,400	7,200	6,000	6,000
Maturing Debt Interest Public Safety			348,010	359,400	359,400
751 B.A.N. Principal and Interest					
Short Term Interest	15,000	15,000	15,000	15,000	15,000
	<u>24,600</u>	<u>23,400</u>	<u>680,210</u>	<u>790,400</u>	<u>790,400</u>
District Debt Assessments:					
Manchester Essex Regl Schl	689,175	1,474,238	1,451,933	1,405,292	1,405,292
ENSA&TSD IN Article #12 \$19,543			See Article #12		
Water Enterprise Debt			See Article #10		
Sewer Enterprise Debt			See Article #8		
SUMMARY DEBT SERVICE					
Operating Expenses	773,775	1,557,638	2,132,143	2,195,692	2,195,692
900 Penions, Benefits and Other					
911 Retirement Asmnt, apportioned	488,207	531,026	557,417	597,946	597,946
912 Employee Benefits					
Worker's Comp Insurance	30,586	16,014	32,449	32,449	32,449
Unemployment Claims	1,000	-	1,000	1,000	1,000
	<u>31,586</u>	<u>16,014</u>	<u>33,449</u>	<u>33,449</u>	<u>33,449</u>
914 Health Insurance, apportioned	684,970	534,088	695,000	644,265	644,265
945 FICA/Medicare Tax, Town Share	81,095	79,926	82,900	78,656	78,656
SUMMARY PENSIONS, BENEFITS AND OTHER					
Operating Expenses	1,285,858	1,161,054	1,368,766	1,354,316	1,354,316
LABOR	2,109,059	2,882,238	3,186,768	3,274,132	3,274,132
OPERATING EXPENSE	3,853,748	3,948,702	5,212,280	5,334,822	5,334,822
GRAND TOTAL ARTICLE 6	<u>5,962,807</u>	<u>6,830,940</u>	<u>8,399,048</u>	<u>8,608,954</u>	<u>8,608,954</u>
Article 8 - Sewer Enterprise	2,016,248	2,016,248	2,196,676	2,180,568	2,180,568
Article 10 - Water Enterprise	726,486	678,768	807,145	798,781	798,781
Article 11 - Man/Essex Reg	7,836,479	8,073,441	8,364,966	8,695,830	8,695,830
Article 12 - Essex No Shore	323,548	282,795	237,681	218,080	218,080
Total Operating Budgets	<u>16,865,568</u>	<u>17,882,192</u>	<u>20,005,516</u>	<u>20,502,213</u>	<u>20,502,213</u>

DESCRIPTION OF GENERAL FUND APPROPRIATION ARTICLE

Each year, the Town votes on the general operating budget via an article printed in the Annual Town Meeting warrant, similar to the following:

To hear and act upon the Report of the Finance Committee and to vote to raise and appropriate or transfer from available funds a sum of money for the Town charges and expenditures for the ensuing year, 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; or take any other action relating thereto.

The sources and amounts of funds vary from year to year and depend on the Town's authorized ability to assess taxes and collect fees. These sources and amounts are specified in the actual motion that is made on the Town Meeting floor, usually by the Chairman of the Finance Committee. A typical motion could read as follows (letters have been substituted for dollar values for illustrative purposes):

I, _____, move that the Town a) raise and appropriate the sum of \$A for debt repayment, principal and interest, b) transfer from the Cemetery Perpetual Care, Sale of Lots, and Lot Care Funds the sum of \$B to the Department of Public Works, c) transfer from the Waterways Improvement Fund the sum of \$C to the Harbormaster Department, d) transfer from free cash the sum of \$D, transfer from the PEG Access and Cable Related Fund the sum of \$E, transfer from the Board of Assessors' Overlay Account the sum of \$F, and raise and appropriate the sum of \$G to be allocated between the salaries and expenses among the various departments as indicated in the Finance Committee Report, and e) transfer the sum of \$H from the Ambulance Fund for the operation of the Town's Ambulance Service.

- A – a sum of money raised by the Town via taxes to repay debt.
- B – a sum of money from a fund maintained by the deposit of cemetery plot fees for the DPW's operation of cemeteries.
- C – a sum of money from a fund maintained by the deposit of one half of the boat excise tax paid to the Town each year.
- D – a sum of money from the Town's free cash certification (if available) that may be used to fund a portion of the operating budget.
- E – a sum of money from the Board of Assessor's account reserved to provide tax rebates if it is known that rebates for a given overlay year are closed out, leaving excess funds in the overlay account, that may be used to fund part of the operating budget.
- F – A sum of money raised via property taxes that is used to fund a portion of the operating budget (always the largest source, in the millions).
- G – A sum of money that is transferred from funds collected by the Town's ambulance service, usually paid by insurance companies of those who receive ambulance care or transport.
- H – A sum of money that is transferred from fees and surcharges collected by Comcast as part of the Franchise Agreement between the Town and this cable provider.

A separate handout will be made available at Town Meeting that summarizes the actual sources and dollar values for the coming fiscal year along with figures associated with other articles.

Town of Essex
Article 10 Water Enterprise
Fiscal Year 2022

	FY19 Budget Expended	FY20 Budget Expended	FY21 Fin Com Adopted	FY22 Fin Com Requested	FY22 Fin Com Recommended
6150 Water Enterprise					
Superintendent Salary	16,199	14,648	15,490	15,800	15,800
Asst Supervisor/Chief Operator Salary			54,900	56,000	56,000
Clerical Wages	21,677	21,892	22,442	22,891	22,891
Part time Wages	8,292	6,532	8,000	8,000	8,000
Operator/Tech Salaries	38,979	38,605	40,101	41,610	41,610
Operator Salaries	143,902	139,469	147,344	154,956	154,956
Overtime	19,830	23,118	19,830	19,830	19,830
Sick Leave Buy-back	4,213	3,421	4,000	4,000	4,000
Health Insurance	49,393	45,341	50,232	46,565	46,565
Workers' Comp	5,343	5,126	5,871	5,871	5,871
Retirement Assessment	58,549	62,474	65,579	70,347	70,347
FICA/Medicare Tax	4,627	4,791	4,900	5,377	5,377
Electricity	61,947	50,500	64,000	60,000	60,000
Sludge Removal	12,553	14,000	14,500	14,500	14,500
Seminar Fees	1,500	685	3,000	3,000	3,000
Drug and Alcohol Testing	300	83	300	300	300
Well Cleaning	23,488	11,454	25,000	25,000	25,000
EPA & State Mand. Testing	4,700	4,039	4,800	4,800	4,800
Contracted Services	7,000	7,000	7,000	7,000	7,000
Backflow Testing	2,200	1,700	2,200	3,500	3,500
Telephone	3,200	2,507	3,000	3,000	3,000
Fuel	9,100	8,055	7,000	7,000	7,000
Office Supplies	6,749	6,476	6,500	6,500	6,500
Vehicle Fuel	6,251	7,439	6,500	6,500	6,500
Vehicle Maintenance	2,500	844	2,000	2,000	2,000
Tools & Supplies	4,000	4,197	4,500	4,500	4,500
Chemicals	76,115	68,967	80,000	80,000	80,000
Lab Supplies	3,800	3,800	4,000	4,000	4,000
Other Maintenance	48,000	37,216	42,000	45,000	45,000
Clear Well Cleaning			5,000	5,000	5,000
Leak Detection			3,000	3,000	3,000
Materials	3,500	3,929	3,800	3,800	3,800
Meter Reading Units	1,500	985	1,500	1,500	1,500
Pipe Fittings and Meters	9,000	9,000	9,200	9,200	9,200
Clothing/Uniform Allowance	1,500	1,500	1,500	1,500	1,500
Dues and Memberships	2,635	2,491	3,000	3,000	3,000
Liability Insurance	17,365	20,796	20,600	20,600	20,600
Bond Principal	31,000	30,000	30,000	10,000	10,000
Bond Interest	2,580	1,970	1,370	970	970
Short Term Principal & Interest	12,998	13,718	13,186	12,364	12,364
	726,486	678,768	807,145	798,781	798,781
SUMMARY WATER ENTERPRISE					
Labor	253,092	247,685	312,107	323,087	323,087
Operating Expense	473,394	431,083	495,038	475,694	475,694
	726,486	678,768	807,145	798,781	798,781

Town of Essex
Article 8 Sewer Enterprise
Fiscal Year 2022

	FY19 Budget Expended	FY20 Budget Expended	FY21 Fin Com Adopted	FY22 Fin Com Requested	FY22 Fin Com Recommended
6250 Sewer Enterprise					
Superintendent Salary	16,199	14,648	15,490	15,800	15,800
Sewer Chief Operator	8,551	8,449	36,600	37,332	37,332
Clerical Wages	20,514	19,843	21,202	21,626	21,626
System II/Wastewater Tech	38,979	38,615	40,101	41,610	41,610
Operator/Tech Wages	37,453	38,680	39,100	40,899	40,899
Overtime	16,449	20,878	16,449	15,000	15,000
Workers Comp	2,776	2,362	2,884	2,884	2,884
Sick Leave Buy-back	1,799	1,650	1,650	1,800	1,800
Health Insurance	34,000	24,321	34,578	32,054	32,054
Retirement Assessment	29,275	31,237	32,790	35,173	35,173
FICA/Medicare Tax	2,524	2,184	2,600	2,501	2,501
Electricity	40,200	31,759	41,000	40,000	40,000
Seminar Fees	400	-	800	800	800
Drug & Alcohol Testing	240	-	240	240	240
Contract - City of Gloucester	487,155	331,925	500,000	480,000	480,000
I/I Requirements			30,000	30,000	30,000
Backflow Testing	800	850	800	1,500	1,500
Telephone	2,000	1,635	1,800	1,800	1,800
Fuel	3,500	3,493	3,500	3,500	3,500
Office Supplies/SCADA Sftwre	8,200	7,229	8,200	8,200	8,200
Vehicle Fuel	3,500	2,787	3,500	3,500	3,500
Vehicle Maintenance	1,800	736	1,800	1,800	1,800
Tools & Supplies	7,500	5,421	8,500	9,000	9,000
Chemicals	6,200	4,254	6,000	5,800	5,800
Maintenance	94,000	175,019	100,000	100,000	100,000
Materials	1,500	1,076	2,500	3,000	3,000
Clothing Allowance	500	500	500	500	500
Dues and Memberships	200	60	200	200	200
Liability Insurance	2,123	2,594	4,430	4,430	4,430
MWPAT Admin & Orig Fees	13,025	11,081	9,105	7,091	7,091
Bond Principal	1,185,649	1,192,812	1,202,530	1,217,077	1,217,077
Bond Interest	52,339	40,150	27,827	15,451	15,451
	<u>2,119,351</u>	<u>2,016,248</u>	<u>2,196,676</u>	<u>2,180,568</u>	<u>2,180,568</u>
SUMMARY SEWER ENTERPRISE					
Labor	138,145	141,113	168,942	174,067	174,067
Operating Expense	1,981,206	1,875,135	2,027,734	2,006,501	2,006,501
	<u>2,119,351</u>	<u>2,016,248</u>	<u>2,196,676</u>	<u>2,180,568</u>	<u>2,180,568</u>

TOWN OF ESSEX
DEBT SCHEDULE - FISCAL YEAR 2022

	FY22 Totals	Balance 6/30/2021	Payments Scheduled FY22	Balance 6/30/22
General Fund	\$ 2,195,692			
Town Hall Renovations (BAN)(Ex)		240,000	60,000	180,000
Interest			6,000	
Other General:				
MERSD Assessment Pr Elem School		14,851,526	1,047,405	13,804,121
MERSD Assessment Pr- High School		19,024,700	357,887	18,666,813
Short Term Interest			15,000	
Public Safety Building Principal (Ex)		12,250,000	350,000	11,900,000
Interest			359,400	
Septic Loan Fund	\$ 20,899			
MWPAT #1 97-1187		-	-	-
MWPAT #2 97-1187-1		4,016	2,008	2,008
MWPAT #3 97-1187-2		50,000	10,000	40,000
MWPAT #4 97-1187-3C		62,299	8,891	53,408
CWT-17-31*			-	
Water Enterprise	\$ 23,334			
Water Treatment Facility		-	-	-
Interest			-	
Water Tank Refunding		39,000	10,000	29,000
Interest			970	
Other Water (BAN) (B):				
Pond/Harlow Principal		41,000	12,000	29,000
Interest			364	
Sewer Enterprise (B/E)	\$ 1,239,619			
Sewer Bond 12/04		286,000	75,000	211,000
Interest			7,080	
MWPAT CW-00-52		1,391,557	250,670	1,140,887
Interest			3,690	
Admin Fee			1,331	
MWPAT CW-00-52A		1,128,550	203,639	924,911
Interest			3,023	
Admin Fee			1,080	
MWPAT CW-01-02A		630,660	112,720	517,940
Interest			1,657	
Admin Fee			604	
MWPAT CW-01-02B		2,412,435	482,487	1,929,948
Interest			-	
Admin Fee			3,257	
MWPAT CW-01-02C		334,620	55,770	278,850
Interest			-	
Admin Fee			460	
MWPAT CW-01-02D		257,537	36,792	220,745
Interest			-	
Admin Fee			359	
GRAND TOTALS	\$ 3,479,544		3,479,544	
Maturing Debt Principal		53,003,900	3,075,269	49,928,631

(BAN)=Bond Anticipation Note

(E)= Exempt Debt

(B)=Debt paid by Betterments

*CWT-17-31 We have drawn down \$248,102 of the \$400,000 available but have not closed on the loan to date.



Manchester Essex Regional School District FY 2022 Operating Budget

Revenue	2017-2018 Actual	% Inc.	2018-2019 Actual	% Inc.	2019-2020 Budget	2019-2020 Actual	% Inc.	2020-2021 Budget	% Inc. vs. Prior Budget	2021-2022 Budget	\$ Increase vs. Prior Budget	% Inc. vs. Prior Budget
Chapter 70 Aid	\$2,957,368	1.4%	\$3,007,748	1.36%	\$3,033,748	\$3,048,668	1.36%	\$2,774,413	-8.55%	\$3,053,668	\$309,255	11.15%
Regional School Transportation	\$155,460	10.4%	\$214,527	37.11%	\$140,000	\$230,284	7.35%	\$207,000	47.86%	\$207,000	\$0	0.00%
(Less: School Choice Sending)	(\$58,707)	13.5%	(\$92,624)	57.77%	(\$55,000)	(\$99,848)	7.80%	(\$85,000)	54.55%	(\$100,000)	(\$15,000)	17.65%
Total State Aid	\$3,065,121	1.6%	\$3,129,651	2.11%	\$3,118,748	\$3,178,114	1.58%	\$2,896,413	-7.13%	\$3,190,668	\$294,255	10.16%
Medicaid Reimbursement	\$89,468	56.8%	\$39,180	-56.22%	\$50,000	\$36,380	-7.15%	\$50,000	0.00%	\$50,000	\$0	0.00%
Earnings on Investments	\$37,319	143.8%	\$411,366	1002.31%	\$25,000	\$555,506	35.04%	\$40,000	60.00%	\$40,000	\$0	0.00%
Other Miscellaneous	\$42,996	57.0%	\$46,155	7.35%	\$29,500	\$30,391	-34.15%	\$29,500	0.00%	\$29,500	\$0	0.00%
Total Miscellaneous Income	\$169,802	70.2%	\$496,701	192.52%	\$104,500	\$622,277	25.28%	\$119,500	14.35%	\$119,500	\$0	0.00%
Excess & Deficiency Funds (to Support Operating Bu	\$0		\$0	NM	\$100,000	\$100,000	NM	\$335,000	235.00%	\$335,000	\$0	0.00%
Total Revenue Before Assessments	\$3,234,923	3.8%	\$3,626,352	12.10%	\$3,323,248	\$3,901,391	7.58%	\$3,350,913	0.83%	\$3,645,168	\$294,255	8.78%
Manchester (Operating Budget)	\$13,813,861	3.71%	\$14,274,688	3.34%	\$14,668,257	\$14,668,257	2.76%	\$15,099,835	2.94%	\$15,589,705	\$489,869	3.24%
Essex (Operating Budget)	\$7,593,144	2.28%	\$7,836,479	3.20%	\$8,073,441	\$8,073,441	3.02%	\$8,364,966	3.61%	\$8,695,830	\$330,864	3.96%
Town Assessments	\$21,407,006	3.20%	\$22,111,166	3.29%	\$22,741,898	\$22,741,698	2.85%	\$23,464,801	3.18%	\$24,285,535	\$820,734	3.50%
GENERAL FUND REVENUE - OPERATING	\$24,641,929	3.27%	\$25,737,518	4.45%	\$26,064,946	\$26,643,089	3.52%	\$26,815,714	2.88%	\$27,930,703	\$1,114,989	4.16%
Excess & Deficiency Funds (Transfer to Stabilization)***					\$481,109	\$481,109	NM	\$0	-100.00%	\$0	\$0	NM
TOTAL GENERAL FUND REVENUE	\$24,641,929	3.27%	\$25,737,518	4.45%	\$26,546,055	\$27,124,198	5.39%	\$26,815,714	1.02%	\$27,930,703	\$1,114,989	4.16%
(Less: Contribution to Stabilization Fund)	\$0		\$0	NM	(\$481,109)	(\$481,109)	NM	\$0	NM	\$0	\$0	NM
(Less: Contribution to Transportation Stabilization*)	(\$31,460)		(\$74,629)	NM	\$0	\$0	NM	\$0	NM	\$0	\$0	NM
Available General Fund Resources	\$24,610,469	3.34%	\$25,662,889	4.28%	\$26,064,946	\$26,643,089	3.82%	\$26,815,714	2.88%	\$27,930,703	\$1,114,989	4.16%
Total Operating Budget (Historical Format)	\$24,744,362	4.38%	\$25,259,297	2.08%	\$26,389,945	\$26,011,569	2.98%	\$27,140,714	2.84%	\$28,255,703	\$1,114,989	4.11%
(Less: School Choice)	(\$300,000)		(\$325,000)	8.33%	(\$325,000)	(\$290,000)	-10.77%	(\$325,000)	0.00%	(\$325,000)	\$0	0.00%
General Fund Operating Budget (Restated)**	\$24,444,362	4.55%	\$24,934,297	2.00%	\$26,064,945	\$26,721,569	3.16%	\$26,815,714	2.88%	\$27,930,703	\$1,114,989	4.16%

*Per DESE guidelines, Transportation Aid in excess of budget may be held in reserve for one year only, and must be spent in the subsequent fiscal year.
**MERSD Budget reformed (including prior periods) to show School Choice activity separately from General Fund, in accordance with DESE guidelines
***FY20 Budget amended 3/2020 to transfer \$418,109 fr. Excess & Deficiency to Stabilization. Source of funds: FY19 interest income on Memorial School construction bond proceeds & Lincoln St footbridge insurance settlement

District Reserves at the Close of Fiscal Year 20 & Budgeted Uses	FY-20 Closing Balance	FY-21*** Budgeted Use	FY-22 Budgeted Use	FY-23 Available
Reserve Fund Type				
General Fund: Unassigned Fund Balance*	\$1,795,931	(\$816,694)	(\$335,000)	\$644,237
School Choice Reserves**	\$1,502,535	(\$786,471)	\$0	\$716,064
Stabilization Fund	\$489,109	\$481,694	\$0	\$970,803
Total Reserves	\$3,787,575	(\$1,121,471)	(\$335,000)	\$2,331,104
% of FY-22 Budget	13.56%	% of FY-22 Budget		8.35%

**\$817K use of Unassigned Fund Balance in FY21:
-\$355K to fund operating budget/offset to Town Assessments (repeated in FY22)
-\$482K Memorial Construction bonds interest transfer to Stabilization
***\$786K use of School Choice reserves is estimated MERSD share of COVID expenses after federal (CARES Act) reimbursements



Manchester Essex Regional School District

FY 2022 Operating Budget

DOE Account Code	Budget Summary	2017 - 2018 Expended	2018-2019 Staffing Level	2018-2019 Expended	2019-2020 Staffing Level	2019-2020 Budget	2019-2020 Expended	2020-2021 Staffing Level	2020-2021 Budget	2021-2022 Staffing Level	2021-2022 Budget	\$ Increase vs. Prior Budget	% Increase vs. Prior Budget
SALARIES - STAFF													
1210	Superintendent's Office	\$225,715	1.5	\$230,782	1.5	\$237,568	\$237,292	1.5	\$243,381	1.5	\$249,466	\$6,085	2.5%
1410	Business Office	\$336,383	4.2	\$383,107	4.2	\$395,685	\$396,802	4.2	\$402,140	4.2	\$412,069	\$9,929	2.5%
1450	District Technology	\$208,058	2.2	\$212,649	2.2	\$217,187	\$220,605	2.2	\$222,777	2.2	\$228,344	\$5,567	2.5%
2110	Student Services Office	\$228,793	2.5	\$234,358	2.5	\$240,179	\$240,209	2.5	\$246,177	2.5	\$252,294	\$6,117	2.5%
2110	Curriculum Director	\$105,750	0.8	\$106,586	0.8	\$109,221	\$109,880	0.8	\$112,597	0.8	\$115,382	\$2,785	2.5%
2210	Principals/Asst. Principals	\$608,116	5.5	\$669,838	6.0	\$727,908	\$728,071	6.0	\$745,916	6.0	\$764,415	\$18,499	2.5%
2210	School Secretaries	\$280,570	5.0	\$255,394	5.0	\$265,392	\$264,496	5.0	\$271,964	5.0	\$270,933	(\$1,031)	-0.4%
2300	Dept. Heads/Team/Curr. Leaders/PDC	\$102,934		\$108,373		\$123,437	\$119,615		\$128,512		\$131,250	\$2,738	2.1%
2305	Classroom Teachers	\$8,035,592	100.1	\$8,259,337	99.2	\$8,564,214	\$8,518,386	98.9	\$8,761,792	99.2	\$9,190,003	\$428,211	4.9%
2310	Special Ed Teachers*	\$2,203,338	30.3	\$2,351,987	32.6	\$2,594,405	\$2,602,027	32.6	\$2,727,361	33.5	\$2,903,501	\$176,140	6.5%
2315	Special Ed Team Chairs	\$188,269	2.0	\$191,093	2.0	\$187,693	\$186,702	2.0	\$192,385	2.0	\$197,194	\$4,809	2.5%
2325	Substitute Teachers	\$131,743		\$255,895		\$139,000	\$164,708		\$139,000		\$147,000	\$8,000	5.8%
2330	Teaching Assistants*	\$888,216	22.6	\$632,061	24.5	\$694,243	\$682,641	24.5	\$700,328	23.4	\$689,485	(\$10,843)	-1.5%
2340	Library/Media Coordinators	\$180,125	1.5	\$137,449	1.5	\$145,040	\$143,536	1.5	\$152,130	1.0	\$104,467	(\$47,663)	-31.3%
2440	SPED, LEP, H&H Tutors	\$183,651	3.0	\$246,177	1.0	\$175,687	\$176,524	1.0	\$166,639	0.0	\$132,520	(\$34,119)	-20.5%
2710	Guidance/Adj. Counselors	\$647,068	6.8	\$543,277	6.8	\$528,286	\$525,285	6.8	\$609,569	6.8	\$634,853	\$25,284	4.1%
2800	Psychologists	\$275,180	2.0	\$279,143	2.0	\$288,692	\$288,692	3.0	\$298,545	3.0	\$308,715	\$10,170	3.4%
3200	Nurses	\$268,979	3.0	\$269,377	3.0	\$282,744	\$275,668	3.0	\$289,487	3.0	\$293,399	\$3,912	1.4%
3300	Transportation/Traffic/Emergency/Title IX	\$8,000		\$8,000		\$8,000	\$11,830	0.0	\$9,500	0.0	\$9,500	\$0	0.0%
3400	Cafeteria/Recess Aides	\$67,432		\$54,420		\$63,411	\$65,096	0.0	\$64,235	0.0	\$64,235	\$0	0.0%
3510	Athletics (Office & Coaching Stipends)	\$305,596	1.5	\$308,833	1.6	\$338,608	\$297,562	1.6	\$346,474	1.6	\$355,049	\$8,575	2.5%
3520	Student Activity Stipends	\$133,094		\$136,942		\$126,112	\$131,193	0.0	\$129,265	0.0	\$132,496	\$3,231	2.5%
4110	Custodians	\$190,716	1.5	\$122,944	1.0	\$86,631	\$93,129	1.0	\$87,195	1.0	\$88,800	\$1,605	1.8%
4220	Facilities Department	\$162,394	2.0	\$169,352	2.0	\$169,130	\$171,245	2.0	\$173,358	2.0	\$177,692	\$4,334	2.5%
	Negotiations, Longevity, Expanded Effort**	\$114,077		\$140,244		\$151,250	\$153,840		\$151,253		\$131,300	(\$19,953)	-13.2%
	Subtotal SALARIES	\$16,060,789	198.0	\$16,307,616	199.4	\$16,859,720	\$16,805,034	200.1	\$17,371,980	198.7	\$17,984,361	\$612,381	3.55%

*2.6 Special Ed Teachers moved from IDEA grant to Budget in FY19 to save fringe. Offset by 7.8 TA moved fr Budget to grant. Net savings = \$17,500. 1.0 FTE added FY20 funded by 2.0 reduction of special ed tu
 **FY21 reduction of \$193.5K in Expanded Effort line (net of \$150K longevity, sick buy back expense) includes retirement savings not yet allocated to individual budget account lines, pending finalization/formalizat



Manchester Essex Regional School District

FY 2022 Operating Budget

DOE Account Code	2017 - 2018 Expended	% Increase	2018-2019 Expended	% Increase	2019-2020 Budget	2019-2020 Expended	% Increase	2020-2021 Budget	% Increase vs. Prior Budget	2021-2022 Budget	\$ Increase vs. Prior Budget	% Increase vs. Prior Budget
Budget Summary												
OPERATING EXPENSES												
1000 District Admin. Expenses	\$242,417	-3.8%	\$232,610	-4.0%	\$281,733	\$212,783	-8.5%	\$270,432	-4.0%	\$272,966	\$2,534	0.9%
2000 Bldg. Instr. Supplies/Equip	\$274,748	-10.3%	\$266,220	-3.1%	\$327,219	\$245,249	-7.9%	\$327,172	0.0%	\$327,172	\$0	0.0%
2100 SPED Admin. Expenses	\$86,768	48.6%	\$66,744	-23.1%	\$31,750	\$28,984	-56.6%	\$32,300	1.7%	\$31,600	(\$700)	-2.2%
2210 Bldg. Admin. Expenses	\$34,355	-25.3%	\$35,068	2.1%	\$43,705	\$37,065	5.7%	\$43,615	-0.2%	\$43,615	\$0	0.0%
2300 SPED Contracted Services	\$217,773	0.3%	\$187,672	-13.8%	\$250,000	\$161,480	-14.0%	\$240,000	-4.0%	\$240,000	\$0	0.0%
2350 Professional Development	\$66,671	-33.7%	\$35,660	-46.5%	\$46,500	\$2,088	-94.2%	\$46,500	0.0%	\$46,500	\$0	0.0%
2400 New Curriculum Materials	\$2,759	-81.8%	\$8,614	212.2%	\$41,000	\$55,848	548.3%	\$41,000	0.0%	\$70,000	\$29,000	70.7%
2451 Instructional Technology**	\$257,876	-5.9%	\$226,753	-12.1%	\$253,653	\$284,576	25.5%	\$284,900	12.3%	\$308,587	\$23,687	8.3%
3200 Health Expenses	\$5,834	-14.2%	\$3,187	-45.4%	\$6,650	\$3,015	-5.4%	\$7,300	9.8%	\$7,300	\$0	0.0%
3300 Transportation/Traffic/Security	\$318,870	18.4%	\$348,439	9.3%	\$401,480	\$344,077	-1.3%	\$395,874	-1.4%	\$478,464	\$82,590	20.9%
3300 SPED Transportation	\$364,455	62.7%	\$386,504	6.0%	\$366,375	\$336,108	-13.0%	\$320,000	-12.7%	\$470,625	\$150,625	47.1%
3500 Athletics/Student Activities	\$97,598	34.5%	\$94,464	-3.2%	\$91,213	\$140,154	48.4%	\$92,500	1.4%	\$96,500	\$4,000	4.3%
4100 Utilities	\$532,643	8.7%	\$530,999	-0.3%	\$579,900	\$448,274	-15.6%	\$579,901	0.0%	\$557,900	(\$22,001)	-3.8%
4110 Custodial Supplies	\$47,550	-40.8%	\$69,393	24.9%	\$57,500	\$55,800	-6.0%	\$60,000	4.3%	\$60,000	\$0	0.0%
4200 Maintenance	\$597,643	13.0%	\$629,499	5.3%	\$677,824	\$708,346	12.5%	\$701,875	3.5%	\$701,875	\$0	0.0%
5000 Insurance & Other Benefits	\$4,756,110	15.1%	\$4,931,328	3.7%	\$5,123,859	\$4,952,150	0.4%	\$5,337,988	4.2%	\$5,538,530	\$200,542	3.8%
7000 Facility Capital Expense	\$90,285	-44.4%	\$58,854	-34.8%	\$65,000	\$63,681	8.2%	\$64,000	-1.5%	\$46,000	(\$18,000)	-28.1%
9100 SPED Tuition-Out/Summer	\$689,218	-21.3%	\$849,673	23.3%	\$884,863	\$1,126,878	32.6%	\$923,377	4.4%	\$973,709	\$50,332	5.5%
Subtotal OPERATIONS	\$8,683,573	7.1%	\$8,951,681	3.1%	\$9,530,225	\$9,206,535	2.8%	\$9,768,734	2.5%	\$10,271,342	\$502,609	5.15%
(LESS: REDUCTIONS TO BE IDENTIFIED)												
TOTAL	\$24,744,362	4.4%	\$25,259,297	2.1%	\$26,389,945	\$26,011,569	3.0%	\$27,140,714	2.8%	\$28,255,703	\$1,114,989	4.11%
(Less: Funded Outside of General Fund)	(\$300,000)		(\$325,000)		(\$325,000)	(\$290,000)		(\$325,000)		(\$325,000)		
Plus: General Fund Transfer to close Food Service Deficit			\$177,202			\$68,444						
Plus: General Fund Transfer to close Athletics Deficit			\$18,314									
General Fund Operating Spending	\$24,444,362	4.5%	\$25,129,813	2.8%	\$26,064,945	\$25,790,013	2.6%	\$26,815,714	2.9%	\$27,930,703	\$1,114,989	4.16%
Contribution to Stabilization Fund	\$0		\$0		\$481,109	\$481,109		\$0		\$0	\$175,000	
Total Budgetary Use of Funds	\$24,444,362	4.5%	\$25,129,813	2.8%	\$26,546,054	\$26,271,122	4.5%	\$26,815,714	1.0%	\$27,930,703	\$1,114,989	4.16%

*MERSD Budget reformatted (including prior periods) to show School Choice activity separately from General Fund, in accordance with DESE guidelines

**Essex North Shore Agricultural and Technical School District
FY 2022 Proposed Budget Summary**

<u>Description</u>	<u>Amount</u>	<u>\$ Incr(Decr) from FY 21</u>	<u>% Incr(Decr) from FY 21</u>
<u>FOUNDATION BUDGET</u>	\$27,879,872	\$1,547,094	5.88%
Chapter 70 Aid	5,429,918	\$457,418	9.20%
Local Receipts	5,690,776	(\$205,446)	-3.48%
Foundation Budget Assessment	16,759,178	\$1,295,122	8.38%
<u>TRANSPORTATION BUDGET</u>	1,994,130	\$88,903	4.67%
Regional Transportation Reimbursement	1,183,511	\$87,053	7.94%
Local Receipts	722,200	\$178,200	32.76%
Transportation Assessment	88,419	(\$176,350)	-66.61%
<u>DEBT SERVICE</u>	1,824,742	\$1,100	0.06%
Local Receipts	0		
Debt Service Assessment	1,824,742	\$1,100	0.06%
<u>CAPITAL IMPROVEMENTS</u>	310,135	(\$258,066)	-45.42%
Local Receipts	0		
Capital Improvements Assessment	310,135	(\$258,066)	-45.42%
<u>GROSS BUDGET</u>	<u>\$32,008,879</u>	<u>\$1,379,031</u>	4.50%
Total Estimated State Aid	6,613,429	\$544,471	8.97%
Total Assessment to Communities	18,982,474	\$861,806	4.76%
Local Receipts	6,412,976	(\$27,246)	-0.42%
Gross Budget	<u>32,008,879</u>	<u>\$1,379,031</u>	4.50%

**Essex North Shore Agricultural and Technical School District
FY 2022 Proposed Budget Revenue Summary**

<u>Description</u>	<u>Amount</u>	<u>\$ Incr(Decr) from FY 21</u>	<u>% Incr(Decr) from FY 21</u>
Revenues:			
<u>State Aid</u>			
Chapter 70	\$5,429,918	\$457,418	9.20%
Transportation Reimbursement	\$1,183,511	\$87,053	7.94%
Total State Aid	\$6,613,429	\$544,471	8.97%
<u>Local Revenue Source</u>			
Ch 74 Tuition	\$5,249,586	(\$75,384)	-1.42%
Ch 74 partnership	\$107,712	\$0	0.00%
Special Education Increment Charge	\$150,000	\$0	0.00%
Interest	\$33,938	(\$6,062)	-15.16%
E & D *	\$0	\$0	
Sports Complex Rent	\$39,000	(\$74,000)	-65.49%
Parking fees	\$45,540	\$0	0.00%
Athletic fees	\$65,000	\$0	0.00%
Facilities rental revolving fund	\$0	(\$50,000)	-100.00%
Adult Education revolving fund	\$0	\$0	
Foundation budget local receipts	\$5,690,776	(\$205,446)	-5.73%
Out of District Transportation	\$522,200	(\$21,800)	-4.01%
E & D allocation to transportation	\$200,000	\$200,000	
Transportation Budget Local Receipts	\$722,200	\$178,200	37.04%
Local Receipts	\$0	\$0	
Debt Service Budget Local Receipts	\$0	\$0	0
Total Local Receipts	\$6,412,976	(\$27,246)	-0.42%
Total State Aid and Local Receipts	\$13,026,405	\$517,225	4.13%

Essex North Shore Agricultural and Technical School District
FY 2022 Preliminary Assessments

Community	Enrollment 1-Oct-19	Enrollment 1-Oct-20	Enrollment % incr(decr)	Enrollment Participation Percentage	per pupil cost base on min local cont.	Foundation		Above Minimum Assessment
						Required Minimum Contribution		
Beverly	119	113	-5.04%	9.308%	14,970	1,691,575		0
Boxford	16	24	50.00%	1.977%	14,944	358,648		0
Danvers	182	201	10.44%	16.557%	15,080	3,031,001		0
Essex	14	13	-7.14%	1.071%	14,944	194,268		0
Gloucester	97	97	0.00%	7.990%	14,944	1,449,537		0
Hamilton	15	17	13.33%	1.400%	14,944	254,043		0
Lynnfield	37	46	24.32%	3.789%	15,269	702,353		0
Manchester	9	11	22.22%	0.906%	14,944	164,380		0
Marblehead	46	38	-17.39%	3.130%	15,337	582,803		0
Middleton	42	49	16.67%	4.036%	14,944	732,240		0
Nahant	11	11	0.00%	0.906%	14,944	164,380		0
Peabody	297	306	3.03%	25.206%	12,529	3,833,728		0
Rockport	24	21	-12.50%	1.730%	15,655	328,761		0
Salem	184	198	7.61%	16.311%	11,315	2,240,347		0
Swampscott	33	35	6.06%	2.883%	14,944	523,029		0
Topsfield	22	25	13.64%	2.059%	14,944	373,592		0
Wenham	9	9	0.00%	0.741%	14,944	134,493		0
Total	1,157	1,214		100.000%		16,759,178		0

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FISCAL YEAR 2022 TOWN OF ESSEX WAGE & SALARY SCALE

Personnel Board Report
July 1, 2021 to June 30, 2022

ADMINISTRATIVE RATES:

	Minimum	Maximum
Selectmen's Assistant	\$44,198	\$65,462 /yr.
Conomo Pt. Commiss. Clerk	\$2,024	\$3,037 /yr.
Licensing Board Clerk	\$2,024	\$3,037 /yr.

FIRE DEPARTMENT

Chief		\$8,109 /yr.
Engineers		\$1,577 /yr.
Firefighters		\$23.27 /hr.
Ambulance	day	\$23.27 /hr.
	night	\$34.91 /hr.
	nighttime on-call stipend	\$27.06 /night

POLICE DEPARTMENT

Part-time Patrolman	\$23.27 /hr.
Special Police Officer*	\$23.27 /hr.
(* wage for non-volunteer duty, if applicable)	

LIBRARY

	Minimum	Maximum
Librarian	\$29.84	\$32.57 /hr.
Assistant Librarians	\$21.02	\$25.67 /hr.

BOARD OF HEALTH

Sanitarian/Administrator	\$63,065	\$85,858 /yr.
OSHA Coordinator Stipend		\$7,361 /yr.
Public Health Nurse	\$30.30	\$36.11 /hr.

MISCELLANEOUS PART-TIME RATES

	Minimum	Maximum
Part-time DPW Laborer	\$13.41	\$18.57 /hr.
Part-time DPW Specialist	\$19.24	\$24.23 /hr.
Part-time Senior Van Driver	\$13.47	\$15.92 /hr.
Part-time Assessor	\$24.49	\$36.75 /hr.
Town Property Custodian	\$18.50	\$22.20 /hr.
Town Hall/Library Custodian	\$18.50	\$22.20 /hr.
Public Safety Facility Custodian	\$18.50	\$22.20 /hr.
Planning Bd. Administrative Aide	\$19.13	\$24.09 /hr.
Board of Appeals Clerk	\$19.13	\$24.09 /hr.
Part-time Public Safety Clerk	\$19.13	\$24.09 /hr.
Conservation Commission Clerk	\$19.13	\$24.09 /hr.
Conservation Agent	\$24.38	\$34.81 /hr.
Part-time Town Planner	\$32.48	\$46.39 /hr.
Backup Assessors' Clerk	\$19.13	\$24.09 /hr.
Building Inspector's Clerk	\$19.13	\$24.09 /hr.

Town Accountant's Assistant	\$25.47	\$28.60 /hr.
Town Clerk's Assistant	\$25.47	\$28.60 /hr.
Treasurer-Collector Assistant	\$25.47	\$28.60 /hr.
Council on Aging (COA) Director	\$26.09	\$34.23 /hr.
COA Outreach Coordinator	\$19.13	\$24.09 /hr.
COA Clerk	\$13.26	\$15.30 /hr.
Youth Director	\$30.30	\$37.88 /hr.
Recycling Center Attendant	\$16.21	\$18.12 /hr.
Poll Workers	\$11.60	\$11.60 /hr.
Election Clerk	\$12.98	\$15.16 /hr.
Election Warden	\$13.92	\$17.40 /hr.

Town Clerk Temporary Help	minimum wage
Election Set Up / Take Down	\$35 per election
Centennial Grove Attendant	\$75 per event
Fire Department Detail	current police detail rate

ELECTED OFFICIALS:

Selectmen (each)	\$1,000 /yr.
Constable (per warrant)	\$6
School Committee	None
Conomo Point Commissioners (each)	\$50 /yr.
Planning Board	None
Board of Health	None
Lead Assessor (1)	\$7,182 /yr.
Assessor (2) - Each	\$5,031 /yr.
Moderator	\$100 /yr.
Library Trustees	None

APPOINTED OFFICIALS:

	Minimum	Maximum
DPW Superintendent	\$104,663	\$126,394 /yr.
Chief Operator/Asst. DPW Super.	\$88,558	\$104,663 /yr.
Chief Operator	\$84,793	\$95,197 /yr.
Town Clerk	\$53,199	\$66,225 /yr.
Town Clerk Registrar Stipend	\$50/yr. per 1,000 regist. voters	
Plumbing & Gas Inspector		\$6,582 /yr.
Electrical Inspector		\$6,582 /yr.
Building Inspector		\$14,986 /yr.
Assistant Building Inspector		\$9,811 /yr.
Finance Committee		None
Board of Registrars (each)		\$400 /yr.
Emergency Management Director		\$300 /yr.
Personnel Board		None
Inspector of Animals		\$6,380 /yr.
Animal Control Officer Stipend		\$14,527 /yr.
dog impoundment wage		\$65 /day, plus expenses
Asst. Animal Cont. Ofcr. Stipend		\$1,744 /yr.
Shellfish Constable		\$47,431 /yr.
Deputy Shellfish Constables		\$16.29 /hr.
Harbormaster		\$20.81 /hr.
Assistant Harbormasters		\$16.29 /hr.
Conservation Commission		None

DEFINITIONS USED IN DISCUSSING FINANCIAL ARTICLES

Apportionment

A formula used to compute the amount each town owes to the Regional School District.

Articles 6, 8, 10, 12, 13

The operating budgets for the Town and the assessment for the Town's participation in the regional school districts.

Assessor's Overlay

A fund in reserve for the Board of Assessors to cover abatements of property taxes.

Assessment

The value on real and personal property, established by the Town Assessors and certified by the Commonwealth.

Available Funds

Free Cash plus amounts in other accounts that can be applied to budgets thus reducing the amount needed to be raised by taxation.

Borrowing

Loans the town takes to pay for large capital items.

Capital Budget

One-time expenses. Traditionally, the Town of Essex has included some maintenance including major building repair items as capital expenditures.

Chapter 70

The chapter of the state law that governs the funding of schools. It is also the common name for the largest part of state funding for the schools.

Cherry Sheets

The document issued by the Commonwealth detailing the level of State Aid due to the Town and the State Assessments due from the Town each year. The name refers to the fact that they were once printed on cherry colored paper.

Enterprise Fund

Accounts separate from the Town's general fund for the revenue and expenses of a particular function of the Town. The Town of Essex has three Enterprise Funds; Sewer, Water and Youth.

Exclusion

An item that the Town Meeting and voters agree to fund outside the levy limits of Proposition 2 ½ for capital and debt items.

Fiscal Year

The Town's Fiscal Year begins on July 1st and continues through the following June 30th.

Free Cash

A calculation performed by the Commonwealth at the end of each fiscal year after the Town's books are closed. Free Cash measures the amount of accumulated surplus available for expenditure at future Town Meetings.

General Fund

All accounts not segregated by statutes such as those governing Enterprise, Grants and Trust Funds. The Town's general operating account. The General Fund can be expended only for the items approved by voters at a Town Meeting, unless otherwise allowed.

Hold

The request to delay consideration of one part of a multi-part article. Any item that a Town Meeting member questions is marked as a "hold" and will be discussed after the unquestioned items have been voted.

Levy

The amount that the Town raises by property tax, computed by multiplying the total taxable assessment of the Town's aggregate real and personal property \$86,688,440 in FY19, by the tax rate (per thousand of value).

Level Funded

Planning to expend the same amount on a particular budgeted item as was spent in the prior fiscal year.

Local Revenues

Funds the Town receives for fees, permits, excise tax, etc.

New Growth

An amount equal to the property tax that new construction, additions and renovations will generate as certified by the Commonwealth.

Offset

An amount of a grant or aid package which use is restricted to a particular item, e.g. library, historical preservation, etc.

Operating Budget

The routine expenditures of the Town, including Enterprise Funds and School Assessments.

Other Revenue

Town income from fees, excise taxes, fines, stickers, permits, etc.

Overlay Surplus

Unexpended funds from the Assessor's overlay.

Override

A mechanism that allows the Town's voters to reset the levy limit imposed by Proposition 2 ½ by Town Meeting plus election ballot vote.

Proposition 2 ½

Is the name associated with a state law that restricts the increase in the levy to 2 ½% above the prior year's tax levy, plus new growth. The maximum levy ceiling which can not be exceeded is 2 ½% of a Town's total assessed value of property.

Reserve Fund

A sum of money budgeted for use by the Finance Committee available to meet extraordinary or unforeseen expenses which occur during the fiscal year.

School Budget

The amount of the whole regional school budget apportioned to the Town.

School Choice

State legislation which allows students from one school district to attend a school located in another district. A portion of State Aid is redistributed from the student's hometown school district (the "sending district") to the student's attending school district (the "receiving district").

Stabilization Fund

Money put aside by the Town for major unexpected events. Stabilization fund monies require a 2/3 Town Meeting vote to appropriate money to or from the fund. Recent legislation allows the establishment of additional special purpose Stabilization funds.

Taxation

Town revenue raised through the property tax. All other forms of revenue are referred to as "other revenue", "local revenue" or Federal and/or State Aid.