

TOWN OF ESSEX 2023 ANNUAL REPORT

Town of Essex, Essex County, Commonwealth of Massachusetts
Incorporated February 15, 1819
Area: 14.18 Square Miles
Town Population: 3,675 (Per/2020 Federal Census)

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

Essex Town Hall
30 Martin Street
Essex, MA 01929

Town Hall Hours
Monday through Thursday, from 7:30 a.m. - 3:30 p.m.
Town Hall is closed to the public on Friday.

Statewide Office Holders of the Commonwealth

Governor Maura Healy	(888) 870-7770
Lieutenant Governor Kim Driscoll	(888) 870-7770
Secretary William Francis Galvin	(800) 392-6090
Auditor Diana DiZoglio	(617) 727-2075
Treasurer Deborah B. Goldberg	(617) 367-6900
Attorney General Andrea Campbell	(617) 727-8400
US Senator Elizabeth A. Warren	(617) 565-3170
US Senator Edward J. Markey	(617) 565-8519
US Congressman Seth W. Moulton	(978) 531-1669

Elected Officials of Local Districts

Senator Bruce E. Tarr, First Essex & Middlesex District	(617) 722-1600
Representative Ann-Margaret Ferrante, Fifth Essex District	(617) 722-2370
Governor's Council Eileen Duff, Fifth District	(617) 725-4015, ext. 6
District Attorney Jonathan W. Blodgett, Essex County	(978) 745-6610

IN MEMORIAM
OF THOSE
WHO HAVE SERVED
THE TOWN



David Doane

Genevieve Guerin

Gerald Muise

Constance Perrigo

James Witham

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TOWN OF ESSEX
ELECTED TOWN OFFICERS 2023-2024

BOARD OF ASSESSORS

Michael Cataldo	Term Expires 2024
Tina Lane	Term Expires 2025
Steve Poulos, Chairman	Term Expires 2026

BOARD OF HEALTH

Sally Ann Rich	Term Expires 2024
Dr. Fares Mouchantaf	Term Expires 2025
Dr. David Driscoll, Chair	Term Expires 2026

BOARD OF LIBRARY TRUSTEES

Carla Christensen, Chair (resigned)	Term Expires 2023
Jennifer Mayer	Term Expires 2024
Rob Fitzgibbon	Term Expires 2025
VACANCY	Term Expires 2026

BOARD OF SELECTMEN/ CONOMO POINT COMMISSIONERS

Peter D. Phippen	Term Expires 2024
Ruth R. Preen, Chairman	Term Expires 2025
Alva A. Ingaharro	Term Expires 2026

CONSTABLES

William Knovak	Term Expires 2026
Tim Wonson	Term Expires 2026

ESSEX HOUSING AUTHORITY

Margot C. Hammon (Elected)	Term Expires 2024
Roger B. Tyler (State Appointee*), Chair	Term Expires 2025
M. Jane Murphy (Tenant Appointee)	Term Expires 2026
Michele French (Elected)	Term Expires 2027
Gordon Thompson (Elected)	Term Expires 2028

Irene Frontiero, Superintendent

*State Appointed seat, filled by the Essex Board of Selectmen,

PLANNING BOARD

Judd Lane	Term Expires 2024
Jay Tetzloff	Term Expires 2024
Lisa O'Donnell, Chair	Term Expires 2025
Shelly Bradbury	Term Expires 2026
Matthew Greco, Vice Clerk	Term Expires 2027
Simone Early	Term Expires 2028
Peter Levasseur	Term Expires 2028

SCHOOL COMMITTEE

Katrina Koch-Sundquist Term Expires 2024
Jacob Foster Term Expires 2025
Theresa Whitman Term Expires 2026

TOWN MODERATOR - Jeff Jones, May 2026

APPOINTED TOWN OFFICERS
BOARDS & COMMITTEES 2023-2024

ACTION, INC. REPRESENTATIVE – Annie Cameron, February 13, 2028

ADA COORDINATOR - William Sanborn, June 30, 2024

AFFORDABLE HOUSING TRUST

John Guerin (At-Large Rep.) June 30, 2024
Ruth Pereen (Board of Selectmen Rep.) June 30, 2024
Vacancy (Housing Authority Rep.) June 30, 2024
Troy Scarborough (At-Large Rep.) June 30, 2024
Cliff Ageloff (Community Preservation Committee Rep.) June 30, 2025
Vacancy (Planning Board Rep.) June 30, 2025
Michael Flynn (Finance Committee Rep.) June 30, 2025

ANIMAL CONTROL

Amelia Reilly (Animal Control Officer) January 31, 2024
Diane Corliss (Assistant Animal Control Officer) January 31, 2024

ANIMAL HEALTH INSPECTOR - Pamela Stone, April 30, 2024

BOARD OF APPEALS

Michael Davis January 31, 2024
Edwin Perkins, Chair January 31, 2025
Margaret M. Nelson January 31, 2026
Lisa J. O'Donnell – Alternate January 31, 2024
Keith Carter - Alternate January 31, 2025

BOARD OF APPEALS CLERK – Debbie Cunningham

BOARD OF ASSESSORS’S CLERK – Patricia Wright

BOARD OF HEALTH AGENT – Erin Kirchner
BOARD OF HEALTH CLERK – Jeff Thomas

BOARD OF PUBLIC WORKS

Westley Burnham	June 30, 2024
Nick Ellis, Chair	June 30, 2025
John Filias	June 30, 2026

BOARD OF PUBLIC WORKS SUPERINTENDENT – Michael Galli
BOARD OF PUBLIC WORKS ADMINISTRATIVE CLERK – Amanda Davis

BOARD OF REGISTRARS

Patricia Rogers	June 30, 2024
Eleanor Woulfe	June 30, 2025
Ginger Driscoll	June 30, 2026

BD OF SELECTMEN’S/CONOMO POINT COMMISSIONER’S ASSISTANT
Pamela J. Witham

BUILDING DEPARTMENT

William Sanborn, Building Inspector	June 30, 2024
Paul Orlando, Assistant Building Inspector	June 30, 2024

BUILDING INSPECTOR’S CLERK - Natalie Fiore

CATA REPRESENTATIVE – Gil Frieden, June 30, 2024

CENSUS LIAISON – Vickie Cataldo

COMMUNITY PRESERVATION COMMITTEE

Vacancy (Essex Historical Commission)	June 30, 2024
Michele French (Essex Housing Authority)	June 30, 2025
Alison Taylor	June 30, 2025
Cliff Ageloff Chair, (Conservation Commission)	June 30, 2026
Dave Frithsen (Water Department)	June 30, 2026
Peter Levasseur (Planning Board)	June 30, 2026
James Witham	June 30, 2026

CONSERVATION COMMISSION

Kevin Cooke, Co-Chair	June 30, 2024
Vacancy	June 30, 2024
Bill Levy	June 30, 2025
Vacancy	June 30, 2025
Cliff Ageloff, Co-Chair	June 30, 2026
Tom Barrieau	June 30, 2026
Sharon DeMeo	June 30, 2026

CONSERVATION AGENT – Vacancy
CONSERVATION COMMISSION CLERK – Deborah Cunningham

COUNCIL ON AGING

Ralph Hawley	June 30, 2024
Kay Joseph, Chair	June 30, 2024
Susan Lufkin	June 30, 2024
Ann Buckley	June 30, 2025
Susan Parady	June 30, 2025
Vacancy	June 30, 2025
Mary Wilhelm	June 30, 2025
Nancy Frieden	June 30, 2026
Diane Polley	June 30, 2026
Curt Siebert	June 30, 2026
Vacancy	June 30, 2026

COUNCIL ON AGING DIRECTOR – Kristin Crockett

COUNCIL ON AGING OUTREACH COORDINATOR – Theresa Leary

EASTERN NATIONAL VETERANS DISTRICT REPRESENTATIVE

Michael Flynn	June 30, 2024
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ECONOMIC DEVELOPMENT COMMITTEE

Tina Lane	June 30, 2024
Ryan Madrigal	June 30, 2024
Camilla Pizzo	June 30, 2024
Georgeanne Richards	June 30, 2024
Donna Roy	June 30, 2024
Desiree Comb	June 30, 2025
Margaret Eklind	June 30, 2025
Jodi Harris, Chair	June 30, 2025
Vacancy	June 30, 2025
Stacey Clarimundo	June 30, 2026

ELECTION OFFICER – CLERK – Vacancy

ELECTION OFFICER – WARDEN – Vacancy

ELECTRICAL INSPECTORS – June 30, 2024

John Shields, Inspector	Ramie Reader, Assistant Inspector
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EMERGENCY MANAGEMENT DIRECTOR – Ramie Reader

ESSEX CULTURAL COUNCIL

Robyn Kanter, Chair	June 30, 2024
Dawn Burnham	June 30, 2025
Cameron Emery	June 30, 2025
Maureen Flatley	June 30, 2025
Bree Ann Enos	June 30, 2026
Caryn Gallagher	June 30, 2026

ESSEX REPRESENTATIVE, 1623 STUDIOS - Lisa O'Donnell, June 30, 2024

FINANCE COMMITTEE

Benjamin Buttrick, Chairman	June 30, 2024
Christopher Wolf	June 30, 2024
Jodi Harris	June 30, 2025
Joshua Franklin	June 30, 2025
Michael Flynn	June 30, 2026
Nina McKinnon	June 30, 2026
Mark Renzi	June 30, 2026

FIRE DEPARTMENT BOARD OF ENGINEERS – June 30, 2024

Keith Carter, Deputy Chief	Ernest Nieberle, Jr., Deputy Chief
Ramie Reader, Chief	

FIREFIGHTERS – June 30, 2024

David Pereen, Captain	Travis Good, Lieutenant
Christian Hassel, Lieutenant	Jason Heath, Lieutenant
Joseph Lafata, Lieutenant	Eian Woodman, Lieutenant
Daniel Ball	John Bateman
David Barrett	Conner Bell
Mark Brewer	Craig Carter
Robert Cavender	Phillip Cicala
Samuel Crocker	Colt Donahue
Trescott DeWitt, Jr.	Barry Donahue, EMT
Richard Dort, Jr.	Daniel Doucette
Cameron Ellis	Peter Hoare
Cory Jackson	Erin Kirchner, EMT
Kristina Jacobs, EMT	Gary Landry
Barry Leeds	Amy McNeilly
James McNeilly	Edward S. Neal
Nicholas Ouellette	Kent Parsons
Joan Perrigo	Benjamin Pike, EMT
Matthew Pinstein	Alec Powers
Michael Puopolo	Patrick Roddy
Patrick Rose (Probationary)	Joshua Sipple (Probationary)
Michael Soucy	George Stavros

Fillippo Zappa

FOREST FIRE WARDEN – Ramie Reader

GENERAL ELECTION WORKERS – August 15, 2023

Kathleen Bilsbury	Karen Birch
Andrea Bradbury	Ann Buckley
Annie Cameron	Vickie Cataldo
Carla Christensen	Wendy Davis

Callie Doane
Rachel Fitzgibbon
Mary Fortunato
Deborah French
Karen Greene
Ellen Hull
Diane Johnson
Robyn Kanter
Michael McConnell
Elizabeth McKeen
Linda Osburn
Susan Parady
Diane Polley
Sara Ratichek
Jim Sanford
Robert Smith
Lorraine Thompson

Kim Drake
Rob Fitzgibbon
Wendy Fossa
Karin Gertsch
Amy Heath
Laura Irwin
Rebecca Jones
Posie Mansfield
Jeremy McElwain
Elizabeth Nichols
Jessica Palm
Kim Pedersen
Kathleen Quill
Hope Sanford
Claire Smith
Andrew St. John
Ann Trudeau

Karen Wright

HARBORMASTER ASSISTANTS

Ryan Devaney	June 30, 2024
Michael Harrell	June 30, 2024
Theodore Karr	June 30, 2024
Ainsley McKenna	June 30, 2024
Gregg Perry	June 30, 2025
Ken Wilson	June 30, 2025
Kevin Meagher	June 30, 2026
Troy Perry	June 30, 2026

HARBORMASTER – Daniel Fialho

HISTORICAL COMMISSION

Drew Godfrey	June 30, 2024
Justin Kane	June 30, 2024
Keith Symmes	June 30, 2025
Marlene Putnam	June 30, 2025
Jay Tetzloff, Chair	June 30, 2025

LICENSING CLERK – Pamela J. Witham

LOCAL EMERGENCY PLANNING COMMITTEE

Ramie Reader, Fire Department	June 30, 2024
Ruth R. Preen, Board of Selectmen	June 30, 2024
Paul Francis, Police Department	June 30, 2024
Erin Kirchner, Board of Health	June 30, 2024
Michael Galli, Board of Public Works	June 30, 2024

MASSACHUSETTS AREA PLANNING COUNCIL

Peter Phippen, Representative June 30, 2025

NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL

Robert Teal, Representative December 31, 2024

OPEN SPACE COMMITTEE

Rebecca Davis June 30, 2024
Nancy Dudley June 30, 2024
Lysa Leland June 30, 2024
Julie Scofield, Chairperson June 30, 2024

PERSONNEL BOARD - Board of Selectmen

PLANNING BOARD CLERK – Vacancy

PLUMBING & GAS INSPECTORS – June 30, 2024

Richard Corriere, Inspector David Preen, Assistant Inspector

POLICE CHIEF – Paul Francis

POLICE OFFICERS (FULL-TIME) – June 30, 2025

Daniel Bruce, Sergeant Ryan Davis, Sergeant
Alexander F. Edwards, Detective Thomas P. Shamshak, Sergeant
Daniel Morris David Vangelist
Robert Wheway Meaghan Wonson

POLICE OFFICERS (PART-TIME) – June 30, 2024

Tyler Berry Katelynn Chuilli
Victor Munoz Mark Polonski
Shane Seekamp Donald Twombly

SHELLFISH CONSTABLES

Peter Seminara, Deputy Constable June 30, 2024
Rebecca Visnick, Deputy Constable June 30, 2024
William Knovak, Constable June 30, 2025
Jude Seminara, Deputy Constable June 30, 2025
Peter Wilson, Deputy Constable June 30, 2026

STRATEGIC PLANNING COMMITTEE – June 30, 2024

Tom Barrieau (Cons. Committee) Diane Corrao (Shellfish)
Ann Buckley (Council on Aging) Dave Frithsen (Dept of Public Works)
Jodi Harris, (Economic Development Committee) Peter Levasseur (Planning Bd.)
Ruth R. Preen (Board of Selectmen) Mark Renzi (Finance Com.)
Julie Scofield (Open Space) Scott Sheppard (Merchants Group)
Vacancy (At Large) Vacancy (Essex Historical Com.)

Mark Fine (MAPC Representative) – Ex-Officio Member
Dana Menon (Town Planner) – Ex-Officio Member
Brendhan Zubricki (Town Administrator) – Ex-Officio Member

TOWN ACCOUNTANT – Jeff Soulard

TOWN ADMINISTRATOR – Brendhan Zubricki

TOWN CLERK – Marie Felzani
TOWN CLERK, ASSISTANT –Dorothy Elwell

TOWN COUNSEL - KP Law, P.C., June 30, 2024

TOWN CUSTODIAN: TOWN HALL/LIBRARY – Ruana Soares
TOWN CUSTODIAN: TOWN PROPERTY – Emely Da Silva
TOWN CUSTODIAN: PUBLIC SAFETY BUILDING – John Bateman, Sr.

TOWN PLANNER – Dana Menon

TREASURER/TAX COLLECTOR – Brooke Friedrich
TREASURER/TAX COLLECTOR’S CLERK - Dorothy Elwell

VETERANS’ GRAVES OFFICER – Chris Osborne, June 30, 2024

BOARD OF SELECTMEN CONOMO POINT COMMISSIONERS

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

Regarding Town facilities, the Conomo Point seawall was completely replaced in 2022. Since that project came in well under budget, we are happy to report that we have used the remaining funds to complete the renovation of both of the stone piers at Conomo Point.

The American Rescue Plan Act (ARPA) funding from the Federal Government to modernize and improve all three of the Town’s public water supply wells has cleared the design stage and is out to bid. We expect the commencement of construction by the early spring of 2024. The Town is using State Revolving Loan Fund (SRF) money approved by the Town in 2022 to make improvements to the Water Filtration Plant. Design work was completed in the spring of 2023 and construction commenced in August of 2023. The project will continue for the next year or so. The Wastewater Department, with assistance from the Town Administrator and the Selectmen, has continued to replace individual grinder pumps within the Town’s sewer system and will continue this process until all pumps are replaced.

The Manchester Essex Regional School District's capital planning continues to include the assessment of and any necessary construction activity with respect to the Essex Elementary School to occur within the next several years. A recent technical review of the building by a consultant has raised many questions, including which building systems should perhaps be renovated in advance of either a complete building renovation or building replacement. The question of how much money to devote to the building prior to full renovation or replacement will depend on when the renovation or replacement process is undertaken. A Statement of Interest was filed with the Massachusetts School Building Authority (MSBA) in 2023 and we are pleased to report that the District has been invited by MSBA into what is known as the Eligibility Period. Participating in the MSBA process is important since MSBA could potentially provide the District with a significant amount of funding toward the project. It is possible that, after participating in the Eligibility Period, the Town will be invited to move on to the subsequent phase, known as the Feasibility Study phase, by MSBA. The process is lengthy and actual construction and its impact to taxpayers is still several years away.

The replacement of the bridge over the Essex River on Route 133 has been completed. Despite attempts by the Board to discuss increasing the elevation of the bridge during the design process, the bridge has been replaced essentially at its former elevation. Climate change and sea level rise are likely going to present severe challenges for passage over the bridge and the Essex causeway in the coming years, but the Massachusetts Department of Transportation (MASSDOT) has repeatedly stated that efforts to elevate the roadbed in this area now would only threaten the viability of the businesses that flank this stretch of State Highway.

A group of volunteers has commenced a plan to use donated materials and labor and some Town funding authorized at the Fall Town Meetings of 2021 and 2023, to construct a new pavilion in place of the Folsom Pavilion at Centennial Grove after it had to be demolished. Removal of hazard trees, clearing of overgrown brush, the installation of a concrete slab for the pavilion, and the erection of the pavilion itself have all been completed and we are hopeful that the final roof covering for the pavilion will be in place by the spring of 2024. The Board wishes to thank all those who have donated time and materials to this important project, especially Mr. Dan Mayer of Mayer Tree, who spearheaded the coordination of the project and whose company was a major donor. The Town is now turning its attention to the installation of a prefabricated, precast, concrete restroom facility adjacent to the pavilion, which will include individual changing rooms with flush toilets. Funding for this next project was approved at the 2023 Fall Town Meeting, using Community Preservation Act funding.

Using a combination of grant and Town funding, we have commenced a project that will involve the installation of decorative street lighting in the downtown area, approximately between Woodman's and Martin Street. The Town is under contract for the necessary subsurface conduit work (which will connect to the main line conduit that MASSDOT installed in the past) and the erection of the lighting system and we hope to have everything in place before Memorial Day, 2024. The light poles will have the ability to support decorative banners, flags, planters, and holiday lights and will make the downtown area more pleasing for both residents and visitors alike.

The new Essex Public Safety Facility (2021) was the subject of an ongoing dispute with respect to buckling of the roofing boards below the roofing shingles. This buckling presents an aesthetic issue and we are told that the longevity of the shingles will eventually suffer. We have settled the dispute with the original general contractor, allowing us to retain the remaining \$60,000 that was owed to that contractor. While this amount is not enough to make the necessary repairs, litigating the matter would have cost at least that much and there was a chance that the Town would not prevail. Also, after the warranty period had expired for the new building, several issues involving building envelope components like cedar shingles, board and batten siding, and PVC trim became apparent. The Board is now in the process of working with a consultant to develop a complete scope of work to correct all issues with the building, including the roof. Fortunately, the project originally came in about \$800,000 under the engineer's estimate and carried a contingency amount. Since Town Meeting had funded the project to the engineer's estimate, plus contingency, there remains ample funding in the project to make the necessary corrections.

The Town's three public water supply wells will soon be updated and renovated using funding the Town received via the American Rescue Plan Act (ARPA). Most of this work will involve the buildings or enclosures surrounding each of the wells. Also, via the State Revolving Loan Fund (SRF), the Town is working to update and modernize the Water Filtration Plant. Both of these projects were chosen as priorities from a Water System Master Plan that was developed in 2019. Many other elements of that plan remain to be addressed, chiefly replacement of water pipes within the distribution system. However, the Town is off to a good start with respect to our water source and water treatment facilities.

With respect to our natural resources and recreation areas, we continue to anticipate the use of over \$5M in Congressionally-appropriated funding to the United States Army Corps of Engineers for full maintenance dredging of the Essex River and all permitting associated therewith. We had expected that dredging would commence during the winter of 2023-24. However, since the bid pricing for the project came in about \$1M over the original appropriation, the Corps is seeking additional funding for a winter of 2024-25 project implementation.

The Town has continued to tackle the issue of keeping Apple Street viable as an alternate travel route as sea level rise and more frequent/severe storms are expected to flood and close the Route 133 causeway more often. In 2018, one storm actually flooded both the causeway and the Southern Avenue end of Apple Street, cutting off north-south travel through Essex and requiring a detour involving Route 128. To study the issue and prepare for an eventual roadbed elevation and culvert replacement project along an 850-foot section of Apple Street in the future, the Town worked through its fourth grant-funded study of the matter. This fourth study was intended to bring the project through final design and all necessary permitting and the Town's project was actually advanced to the Federal Emergency Management Agency for up to 90% Federal construction funding (with the balance of the necessary funding to come from State grants). However, after two Town Meeting attempts to obtain roadside easements from project abutters were unsuccessful, this project has been dropped.

Further, we have continued an effort to better coordinate ongoing management of environmental issues at Chebacco Lake. Issues range from siltation and sedimentation, to increasingly-frequent toxic algae blooms, to beaver dam water stoppage and poor summertime lake flushing, to

maintenance of the historic alewife fish run. All stakeholders have agreed that regular clearing of the Alewife Brook channel is the best foundational activity that can be undertaken to hopefully help improve these related issues. To date, the Town has also used two State Legislative Earmarks to better understand the morphology and function of the Alewife Brook between Chebacco Lake and the Essex River and to better understand seasonal variations in the level of both surface and groundwater in the vicinity of Alewife Brook. The water level field data collection work wrapped up at the end of 2023 and the data collected will be used as efforts to best manage the lake and the brook move forward.

Regarding Conomo Point, long-term property leases will continue to provide the Town with lease payments approaching \$600,000 per year over the remaining 13 lease years. Many northern point tenants continue to improve and upgrade the properties there and the DEP's requirements for wastewater compliance has been fully met. The Town received a \$1.7M State grant for the replacement of the Conomo Point Seawall System and that project was completed by the end of May, 2022 – with money left over from that project having since been utilized to reconstruct both of the stone piers at the Point. Coupled with the project that created a small park at the end of the seawall in the past, the seawall and pier projects themselves have now improved the fringe area between Conomo Point Road and the wall itself, in addition to improved projections into the resource area for a much-enhanced public access experience. In future years, the Town will likely move on to the improvement of the Clammers' Beach/Beach Circle area. We welcome your input regarding the new waterfront park or other areas at the Point.

Regarding the Town's Zoning Environment, the Annual Town Meeting of 2020 imposed a moratorium on the change of use from vacant or residential property to commercial or industrial property for two years – which has been extended via two, subsequent Town Meeting actions through the end of 2024. The Town then initiated efforts to study the existing zoning bylaw and make recommendations back to Town Meeting within the moratorium period. To that end, the Town received a Community Compact Cabinet Grant in the amount of approximately \$45,000 with which we retained the services of the Metropolitan Area Planning Council (MAPC). MAPC completed a zoning diagnostic report with respect to the Town's existing land use patterns and other background data and has provided the Town with ten major categories for potential zoning changes. MAPC assisted the Town in the spring of 2022 to apply for an additional State grant, for up to \$75,000 that will develop the actual recommendations for zoning bylaw changes for the Annual Town Meeting of 2023 to consider. That grant was awarded, and MAPC added \$15,000 in matching funds to the award, for a total of \$90,000. This new work has manifested so far in a complete reorganization and recodification of the zoning bylaw (Annual Town Meeting of 2023) and some important changes to Site Plan Review, definitions, and the formalization of the Town's General District (Fall Town Meeting of 2023). For the Annual Town Meeting of 2024, the Planning Board hopes to bring a proposal for some actual district zoning to selected areas of the Town that are now simply part of the General Use District.

Regarding Town Solid Waste and Recycling Services, the longstanding contract with Covanta for the hauling and disposal of solid waste and the maintenance of the Town transfer station expired on December 31, 2022. That contract featured a very favorable tipping rate which was inclusive of hauling fees. We negotiated a six-month extension to the contract with a higher tipping fee and separate charges for hauling, to allow the Town to assess how solid waste should

be handled in the future. By the end of that extension period, the Town chose the continued operation of the transfer station using a third-party (as opposed to moving to curbside service), coupled with a pay-as-you-throw system involving the purchase of official Town trash bags. To date, we have seen a precipitous drop in the total tonnage of solid waste being trucked to the incinerator site in Haverhill and a dramatic increase in the use of our recycling center. Residents are required to purchase an annual sticker allowing them to use the transfer station and recycling center and all solid waste must be contained within Town trash bags.

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

- The work of the Essex Housing Coalition, an effort coordinated via a technical assistance grant from the Citizens' Housing and Planning Association (CHAPA), has now been transitioned to the Essex Affordable Housing Trust, which was created by Town Meeting vote in May of 2022. The Trust is focusing on the development of a Housing Production Plan and has successfully obtained \$100,000 transfer from the Community Preservation Fund to the Affordable Housing Trust Fund from Town Meeting on two separate occasions.
- 2023 saw the retirement of our Town Clerk, our Librarian, and our long-time Public Safety Clerk. We have also had turnover in the office of the Town Accountant, the Water Department, the Town Planner, and the Conservation Agent. All of these positions have been refilled.
- Our relationship with the YMCA for the offering of a summer camp (Camp Dory) for our youth has been extended for a five-year period.

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

Respectfully submitted,
BOARD OF SELECTMEN
Ruth R. Pereen, Chairman,
On behalf of Selectmen Peter D. Phippen and Alva Ingaharro

ANIMAL CONTROL OFFICER

In the year 2023, Animal Control received calls on the following:

- Eight deer strikes
- Multiple wildlife calls
- Twenty-eight calls on dogs roaming, many reunited with their owners
- One car strike on a dog
- Two dog fights
- Various orders issued for nuisance and vicious behaviors, as well as quarantines
- One barking complaint

- Two cats killed by cars
- One vicious cat attack on a human
- Neighbor disputes over dogs
- Three injured seals handled by the Marine Mammal Institute and NOAA, all presently in rehab and set to be released
- Crows with fishing hooks stuck in their beaks
- Fisher cats, squirrels in residences
- Three calls on sick raccoons
- Woodchucks, blue herons, snapping turtles, snakes in residences
- Injured and sick possums
- Multiple bat calls

Respectfully submitted,
ANIMAL CONTROL OFFICER
 Amelia Reilly

ANIMAL HEALTH INSPECTOR

In 2023,
 10 dogs were quarantined for biting humans
 15 dogs were quarantined for biting other animals
 28 cats were quarantined for "wounds of unknown origin"
 23 dogs were reported to have known coyote bites
 26 barns were inspected

The barn book was completed and sent to The Division of Animal Health in Boston.

Two online courses were completed concerning zoonotic diseases in animals.

Avian Flu is continuing to rise again in Massachusetts and has been reported in a few towns. Essex has had no cases reported of Avian Flu.

The Annual Animal Health Inspection meeting was attended via zoom this year.

Respectfully submitted,
ANIMAL HEALTH INSPECTOR
 Pam Stone CVT

BOARD OF ASSESSORS

The Assessors are responsible for determining full and fair cash valuations and for classifying all property located within the community as of January 1st each year. Massachusetts General Laws require the Assessors to attempt to do a full inspection of every property in Town over a 9 year cycle.

The Assessors conduct inspections based off of building permit properties and determine new growth. These inspections allow for the Assessors to accurately collect data to determine full and fair cash value. Over the most recent calendar year, the Office has conducted over 275 property visits.

The Office encourages property owners to look at their property card, as it is the property owners' responsibility for the accuracy of the information on the card.

The current tax rate for fiscal year 2024 is \$ 13.32, decreased from last year's rate of \$13.88. During the past year, Mike Antell resigned as an Essex Tax Assessor because he moved from Essex. We appreciate his service and all he had brought to the Office. Tina Lane is our new step in assessor. Tina also brings many skills with her, which will be needed as the Town moves forward.

We continue to appreciate the support we have from Dick Cairns as a consultant and Patricia Wright, as Administrative Clerk. We commend her for professionalism and diligence in representing the Assessors' Office in her work with the taxpayers, other towns, and State officials, and for everything she does to keep the office functioning so well.

The Essex Assessors' office is currently open by phone, fax or e-mail on Monday through Thursday from 7:30 am to 3:30 pm. The Board of Assessors' meetings are held on the first Thursday of every month, 8:15am to 9:15am. On meeting days, the office is open from 7:30 am to 3:30 pm. All meetings are open to the public, by phone, or in person.

The Assessors may be reached by phone at 978 768-7831, email: pwright@essexma or, by mail: Essex Town Hall, Board of Assessors, 30 Martin Street, Room 209, Essex, MA 01929.

Respectfully submitted
BOARD OF ASSESSORS
Stephen Poulos, Principal Assessor
Michael Cataldo
Tina Lane

BOARD OF HEALTH

The mission of the Essex Board of Health is to assess and address the needs of the Essex community, in order to protect and improve the health and quality of life of our residents, visitors, and work force. In 2023, these duties were accomplished under the leadership of Dr. David Driscoll, Board of Health Chair and Medical Director, and members Dr. Fares Mouchantaf and Sally Ann Rich, LPN. Kellie Keenan continues as our Public Health Nurse. Roberta Cody is our contracted food safety inspector and Erin Kirchner continues as Board of Health Administrator. We are pleased to announce that Jeff Thomas joined the Department as Administrative Clerk.

In partnership with Hamilton, Rockport, and Wenham, Essex continued to receive funding through a public health excellence grant. This multi-year grant allowed us to hire a regional public health nurse and regional social worker, working to expand public health services in our community as well as improving compliance with statutory requirements. In addition, the Essex Board of Health

approved the establishment of a syringe service program, and subsequently partnered with ONESTOP, a program based in Gloucester, that offers many harm reduction services, including syringe access and disposal, safe sex supplies, overdose prevention and naloxone distribution, STI testing, counseling, and referrals to treatment services to our residents.

In 2023, the Board of Health:

- Performed seasonal pre-opening, monthly monitoring, and water sampling at 3 public, Town swimming areas.
- Reviewed 18 Title 5 Inspection Reports.
- Reviewed 8 Septic System Design Plans, Revisions, or As-builts.
- Issued 59 Food Service Permits.
- Issued 1 Permit for the manufacture of ice cream.
- Licensed 23 Disposal Works Installers.
- Licensed 11 Septage Haulers.
- Issued 11 Keeping of Animals Permits.
- Issued 3 Retail Tobacco Sales Permits.
- Inspected and permitted 1 Recreational/Day Camp for children.
- Witnessed soil testing on 26 existing & proposed building lots.
- Issued 1 Hot Tub Permit.

The Board of Health continued offering vaccinations at the Senior Center, at Town Hall, at the Public Safety Building, and for residents who are home-bound, upon request. In 2023, we administered 65 doses of COVID-19 vaccine and 140 doses of flu vaccine. We offered Shingles vaccine to residents over age 60, and we held a Hepatitis B vaccine clinic for our first responders. Finally, in accordance with Massachusetts Department of Public Health requirements, the Board of Health conducted surveillance and/or investigation of the following probable or confirmed communicable disease events in 2023:

Anaplasmosis	1
Babesiosis	1
Campylobacter	3
Influenza	12
Giardiasis	1
Influenza	14
Lyme Disease	13
Novel Coronavirus	57
Varicella	1

We are proud of the efforts of our staff to provide traditional and innovative work toward the continued health and safety of our community, often donating their personal time to do so. In 2023, the Board of Health implemented online permitting, allowing residents and business owners to renew their annual permits for things such as food service operations, septic installations, and solid waste hauling. We also adopted a local regulation and permitting process for private haulers of solid waste and recycling.

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

Respectfully Submitted,
ESSEX BOARD OF HEALTH
Dr. David Driscoll, Chair and Medical Director
Dr. Fares Mouchantaf
Sally Ann Rich, LPN

BOARD OF PUBLIC WORKS

2023 was another busy year with a lot of new changes for the Department of Public Works. We had many personnel changes over the course of the year, and our Highway Foreman retired after 13 years of service, we would like to wish him well.

The Wastewater Department continued to work with the Town's installer of the new E-One grinder pumps. Forty-three new pumps were installed and put into service, so there are a total of 155 pumps that have been changed to date and 45 are remaining. The funding for these upgrades is coming from sewer free cash when it is available. There were 31 sewer alarms called in and addressed by the Wastewater Department which is less than half of the calls the Department was responding to before the upgrades. Five additional properties were connected to the sewer for a total of 633.

The biggest change in the Water Department was the start of the Water Plant upgrades that have been in the planning stages for the last two years. These upgrades include bringing some safety equipment up to code and replacing outdated, discontinued equipment. Other work that will be completed is changing over our chlorine gas to a safer option called Hypochlorite, and relining the 40 year old chemical tanks. There were 4 water service leaks and 1 water main break.

The Highway Department continues to keep up with regular maintenance of the Town. Mowing of grounds and cemeteries, vehicle and equipment maintenance, infrastructure maintenance, paving, basin and drain repairs, street sweeping, and line painting. Unlike 2022, the summer of 2023 brought with it a lot of rain which made keeping up with mowing the cemeteries, parks and other properties, difficult. Although it was not a Town project, Route 22, from the Hamilton line to the Town Hall, was paved by the State, and its contractors.

There were 23 burials at the Spring Street Cemetery this year, 13 were cremations and 10 were full burials. The Cemetery Department started to work on digital mapping of the cemetery to make record keeping easier and to digitize our old paper records. Once complete, most cemetery records will be available on the Cemetery website. It has recently become a topic of discussion, that due to the Public Safety building going on land that would have been used for a cemetery expansion, the years left before the cemetery is full has decreased significantly. With the lots that are currently marked out, we have an estimate of 14 years left before all available spaces are purchased. A

possible area of expansion could add an additional 6-7 years, but that would be depending on the drainage that is in the area.

One of the biggest changes for the Town was the changeover to Pay as You Throw at the Transfer Station. After many months of discussion, it was decided between the DPW and the Selectmen, that the switch over would be the most cost effective way to absorb the drastic increase in the solid waste hauling and removal. As with any new system, there are kinks that need to be worked out, but overall the move proves to be positive. The goal was to decrease the amount of solid waste tonnage that was being disposed, and that goal was achieved. For the first 6 months of 2023, the average tonnage of trash hauled away was 91 tons per month. The second half of 2023 we averaged 47 tons per month. The Transfer Station took in 832 tons of refuse, which is 389 tons less than the previous year, and 409 tons of recyclables.

In closing, the Department of Public Works Board would like to thank all citizens, volunteers and other boards for their continued support and assistance.

Respectfully Submitted,
BOARD OF PUBLIC WORKS
Nick Ellis, Chairman
John Filias
Westley Burnham

BUILDING INSPECTOR

A total of 124 permits were issued during 2023. The following is a breakdown of the number and description of permits issued:

104	Building Permits
2	Sign Permits
9	Sheet Metal Permits
3	Demo Permits
6	Mechanical Permits

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

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

Respectfully submitted,
BUILDING INSPECTOR
William Sanborn

COMMUNITY PRESERVATION COMMITTEE

Essex approved the Community Preservation Act (CPA) at the Annual Town Meeting held on May 14, 2007, and at the Town Election of 2007. The original 0.05% surcharge on local Real Estate Taxes was increased to 1.5% by the 2015 Fall Town Meeting and the 2016 ballot. This represents the Town's contribution to the local CPA fund. The second source of funding is from the State Matching Fund collected from a fee on Real Estate transactions statewide.

A minimum of 10% of the annual fund must be allocated to each of the following areas: Open Space, Historical Preservation, and Affordable Housing. Up to 5% of the annual funds can be spent on administrative and operating expenses of the CPC. The remaining 65% of the annual funds can be spent in any of the previously defined areas, and, in addition, for public recreation. The final acceptance of any recommendation by the CPC for allocations and spending in each of the four areas must be approved by the citizens of Essex at a Town Meeting. Specific guidelines established by the CPA ascertain which type of projects can be funded in each of the four categories.

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

Annual Town Meeting 2023 approved the appropriation of the following:

Affordable Housing Trust:	\$50,000 from Community Housing Fund Balance	
	<u>\$50,000</u> from Community Preservation Fund Balance	
		\$100,000
CPC Admin. Expenses FY24	<u>\$14,739</u>	
Total		<u>\$114,739</u>

Fall Town Meeting 2023 approved the appropriation of the following:

Affordable Housing Trust:	\$50,000 from Community Housing Fund Balance	
	<u>\$50,000</u> from Undesignated Fund Balance	
		\$100,000
Folsom Pavilion:	\$125,000 from Community Preservation Fund Balance	
	<u>\$225,000</u> from Undesignated Fund Balance	
		\$350,000
Essex Shipbuilding Museum:	\$18,439 from Historic Preservation Fund Balance	
Town Pound Wall Restoration:	<u>\$12,650</u> from Historic Preservation Fund Balance	
Total Approved Appropriations:		<u>\$484,089</u>

CURRENT PROJECTS IN PROGRESS:

<u>Projects in Flight as of FYE 2023</u>	<u>Meeting Date</u>	<u>Unspent Balance</u>
Chebacco Terrace Roof	FTM 11/15/2021 #7	\$116,687
Tennis Courts	FTM 11/15/2021 #5	\$ 49,999
Historic Pumper Fire Shed	ATM 5/15/2021 #22	\$ 13,080
Housing Authority Exterior Walkway	STM 6/13/2020 #30	\$ 10,231
School House Climate Control	STM 6/13/2020 #30	\$ 9,000

Hearse House Preservation Repairs	STM 6/13/2020 #30	\$ 8,755
Repair of Historic Cogswell Tomb	ATM 5/15/2022 #22	\$ 2,500
Housing Authority Painting Completion	ATM 5/6/2019 #24	\$ 1,911
School House	ATM 5/7/2018 #23	\$ 1,224
Spring Street Fence Add'l	FTM 11/16/2015 #12	\$ 445
Preserve T.H. Vault Items	FTM 11/16/2015 #12	\$ 260
Subtotal as of 6/30/2023:		\$214,092

<u>New FY 2024 Approved Projects</u>	<u>Meeting Date</u>	<u>Unspent Balance</u>
Affordable Housing Trust Reserve	ATM 5/1/2023 #39	\$100,000
CPC FY24 Administrative Expenses	ATM 5/1/2023 #39	\$ 14,739
Affordable Housing Trust Reserve	FTM 11/13/2023 #12	\$100,000
Folsom Pavilion & Restroom Construction	FTM 11/13/2023 #12	\$350,000
Essex Shipbuilding Museum Repairs	FTM 11/13/2023 #12	\$ 18,439
Town Pound Stone Wall Restoration	FTM 11/13/2023 #12	\$ 12,650
Subtotal FY 2024 Approved Projects		\$484,089

Total CPC Projects in Progress as of 12/31/2023 **\$698,191**

Current members of the Committee are identified below.

Respectfully Submitted,
COMMUNITY PRESERVATION COMMITTEE
 Jay Tetzloff, Historical Commission (Interim Chair)
 Peter Levasseur, Planning Board
 Dave Frithsen, Department of Public Works
 Cliff Ageloff, Conservation Commission
 Michelle French, Housing Authority
 Alison Taylor, Selectmen Appointment
 James Witham, Selectmen Appointment

CONSERVATION COMMISSION

The following summarizes the Commission's hearings and business for the period July 1, 2022 to June 30, 2023:

- The Commission drafted the Essex Conservation Bylaw which was presented to the Board of Selectmen and withdrawn at the Town Annual Meeting in May, 2023.
- The Commission held hearings on Notices of Intent for five (5) residential projects and four (4) commercial projects including, but not limited to, additions, upgraded and new septic systems, and new construction.
- The Commission held hearings on eleven (11) Requests for Determinations of Applicability for various projects, including, but not limited to, additions, construction of sheds, installation of new septic systems, and landscaping.

- The Commission reviewed and approved four (4) Extensions to previously issued Orders of Conditions to allow applicants to complete projects.
- The Commission issued ten (10) Certificates of Compliance for completed work or expired Orders. The Commission continues to work with property owners that have outstanding Orders which impact their titles, to facilitate the issuance of Certificates of Compliance.
- The Commission's Agent met with property owners to review proposed work, address complaints and possible violations, and coordinate matters related to property maintenance. The Agent also reviewed plans approved by the Board of Health to determine if work falls under the jurisdiction of the Wetlands Protection Act or the Rivers Act.
- Numerous building applications were reviewed by the Commission's Agent to determine jurisdiction.
- Commissioner Laureen Sanderson resigned from the Commission in February, 2023. The Commission thanks Laureen for her service.
- Agent David Tessein resigned his position in May, 2023. The Commission would like to thank Dave for his service to the Commission and the residents of Essex.
- The Commission is holding in person meetings but provides remote options to facilitate access by the public.

The Commission currently has two vacancies. In this fiscal year, the Commission has received only one (1) inquiry to fill these vacancies. If you would like to consider serving, please contact the office for more information.

Commissioners and staff continue to work on interpreting and applying the Wetland Protection Act and Rivers Act for the protection of the valuable natural resources within the Town of Essex.

Respectfully submitted,

ESSEX CONSERVATION COMMISSION

Clifford Ageloff, Co-Chair

Kevin Cooke, Co-Chair

Thomas Barrieau

Sharon DeMeo

William Levy

Staff: Deborah Cunningham
Administrative Clerk

Michele Grenier, Agent

COUNCIL ON AGING

The Mission of the Essex Council on Aging is to enhance and promote the quality of life for adults 60 and older in the community of Essex.

We achieve our mission by:

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

- COA activities and programs; and,
- Promoting aging in place with the help and support of the local community.

The Council on Aging operates the Essex Senior Center. All Essex residents over the age of 60, as well as caregivers for older adults, are welcome to utilize any of the services offered. Senior Center operating hours are Monday through Friday 9:00 AM -3:00 PM. The Council on Aging is staffed by a part-time Director (19 hours), part time Outreach Coordinator (19 hours) and part time Volunteer/Activities Assistant (up to 15 hours). Our Board of Directors currently consists of 9 members who offer their time and talents as we strive to enhance the quality of life for Essex residents.

In addition to our Board Members, the Council on Aging depends heavily on our many dedicated and talented volunteers who provide truly invaluable support to the staff and seniors by answering phones, registering participants, assisting with newsletter mailing, delivering groceries, distributing meals, providing technology assistance, helping with special events and ongoing programs, and so much more. We cannot thank our volunteers enough for what they do and hope to offer more volunteer opportunities as our program grows. In 2023, our COA Board members and volunteers contributed more than 3,250 hours of service with a pay equivalent exceeding \$35,000!

2023 Highlights:

In November, Kristin Crockett left her position as COA Director after nine years of service to Essex seniors. We appreciate her dedication and impact on our seniors and the Essex community, and wish her all the best.

The Essex Council on Aging offers a host of services and programs, many of which are detailed below. In total, we had more than 425 individuals participate in 8,250 programming opportunities throughout 2023.

Social Services: We provided individual assistance to residents in areas ranging from general information and referral, housing needs, medical equipment loans, application assistance, vaccine information and scheduling, and SHINE Counseling. As SHINE counselors, Kristin and Tess provided unbiased, individual counseling to Medicare beneficiaries who are either new to Medicare, have questions about their coverage, or need to make changes. All Medicare beneficiaries are encouraged to review coverage annually. Through this program, we successfully saved more than \$60,000 for Essex residents in 2023!

Health, Wellness and Recreation: We are proud to report that the Essex Council on Aging received Honorable Mention as a “Senior Center Program of Excellence - Modernizing Senior Centers, Innovation Award” from the National Council on Aging’s National Institute of Senior Centers for our “Veterans Gallery”, a photographic exhibit honoring the many veterans with connections to the Town of Essex. The Veterans Gallery displayed the photos of 80 veterans who served our country ranging from the Civil War to the present and was open to the public for the month of November, even hosting class groups from the Essex Elementary School.

We offer a wide variety of health, wellness, and recreation programs at the Senior Center including men's and women's breakfasts, fitness classes, hearing clinics, cooking classes, arts and crafts programs, games, special art classes, community trips, drop in programs, office hours with Senator Tarr's office and our Veterans' Services Officer, and several additional events sponsored by the Friends of the Essex Council on Aging. We continue to partner with SeniorCare, 1623 Studios, and Gloucester, Manchester, and Rockport COAs to provide programming on cable Channel 67 through our Virtual Senior Center.

Transportation Services: Through a partnership with Cape Ann Transit Authority (CATA), the Essex Council on Aging provides transportation to residents over the age of 60 to the following communities: Essex, Manchester-by-the-Sea, Gloucester, Rockport, Hamilton, Wenham, Beverly, Peabody, Danvers, and Salem. CATA also provides six days a week transportation for dialysis appointments in Beverly. The cost is \$2.00 per ride and you must complete a one-time registration. For more information call CATA at 978-283-7916, or call the Senior Center.

Meals and Groceries: The Council on Aging continues to provide twice a month mobile markets through partnerships with Acord and Open Door Food Pantries, providing more than \$40,000 worth of food to our older residents. We offer twice a week Grab and Go meals through a partnership with SeniorCare and Open Door, distributing more than 2,400 meals through these programs. The Friends of the Essex Council on Aging sponsored a number of special meal events with purchases from many of our local restaurants, including a Spring Meal, Summer BBQ, Ice Cream Social and Holiday Dinner. A total of more than 3,200 meals were distributed to Essex seniors in 2023!

Friends of the Essex Council on Aging, Inc.: As always, the Council on Aging could not do all that it does without the financial support of the Friends of the Essex Council on Aging. Their Annual Membership Drive, Scarecrow Fest, and Annual Boutique successfully raised funds for the Council Programs. The FECOA funded many special dinners, breakfasts, book club books, fitness classes, monthly craft classes and more. The support of the Friends of the Essex Council on Aging, Inc. is critical to the viability of our ongoing and future programs.

Looking forward to 2024: In 2024, we look forward to continuing to partner with a variety of agencies, community groups, and other Councils on Aging. We have a number of great programs in the works and hope to see you. The best way to keep up to date is through our newsletter, which is published on the Town webpage. If you need any support or information, or would like to sign up for our newsletter, phone/text updates, or to volunteer, please reach out to us at 978-768-7932 or coa@essexma.org.

Respectfully submitted,
ESSEX COUNCIL ON AGING
Tess Leary, Interim Director

ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee (EDC) continues to implement the Town of Essex Economic Development Plan (finalized in 2019, amended in 2020). Over the past year, this included a variety of initiatives.

The Town participated in the State of Massachusetts 2021 Local Rapid Recovery Planning Program, which culminated in a detailed report identifying several priority Economic Development projects to facilitate business recovery. Our Town Planner, Dana Menon, applied for grant funding to execute these priority projects. She was successful in securing several of these grants:

The **Downtown Pedestrian Lighting Project** will be installed in spring of 2024. In 2022, the Town received a grant for \$160,743 via MASSDOT Shared Streets & Spaces Program, a \$50,000 State Legislative Earmark, and allocations of a total of \$363,126 of Town funds (\$263,126 at the November 2023 Special Town Meeting and \$100,000 at the 2022 Annual Town Meeting) to install pedestrian lighting on the causeway, utilizing main line conduit and handholes placed in the sidewalks by MASSDOT in 2012, when they reconstructed the roadway and constructed new concrete sidewalks along route 133. These lights, which will also feature banner hangers, flag holders, plant baskets, and electrical outlets will enhance the look, feel, and safety of the causeway, creating a vibrant and walkable downtown with a sense of place where both residents and visitors can gather.

A **Placemaking Plan** was completed in June 2023, thanks to a \$25,000 technical assistance grant from DHCD (Department of Housing and Community Development). The Placemaking Plan outlines a vision and locates projects in the downtown district for wayfinding, town branding, public space programming and revitalization.

An **Off-Season Event** – “Essex in Bloom” was held in May 2023, using a \$51,000 grant from the EOHED (Executive Office of Housing and Livable Communities – formerly DHCD) Urban Agenda program. The Off-Season Event included creation of an event planning template and purchase of re-usable materials that can be used for future Town events to draw visitors and residents to the downtown.

Voters at the May 2023 Annual Town Meeting approved two EDC-supported articles: To use \$20,000 of free cash to “improve, maintain, and beautify certain areas under the Town’s ownership or control”, and to increase the Local Room Excise Tax to 6% - increasing revenue to the Town from B&Bs, hotels, lodging houses, motels and short-term rentals. The EDC oversaw use of the maintenance and beautification funds to clean up, replant, and maintain several areas in Town throughout the 2023 growing season.

Extension of the Town’s fiber optic network to Centennial Grove, and installation of wireless devices at the Grove, was approved by voters at the Fall 2023 Special Town Meeting. This will enable electronic communication and security monitoring of the premises, protecting the community’s investment in the new facilities at the Grove and providing an improved experience for users of the Grove facilities.

Volunteers have made great progress on the replacement of the Folsom Pavilion at Centennial Grove. With \$225,000 in funding assistance from the Town Meeting, a new pavilion valued at over \$500,000 will soon be completed. Also, at the Fall Town Meeting in 2023, \$350,000 in additional funding was approved from the Community Preservation Fund for the placement of a modular restroom facility adjacent to the new pavilion. We are hopeful that the restroom facility will be delivered early in the 2024 season to perhaps begin a new rental revenue stream for the Town.

The EDC is also continuing work on two projects to facilitate business communication and operation in Essex: creating an online "Guide to Doing Business in Essex" to help new and existing local businesses navigate Town department, board, and permit requirements; and, compiling a Business Database to enable timely communication from the Town to local businesses.

We also assisted the Board of Selectmen in identifying Town-owned parcels that were not on the tax roll. A group of 12 parcels in the Gregory Island neighborhood were authorized for sale at the Fall Town Meeting of 2022. To date, the Selectmen have sold three parcels and a group of five additional parcels will be offered for sale for a second time after proposed deed restrictions proved too confining during the first sale attempt.

The EDC will continue to work with the Planning Board on its zoning work, with the goal of adopting zoning that will achieve a balance of preserving the character of Essex while supporting development that will increase and diversify Essex's tax base.

The focus of the EDC for the upcoming year is to continue exploring new revenue opportunities for the Town.

Respectfully submitted,

ECONOMIC DEVELOPMENT COMMITTEE

Jodi Harris, Chairman
 Stacey Clarimundo
 Margaret Eklind
 Tina Lane

Ryan Madrigal
 Georgeanne Richards
 Donna Roy

ELECTRICAL INSPECTOR

In 2023, a total of 121 electrical permits were issued:

Air Conditioning	7	Heat Pump	4
Boiler	2	Light Retrofit	5
Elec. Vehicle Charger	5	Security System	4
Energy Storage System	5	Solar Panels	22
Feeder & Panel Wiring	22	Swimming Pool	5
Furnace	6	Temporary Wiring	2
General Outlet Wiring	26	Water Heater	4
Generator	3		

Electrical permits must be obtained before any electrical work begins and no work shall be covered until an inspection is made. All electrical work must meet the requirements of the Massachusetts Electrical Code. The Electrical Inspector has 24 hours for exterior excavations and 72 hours for interior installations after proper notice to the Inspector. This excludes Saturdays, Sundays, and holidays per the Massachusetts Electrical Code.

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

Permit applications are available online @essexma.org.

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

Respectfully submitted,
ELECTRICAL INSPECTOR
John Shields

ESSEX CULTURAL COUNCIL

The Essex Cultural Council held several meetings in 2023. The members reviewed applicants and awarded Massachusetts Cultural Council Grants for FY 2023. These grants helped finance programs that benefitted patrons of the TOHP Burnham Library, The Essex Senior Center, students in the Manchester Regional School District, and several local art and music institutions and programs. The Council set up grant priorities for the upcoming year.

Two ECC members also represent the Council on the Essex River Cultural District Committee.

Respectfully submitted,
ESSEX CULTURAL COUNCIL
Robyn Kanter, Chair
Dawn Burnham
Carmon Emery

Bree Ann Enos
Maureen Flatley
Caryn Gallagher

ESSEX HISTORICAL COMMISSION

Mission Statement: The mission of the Essex Historical Commission (EHC) is to identify, document, and protect Essex's historic resources, to increase public awareness of Essex's heritage and the value of historic preservation, and to do so with not only the guidance and counsel of the Massachusetts Historical Commission, but also by interacting with other Town boards and

committees. The EHC maintains inventories of culturally significant structures, conducts related research initiatives, posts timely notices in the local press, and holds regular public meetings.

When:

2nd Friday of the month, 8:30am. All community members are welcome.

Where:

3rd Floor Conference Room

Time:

8:30 am - 9:30 am

In pursuit of this mission the EHC administers the mandates of *Essex's Town Bylaw 4-15: Demolition Delay/Review*. "The purpose of this bylaw is to encourage the preservation and protection of significant buildings and structures within the Town of Essex that constitute or reflect distinctive features of the Town's architectural, cultural, economic, political or social history and to limit the adverse effect that demolition may have on the character of the Town."

The EHC also administers the preservation easement on the Paul Revere Bell and Tower that was refurbished in 2020 at the Congregational Church. The Restriction term is perpetual or 200 years and covers the Bell itself and the Tower in which it is housed and displayed. The Bell and Tower are to be opened to the public at least 4 times per year. The Historical Commission may inspect the Bell and Tower at any time with proper advance notice. Notable features of the bell are that Paul Revere himself cast it from donated silver jewelry and flatware from Essex townspeople. As EHC member Keith Symmes put it, "It (the Bell) has the Town in it."

The Essex Historical Commission met regularly in 2023, conducted no public hearings, and approved multiple demolition permits, working with building owners to preserve the Town's buildings. The Town's demolition delay bylaw was not invoked on any property in 2023.

In 2023, we were able to secure Community Preservation funding to restore the south wall of the Town Pound, one of Essex' most unique historic resources. Built in 1725, the Essex Town Pound is one of only 7 remaining in all of Massachusetts and only 19 remaining in all of New England.

In 2024 we plan to continue working with other Town committees to identify the best framework for interested Essex property owners to document and enjoy their place in the centuries-long history of Essex.

Commission Members

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>	<u>Contact Information</u>
Jay Tetzloff	Chair	June 30, 2025	612-669-9943 jay.tetzloff@gmail.com
Drew Godfrey	Secretary	June 30, 2024	978-890-7351 drewgodfrey@yahoo.com
Justin Kane	Member	June 30, 2024	
Marlene Putman	Member	June 30, 2025	
Keith Symmes	Member	June 30, 2025	

Respectfully submitted,
ESSEX HISTORICAL COMMISSION

Jay Tetzloff, Chair
Marlene Putnam
Keith Symmes

Drew Godfrey
Justin Kane

FIRE DEPARTMENT

Two thousand twenty-three was a busy one for the Essex Fire Department. We hired four new firefighters and two have taken the EMT class. Currently, we have 46 firefighters. Of the 46 members, 28 are EMTs and 10 are Paramedics. Two Firefighters are taking the Firefighter Academy Training class.

The 46 members of the Essex Fire Department respond to both fire and ambulance calls. This year the Department responded to 225 fire calls and 374 ambulance calls for a total of 599 calls. In addition, Fire Inspectors completed many residential fire inspections as well as the quarterly commercial inspections of Town buildings and restaurants.

We were very fortunate in 2023 to receive various grants that help to alleviate expenses for needed equipment. For example:

- \$12,000.00 Department Fire Safety
- \$ 2,500.00 Forrest Fire Grant
- \$ 2,500.00 Emergency Management Performance Grant

In addition, generous donations were made to the Essex Fire Company allowing us to purchase new equipment.

We would also like to extend our gratitude to the Training Committee for the ongoing training to keep current in both fire and safety procedures as well as the laws governing firefighting. The members of the Essex Fire Department attended several training classes and meetings. School Safety Meetings were attended and fire drills conducted to ensure the safety of our children. Some of the two thousand twenty-three training initiatives include:

- CPR and EMT Continuing Education
- Chimney Fire Training
- Driver Training
- Ladder Training
- Water Supply and Pump Training
- Elevator Training Search
- Rescue Firefighter Basics
- Law Compliance Training
- Ice Water Rescue

The Essex Fire Department enjoys being present at and supporting community functions each year. Our presence at River Day, the Polar Plunge, Halloween, the Turkey Trot, the Happy as a Clam Race, and others helps to ensure the safety of both participants and spectators.

Once again, the Board of Engineers wishes to thank all members for their hard work this year. Also, to thank the North Shore Regional Dispatch Center and the Essex Police Department for their professional manner in handling emergency calls; and, Beauport and Manchester Ambulance Services for providing us with Advanced Life Support. In addition, thank you to the Town for supporting the funds to purchase a new Ladder Truck in 2024.

Respectfully Submitted,
BOARD OF ENGINEERS
Chief Ramie Reader
Deputy Chief Keith Carter
Deputy Chief Ernest Nieberle

HARBORMASTER

The 2023 Harbormaster/Boating season proved to be an unprecedented rainy one. River use recreationally was down due to most weather occurring on weekends. Hopefully, the 2024 Season proves to be better.

Unfortunately, the long awaited dredging project scheduled for Fall of 2023 did not come to fruition. My hope is that the project is reevaluated and revisited for Fall/Winter 2024.

The Harbormaster Department, in addition to Police/Fire Departments, bid a fond retirement to long time Administrative Assistant Mary Elinor Dagle. As Harbormaster, I thank her for her years of service to the Town and wish her the best in retirement.

The online mooring renewal system continues to improve each year and the amount of those renewing online climbs each year.

Our Primary vessel and motor are both dated at this point and I will be actively seeking replacements for both as soon as possible. My hope is to achieve the majority of funding through grant money, and hoping a replacement is in place for the 2025 season.

The Harbormaster Department also thanks the Police/Fire Departments for their assisting when necessary and look forward to continued cooperation/training with those departments.

In closing, the Department continues to make the waters within Essex both safe and enjoyable for everyone who utilizes them throughout the season and looks forward to continued service in 2024.

Respectfully,
HARBORMASTER
Captain Daniel C. Fialho

T.O.H.P. BURNHAM PUBLIC LIBRARY

The T.O.H.P. Burnham Public Library patrons were educated and entertained by a variety of programs in 2023, both virtually, outside, and in our beautiful space. Our many library books, resources, programs, and services bring education, culture, and joy to our community. We are fortunate to have an experienced, dedicated, resourceful library staff and group of volunteers.

Print media (books and magazines) circulation remained strong in 2023. Print materials enjoy the widest circulation in the spring and summer months, while digital materials see the most circulation in November and December. Fiction and mysteries are consistently popular, as well as children's materials. We continually add to our collection, with a special focus on the needs of children and growing readers, and to ensure everyone sees themselves represented in our collection.

Our Museum Pass program supports Essex residents, especially families, by providing free or reduced-price admission to a variety of local, regional, and Boston museums. We doubled our museum pass usage in 2023 with nearly 300 passes circulated.

The Hotspot lending program, supported by the MA Board of Library Commissioners, helps advance digital inclusion across the Commonwealth. Hotspot lending allows our patrons to participate in a variety of digital activities including online school work and homework, tele-

health appointments, online meetings, and video job interviews, to name a few. Our ten Hotspots went out over 200 times in 2023, and were renewed more than 100 times.

Digital resources and services allow us to significantly expand the scope of information to our patrons. Digital use, via the Overdrive (Libby) platform through the Merrimack Valley Library Consortium, continues to be robust in our library. In the Commonwealth of Massachusetts, libraries pay 5 – 6 times the cost of a print title for ebook and audiobook digital licenses that expire after 1 – 2 years. This is a legislative priority for the Massachusetts Library System and advocacy organizations who are tracking current bills in the Massachusetts House (3239) and Senate (2188) that could bring affordability and flexibility to pricing and licenses. We encourage our patrons to take advantage of all the digital resources available at www.essexpubliclibrary.org.

2023 saw an increase in book and program challenges in Massachusetts. Library staff and Trustees continue to educate and prepare themselves for challenges and threats to intellectual freedom, including video and First Amendment audits. The Trustees, Director, and staff have reviewed and updated our Collection Development and Reconsideration of Library Materials Policies. On any given day, people from a variety of income levels, backgrounds, ages, races, abilities, and gender identities will be using our library services. This fosters a community where differences aren't just tolerated, they're valued. We want to ensure everyone can see themselves reflected in our collection and services.

We want to express our thanks and appreciation for the outstanding support we receive in our Essex community. The Friends of the Library organization continues to advocate for our Library and provide direct support. Be sure to visit the Library this year – we'll help you find the book, magazine, program, digital offering, or service that perfectly meets your needs.

Circulation and Program Statistics for Calendar Year 2023

2023	Print	Digital Materials	2023 Totals
Circulation	32,406	4,969	37,375
2023	In-person	Virtual	2023 Totals
Programs	178	8	186
Attendance	2,434	45	2,479

Respectfully submitted,
LIBRARY DIRECTOR
 Carla Christensen

BOARD OF LIBRARY TRUSTEES
 Jennifer Mayer
 Rob Fitzgibbon

LICENSING CLERK

A total of 201 licenses and permits were approved by the Board of Selectmen/Licensing Board and issued by the Licensing Clerk in 2023. The following is a breakdown of the number and description of licenses and permits issued:

16	Antiques Licenses
0	Auction Permits
2	Automatic Amusement Device Licenses
6	Class II Licenses (Sale of Used Cars)
29	Common Victualler's Licenses
22	Entertainment Licenses - One-Day
3	Entertainment Licenses – Sunday (Annual)
10	Entertainment Licenses – Weekday (Annual)
0	Flea Market Permits
6	Keeping, Storage, Sale of Fuel Permits
1	Gravel Pit Permits
1	Innkeeper's Licenses
13	Liquor Licenses - All Alcohol, Restaurant
1	Liquor Licenses – Wine & Malt, Restaurant
2	Liquor Licenses – All Alcohol, Package Store
3	Liquor Licenses – Wine & Malt, Package Store
0	Liquor Licenses – Farmers Series Pouring Permits
83	Liquor Licenses – One Day Wine & Malt
1	Marijuana Cultivation License
1	Marijuana Retail License
1	Municipal Street Licenses
0	Paraffin Licenses
0	Peddlers, Hawkers, & Vendors Licenses

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

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

Respectfully submitted,
LICENSING CLERK
Pamela J. Witham

PERSONNEL BOARD

The Personnel Board bylaw was revised by the Fall Town Meeting in 2016 to allow the three Selectmen to officially serve as its members. Highlights of the major Personnel Board actions taken over the past fiscal year include the following:

- The recommending of the Wage & Salary scale prior to last year's Annual Town Meeting.
- Various approvals of individual requests from Town employees under the Personnel Rules & Regulations and union contracts.
- Consideration of requests for new or expanded Town positions. Due to a need to remain fiscally conservative, most requests have been denied.

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

Respectfully submitted,
ESSEX PERSONNEL BOARD
Ruth R. Pereen, Chairman
Peter D. Phippen

Alva A. Ingaharro

PLANNING BOARD

The Essex Planning Board meets regularly on the first and third Wednesdays of each month. During these regularly scheduled meetings, Board members review matters related to the Essex Zoning Bylaw, which is Chapter VI of the Town of Essex Bylaws, including Site Plan Reviews, Special Permits, and findings on affected building permit applications, as well as matters involving the Subdivision Control Law (MGL Chapter 41, §81K-81GG).

The Board also considers potential warrant articles for Town Meetings, holds Public Hearings for matters requiring these, and engages in discussions with residents, property owners, and/or their representatives if requested. The Board also keeps a list of goals for improving and updating the Zoning Bylaw and works to refine and implement these goals.

The calendar year of 2023 was another year of change for the Board. Recent appointees were elected to the Board in May: Simone Early and Peter Levasseur to 5-year seats, and Judson Lane to a 1-year seat. At the completion of his term, Michael McConnell chose to step down, and we thank him for his time and contributions to the Board. Jay Tetzloff rounded out the new electees and fills a 1-year seat. Board officers were chosen later in the year: Lisa O'Donnell re-elected as Chair, Simone Early re-elected as Vice-Chair, Jay Tetzloff as Clerk and Shelly Bradbury as Vice-

Clerk. Late in the year, the Board was fortunate to finally fill the vacant Administrative Assistant position and welcomes Theresa Whitman to the office.

In 2023 the Planning Board endorsed four ANRs (MGL Chapter 41, §81P, Approval Not Required), completed three Site Plan Reviews, reviewed thirteen Building Permits with the Inspector, held three Public Hearings, and issued one Special Permit. In addition, the Board invested a considerable amount of effort on the Bylaw Update Project, where they have been assisted not only by the Metropolitan Area Planning Council (MAPC), but have benefitted from the guidance of Bill Sanborn, Building Inspector, and Dana Menon, Town Planner.

This work focused mainly on Bylaw updates in the second phase of the MAPC project, enabled through State grant funding. Information on the first phase, as well as progress on the second phase, can be found on the Planning Board page on the Town website.

As part of this project and as the first major step toward Bylaw updates, the Board proposed a complete reorganization of the Zoning Bylaw at Annual Town Meeting in May. The restructured Bylaw included no substantive changes, but reorganized the existing material in an outline suggested by the MAPC that allows both better organization and flexibility for future updates. This motion passed unanimously.

At Fall Town Meeting in November, additional updates were proposed and approved, meeting the two-thirds vote criterion for zoning changes. The most significant of these was the formalization of the new General Use District, which includes all land in Town that is not in any of the three small districts already established, and which accounts for 98% of the land area in Town. This district still allows all uses previously permitted throughout Town and will serve as a base district as residential districts are explored and proposed at future Town Meetings, since these can be separated from the General Use District with new maps for Town Meeting approval.

Other changes approved in November include updates to the Site Plan Review process to require abutter notification and a public hearing when a Change of Use is proposed for a property, along with updates to the review criteria. Finally, many definitions were updated and/or added, and the temporary moratorium, on change of use from residential or open space to commercial or industrial use, was extended to January 2025.

The online permitting portal, first implemented early in 2022, continues to be an asset for the Board in their work with the Building Inspector's Department. The Board is also looking to include their application steps on the portal in the near future, for Site Plan Reviews, Special Permits, ANRs, and all Subdivision documents. The goal is to create a single repository for any and all planning and construction documents relating to a property in the online database, including any approvals or other Board decisions.

During the year, members volunteered as representatives of the Planning Board on other Town committees including the Strategic Planning Committee (Peter Levasseur), the Affordable Housing Trust (Shelly Bradbury), the Community Preservation Committee (Peter Levasseur), and the Economic Development Committee (Shelly Bradbury).

Planning Board meetings are typically held in the Town Hall 2nd floor meeting room. Meeting dates are posted on the Planning Board web page and at Town Hall. Meetings are open to the public and a Zoom link is provided for remote listening. Individuals with limited mobility may take the elevator at the right side of the stage meeting area to access the meeting and office areas as needed. Town Bylaws, meeting agendas and minutes, contact information, application forms, and links to MAPC materials and planning activities are posted on the Town website.

Respectfully submitted,
CHAIRMAN, ESSEX PLANNING BOARD
Lisa O'Donnell

PLUMBING & GAS INSPECTOR

One hundred and thirty-eight Plumbing & Gas Permits were issued in 2023:

- Seventy-one Gas Permits and
- Sixty-seven Plumbing Permits.

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

Respectfully submitted,
PLUMBING & GAS INSPECTOR
Richard Corriere

POLICE DEPARTMENT

Staffing: Once again in 2023, staffing concerns continued to plague the Essex Police Department. Although we continue to think outside of the box and look for ways to alleviate these concerns, the current recruitment and retention climate in Massachusetts, today and across the country, remains problematic and cause for concern. In 2023, the Department would experience the departure of 2 experienced full-time police officers: Officer James Romeos, a 16 year veteran officer assigned to the dayshift as our Traffic Enforcement Officer, and Detective Michael Juliano, one of the Department's two detectives, an 8 year veteran assigned to the evening shift.

Though we continue to have difficulty filling one of these openings, the news is not all bad. I'm happy to say that after a thorough hiring process, Officer Meaghan Wonson was chosen to fill one of our open full-time positions, contingent upon successful completion of the Municipal Police Training Committee's (MPTC) Basic Recruit Officer academy. On Monday, August 7, 2023, Meaghan appeared before the Board of Selectmen and was appointed to become the next full-time Essex Police Officer. Meaghan was then approved by the MPTC to work full-time hours for up to 270 days until she could attend the academy. Meaghan has been with the Department since becoming a reserve officer in

October of 2020. She recently completed all academy entry requirements and assessments, and will attend the Lynnfield Police Academy beginning on Monday, February 12, 2024. The academy is scheduled to take approximately 6 months, and although we have not been given an exact end date, we look forward to having Meaghan rejoin the ranks of the full-time officers in late June or early July.

Another positive is the recent hiring of 3 reserve officers. Although the number of reserve officers had declined over the past 3 years, we were fortunate in 2023 to have 3 new reserve police officers appointed to the Department. Though each officer comes to the Department having worked in policing, their experience ranges from 1 year to over 3 decades in law enforcement. In late July of 2023, Officer Mark Polonsky was appointed as a reserve officer, coming to the Department with over 11 years' experience as a special police officer, as well as working as a Communications Officer in Ipswich Public Safety since 2006. Mark has also worked for Endicott College Public Safety for 2 years and graduated the MPTC Bridge Academy this past year.

In September of 2023, Officer Shane Seekamp and Officer Donald "Doc" Twombly were appointed to the Department as reserve officers. Officer Twombly comes to the Department with over 30 years of experience in law enforcement. He began his career working for the Rockport Police Department, rising to the rank of sergeant before leaving to work for the Massachusetts State Police. He would eventually reach the rank of Lieutenant retiring in 2022 after 20 years of service to the State. Officer Twombly currently works full-time for the Massachusetts College of Pharmacy Police Department as well. Officer Shane Seekamp comes to the Department with approximately 1 year of full-time law enforcement experience. Officer Seekamp is a 2023 graduate of the Municipal Police Training Committee's Northern Essex Community College Police Academy in Haverhill, and is currently employed as a full-time police officer for the Gordon College Police Department in Wenham. Each officer, regardless of experience, must complete a comprehensive 4 week Field Training Officer program under the direction of Sergeant Thomas Shamshak, Detective Alex Edwards and Detective Robert Wheway.

As we move forward, we will continue to focus on the recruitment and retention of officers and hope to resolve the staffing concerns that continue to plague the Department almost 3 years after the sweeping criminal justice reform changes took place.

MERSD School Safety Committees: Sergeant Dan Bruce, myself, and some of our officers, along with Administrators from the Manchester Essex Regional School District, the Manchester Police Department, the Essex and Manchester Fire Departments, and North Shore Regional 911, as well as the Manchester and Essex DPWs, meet regularly to discuss best practices for ensuring the safety and well-being of our students, administrative staff, and faculty. Together we are working to create well thought out

standard operating procedures utilizing the Incident Command System, as necessary. Meetings and discussions include topics such as the following, though not all inclusive:

- Development of consistency throughout involved agencies;
- Training and development of staff and agency members in school safety;
- Comprehensive Threat Assessment training and creation of assessment teams;
- School evacuation and reunification for such events as fire alarms, bomb threats; weather related incidents, potential hostile intruders, etc.;
- Level of response based upon the seriousness and size of an incident;
- Planning and scheduling of drills and training; completion, review of drills, and training;

Training: Officer training has always been and should always be a priority for the Essex Police Department. One of the more positive aspects of the “Act Relative to Justice, Equity and Accountability in Law Enforcement” that this Department embraces is the emphasis on more comprehensive training for our officers, although the costs can be significant. In an effort to keep costs down, while being able to go above and beyond what is required of the Department by the Municipal Police Training Committee and the Post Commission’s Division of Training Standards, officers continue to use the State’s online ACADIS portal. This allows the officers to do the required in-service training online while working their scheduled shift, at no extra cost to the Town. Officers in general are required to do (40) hours of in-service training per year, which includes at least 24 hours of online training and at least 16 hours of practical/hands on training at a minimum, although we generally train above and beyond this. The following is the list of

in-service and specialized training achieved in 2023 under the direction of Training Coordinator, Sergeant Ryan Davis:

- **In-service Training:**
 - Legal updates & Liability
 - First Responder-CPR/AED
 - Firearms Qualifications (2X)
 - Use of Force Training
 - Duty to Intervene
 - Defensive Tactics/Taser
 - 212 Degrees Preventing Officer Crises
 - Suicide Intervention and Prevention
 - Response to Interpersonal Violence
 - Trauma Informed Policing
- **Specialized/Additional Training:**
 - Rules of the Road Instructor Recertification
 - Standardize Field Sobriety Instructor

Firearms Instructor Recertification
Field Training Officer (3 new reserves)
Electronic Control Weapons Recertification
Internal Affairs
Body Worn Camera Training
NERAC School Safety Seminar
OUI Instructor Recertification

Grants Awarded/Received in 2023:

Body worn cameras: In the Fall of 2023, we received a grant from the Massachusetts Interlocal Insurance Association, facilitated by Town Administrator Brendhan Zubricki for **\$9,375.00** to purchase an additional 4 Body Worn Cameras, and associated licensure and data transfer/docking station. Although the Department had received a grant to purchase 14 Body Worn Cameras in the Fall of 2021, the purchase of additional cameras would be necessary to insure all officers of the Department are assigned their own individual unit, as well as being able to issue a camera to an officer when his/her assigned unit is down for service or repairs. I'm pleased to say that since we began the BWC program in the Spring of 2023, we've found them to be an invaluable tool for evidentiary purposes, both in court and in diminishing time spent on citizen complaints/concerns.

North Shore Health Project: Once again, in December of 2023, the Department has been advised we'll be receiving another **\$10,000.00** grant from the North Shore Health/ONESTOP Project. Though not all inclusive, these funds may be utilized to cover expenses such as:

- Opioid Training for Officers as well as Community members.
- Naloxone Training for residents and businesses.
- Mental Health and Opioid and aftercare/follow-up training.
- Overtime expenses related to door knocks and community outreach to address substance use in the community.
- Overtime expenses related to Mental Health and Opioid Training.
- Purchase of equipment and/or supplies used by the Department for the purpose of mental health and drug related response.

Drug Takeback Kiosk: Once again in 2023, we were the recipients of a grant for **\$1,300.00** to continue to operate our Drug Take-back Kiosk that sits in the main lobby vestibule to the Public Safety building. The kiosk, which is available 24 hours a day, 7 days a week throughout the year for members of the public to safely dispose of unwanted, expired and unused narcotics. This is instrumental in keeping them out of the hands of those who may want to use them for illicit purposes, or for accidental overdose prevention. Along with the kiosk, these funds are utilized to cover expenses to dispose of

the contents of the receptacle, such as packaging, coverage of related overtime expenses, as well as funding the Annual Drug Takeback day salary and expenses.

Traffic Control Officers (TCO) Update: As mentioned in last year's Annual Report, with staffing issues having an overall effect on the Department, we had created a per-diem Civilian Traffic Control Officer program. The idea was to create a position in which we would be able to supplement sworn officers in the filling of traffic related details. The concern was that often times we would not have an officer available to take a detail and jobs would have to be postponed. This is not always an option and if we were unable to fill a detail, we would not be able to have a contractor or the DPW postpone the work for another day, especially in the case of a ruptured water line, or a telephone pole that needed to be replaced in order to restore power. After testing the program in 2023, we found it to be helpful on a number of occasions. After seeing this program start in Ipswich and speaking with Chief Nikas about the how it worked out, I thought it would work out for Essex as well. During this first year, we found the program to be helpful with the recent replacement of the 133 bridge on Main Street, when sworn officers were assigned to that detail and other details would be scheduled. At this time we have (3) firefighters and (1) public safety dispatcher that are eligible to fill details when no sworn officer is available, though we do have others showing interest in the program.

Community Policing: Unfortunately, due to staffing and budget constraints, the Essex Police Classic Car show had to be put on hiatus this past Fall to the disappointment of many, including those of us on the Police Department that enjoy taking part in one of the most popular annual events Essex puts on. Having 2 full-time officers leave the

Department and having just 2 reserve officers, resources have been stretched too thin. Adding to the disappointment would be the cancellation of Clamfest due to inclement weather. It is our hope that these events will once again be held this year, and we will be working with some that have expressed interest in helping the Department once again hold the car show. Listed below are some of the events that we have participated in this past year:

- Coffee with a Cop/Staff a cruiser in collaboration with Senator Bruce Tarr's annual Toy Drive.
- Once upon a Crime Scene class at the MERHS with Detective(s) and School Resource Officer.
- Essex Elementary Table Top Training with Faculty and Administrative Staff.
- Essex Elementary School Memorial Day event.
- Assist at Essex Elementary School with Open Door Van.
- Essex Elementary Playground event.
- Walk to School Day.

- YMCA/Camp Dory Public Safety Day.
- National Drug Take Back Day.
- Ice Cream giveaway with Manchester Police.
- Autism Awareness Registry Program.
- Halloween Trick or Treat event.

In closing, as always I would like to take the time to thank the men and women of the Essex Police Department for all that they do, as well as wish, now retired Administrative Assistant Mary-Elinor Dagle, the best in her retirement, and thank her for her years of service to the Town. This Department continues to meet the day to day challenges in policing head on, while treating members of the public with respect and dignity. I'd like to thank Town Administrator Brendhan Zubricki, the Board of Selectmen, Erin Kirchner and the Board of Health, the Essex Fire Department, the Harbormaster and the DPW, the Finance Committee and all Town employees, board and committee members, as well as the residents themselves, for their ongoing support.

Respectfully submitted,
POLICE CHIEF
 Paul D. Francis

2023 ANNUAL STATISTICS ESSEX POLICE DEPARTMENT

911 False/Disconnect/Abandoned	200
Agency Assist	63
Alarm	127
Animal Complaint	147
Arrest/Summons	53
Bolo	1
Breaking & Entering	4
Citizen Assist	871
Community Policing	100
Dept Equipment	176
Detail	160
Disturbance	55
Disabled Motor Vehicle	50
Domestic	11
Directed Patrol	9,620
Motor Vehicle Complaint/Erratic Operator	55
Fire Alarm	85

Fire Brush	2
Fire Investigation	12
Fire Structure	8
Fire Other	18
Fire Vehicle	1
Fraud/Scam	43
Fire Wires Down	12
Harassment	11
Fire Hazmat	6
Juvenile Issue	8
Medical Aid	312
Motor Vehicle Accident No Personal Injury	53
Motor Vehicle Accident with Injury	19
Officer Complaints	4
Officer Injured/Sick	35
Parking Complaint/Enforcement	168
Property Check	106
Police Invest/ Follow Up	73
Police Motor Vehicle Lockout	8
Paperwork: Service/Attempt	42
Property Lost/Found	67
Repossession	2
Selective Enforcement	1,951
Sex Offense/ Rape	10
Solicitor Reg/Complaint	10
Motor Vehicle Stop	703
Suspicious Activity	152
Traffic Hazard	40
Theft	10
Threat	6
Transport	10
Trespassing	5
Utility Request	100
Property Damage/Vandalism	13
Violation Of Order	0
Watercraft Incident	7
Welfare Check	61
License to Carry/Fid Issued	74
Total	15,940

MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT



The mission of the Manchester Essex Regional School District (MERSD) is to provide a high-quality, comprehensive, student-centered educational experience that prepares them for a post-secondary educational or service experience, a career, and life as an engaged member of society.

MERSD has a reputation of strong academic achievement, a high-quality faculty, a commitment to small class size, and a robust co-curricular program.

Throughout 2023, MERSD continued to make progress in fulfilling its goals as outlined in the Strategic and District Improvement Plans. Highlights include continued academic excellence, ranking number two on *Boston Magazine's* best high schools list, receiving several Department of Education grants in support of our strategic priorities, completing the Hyland and Brook Street turf field replacement project under budget, achieving entry into the Massachusetts School Building Authority eligibility process for Essex Elementary School, welcoming two new District leaders, and continuing development of our academic program to support student achievement.

Manchester Essex Regional High School ranked second in Boston Magazine's Fall 2023 Best High Schools Edition. Boston Magazine ranks public high schools in towns or districts within, or partially within, I-495. The list is compiled from the most recent data for each school available at press time from the Massachusetts Department of Elementary & Secondary Education. Student achievement, quality of the faculty, class size, and funding are among the components used to establish rank. Additionally, MERHS ranked among the top 5% of High Schools Nationwide in the Spring 2023 US News & World Report Best High Schools edition.

In July of 2023, Heather Leonard (Director of Curriculum & Instructional Technology) and Julie Sgroi (High School Principal) joined MERSD as new members of the leadership team. Throughout the search process, both Ms. Leonard and Ms. Sgroi impressed the committee with their energy, intellect, professionalism, knowledge of curriculum and instruction, and experience. With their proven track records in instructional leadership, vision of excellence, and commitment to continual improvement, they are well positioned to build on the successes of their predecessors.

In alignment with its Strategic and District Improvement Plans, MERSD continues to develop its academic program to support and improve student achievement. The Strategic Plan consists of our District Mission, Vision and Core Values, and Vision of the Graduate. It forms the construct for the District and school-based Improvement Plans and ultimately the framework for developing teacher goals and objectives. The District Improvement Plan is based on the model of continual improvement, and it is intended to be a living document that provides a District road map for growth. The overarching goal of our plan is to increase our professional capacity to support and nurture all learners. MERSD is making solid progress toward reaching our goals and expanding

our capacity to better serve our students. Last year, the District met 87% of its curriculum and instruction District improvement deliverables. To learn more about our accomplishments and plans for the year ahead, please visit our Strategic Plan to review our 2022-2023 District Improvement Plan Progress Report and 2023-2024 District Improvement Focus Areas at the following website: ([www. https://ma01807435.schoolwires.net/domain/285](http://www.https://ma01807435.schoolwires.net/domain/285))

Highlights include:

- The College Board awarded MERHS bronze recognition in its 2023 AP School Honor Roll. The AP Access Award reflects the District's commitment to inclusion and high expectations for all students. Schools are honored for increasing college-going culture, providing opportunities for students to earn college credit, expanding access to traditionally under-represented students, maximizing college readiness, and ensuring consistent student outcomes.
- MERSD expanded its work with the Anti-Defamation League (ADL) to include a Middle School partnership with ADL's A World of Difference Institute to Provide Anti-Bias and Anti-Bullying Training to Students. Through the ADL's A World of Difference Institute Peer Training Program, Peer Trainers learn to understand and challenge bias and bullying; practice anti-bias facilitation skills; and take on a leadership role in their schools, positively influencing school culture by challenging bias and modeling respect, allyship, and civility.
- In support of our strategic priorities of fostering authentic learning and integrating social emotional learning into all aspects of the school day, MERSD has been awarded several Department of Elementary and Secondary Education competitive grants.
 - The Investigating History grant supports the training and field-testing of the inquiry based *Investigating History* curriculum developed by DESE in support of the new History/Social Science curriculum frameworks.
 - The Safe and Supportive Schools grant supports districts in the development and implementation of action plans that address the social, emotional, and health needs of all students. The plan prioritizes six areas of safe and supportive schools: leadership and culture, family engagement, professional learning opportunities, access to resources and services, teaching and learning that fosters safe and supportive environments, and updating policies and procedures. Each Manchester Essex school created a team to take part in development, in coordination with the District leadership team of principals, deans, and central office administration.
 - The Arts and Cultural Vitality Team grant provides funding for schools to conduct an arts program review using the Arts & Cultural Vitality Index. This grant funds stipends for a team of staff and community members to evaluate our arts and culture programming to ensure a high-quality, culturally responsive, and equitable arts education program.
 - Essex and Memorial elementary schools have begun the New England Association of Schools and Colleges (NEASC) accreditation process. NEASC is an independent organization which partners with over 1500 public, independent, and international schools to assess, support, and promote high quality education for all students through accreditation, professional assistance, and pursuit of best practices. NEASC provides a

process for meaningful, ongoing whole school improvement while honoring the unique culture and context of each institution.

MERSD has continued its efforts to assess and map its long-term facility's needs. In the Fall of 2022, MERSD commissioned Habeeb & Associates to conduct a needs assessment of both facilities to provide a data-based resource to guide in the development of a timeline to address the replacement of Essex Elementary School as well as to proactively plan for maintaining the middle high school, which will reach its half-life in 2034. The results were reported to the community in November 2023 and clearly showed that Essex Elementary has passed its useful life. The study identified approximately \$9 million in capital investments needed to maintain the aging facility. In response to the report, MERSD filed a Statement of Interest (SOI) with the Massachusetts School Building Authority (MSBA) in April 2023. A Statement of Interest is the first step in applying for building project funding assistance from the MSBA. In December 2023, the MSBA recommended and approved the Essex Elementary School for admission into the Eligibility Phase of the MSBA grant process. Being accepted means the Essex Elementary School has been identified as being one of the neediest facilities in the State (close to being out of options to address the structural issues of the building) and a good candidate for the grant program. The MSBA grant program provides technical assistance and financial support (a minimum of 30% reimbursement) for the planning and construction of a new/renovated school. The District now has 270 days (about 9 months) to complete a series of actions, including creating a School Building Committee, documenting financial and community readiness, and developing an agreement for a full feasibility study. Upon successful completion of the Eligibility Requirements, MERSD will go before the MSBA board for admittance into the Feasibility phase which will allow MERSD to work with the MSBA team of experts to conduct a feasibility study to determine the most cost-effective solution for providing a renovated/rebuilt facility.

MERSD, in cooperation with its town partners, successfully completed the Hyland and Brook Street Turf Field replacement projects. The project encountered some initial delays related to specific requirements that both MERSD and the Manchester Conservation Commission required, related to testing for PFAs. All test results for MERSD's turf field components came back negative, and these test results have been posted on MERSD's web site. Despite a slow start, the project was delivered on time and under budget with minimal disruption to the Fall athletic schedule. MERSD is very thankful to its member communities for their support of this project.

MERSD continues to wrestle with the challenge and strategic priority of maintaining a sustainable, multi-year operational budget and capital improvement plan. MERSD's operational budget is managed each year to deliver stable and predictable growth in spending and town assessments balancing program needs and town funding constraints. Over the past five years, spending and assessment increases have been consistent, averaging 3.0% for spending and 2.88% for assessments. The annual goal is to maintain a carry forward/level services budget. A carry services budget provides the same program scope, class size, course offerings, and services from one year to the next and allows for the resources needed to support the priorities of the MERSD Strategic Plan. When program enhancements are necessary, MERSD has historically funded them by finding ways to reduce costs in other areas of the budget to reinvest them in current areas of need. Over time, however, this has become more challenging.

From 2007-2013, MERSD experienced a significant increase in resident enrollment; however, the enrollment trend has reversed in keeping demographic decline across the Commonwealth. MERSD's resident enrollment has declined 23% from a high of 1,466 in 2012-2013, to 1,158 in the 2022-23 school year. This decline has led to some enrollment-related staffing reductions, cost savings, and resources to offset growth in other areas of the budget. MERSD initially shifted teaching resources from elementary grades to middle school and then high school, following the path of the enrollment growth "bubble" rising through the grade levels. The last remnants of this 10-year bubble exited the high school in 2023.

Throughout the period of declining enrollment, MERSD has also needed to add special education teachers and teaching assistants to address increasing student need, which is a trend seen across the Commonwealth. Prior to the FY24 budget, these special education staffing additions were mostly offset by enrollment-related reductions in general education staffing, keeping total District staffing relatively stable, despite declining enrollment. In the approved FY24 budget, MERSD continued to make enrollment-related staffing reductions in both general and special education.

In the past several years, the District has fallen short of a level services budget making staffing reductions beyond right sizing for enrollment to ensure that budgetary growth fits within the levy limit. Although student enrollment is a key driver in determining staffing levels, there are many aspects to the program that are determined by student needs, State requirements, and community expectations. It is important to remember that our budget's purpose is to support our goals of maintaining services, improving student achievement, and pursuing our strategic priorities. The challenge of balancing the growth rate of school districts and available town resources is a challenge for communities across the State. MERSD is committed to a transparent, open, and informed budget development process, and we will continue to work cooperatively with the Boards of Selectman and Finance in both Essex and Manchester to find a long-term solution to our challenge.

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

SUPERINTENDENT OF SCHOOLS
Pamela Beaudoin

CURRICULUM, INSTRUCTION, & TECHNOLOGY

Curriculum

The Manchester Essex Regional School District holds a continued commitment to ensure our curricula is aligned with the Department of Elementary and Secondary Curriculum Frameworks, the MERSD Vision of the Graduate, and focuses on our strategic goal of authentic learning.

Secondary levels have engaged in curriculum mapping processes to articulate our learning experience and build a coherent experience for learners. At the elementary level, educators completed Parent Curriculum Guides which provide MERSD families with an overview of learning objectives and outcomes for each content area grades K-5.

The Manchester Essex Regional Schools utilize a process for curriculum review that engages professionals in a collaborative effort to evaluate, revise, and articulate curriculum and instruction. Decision making around curriculum design and resources will be informed by the District strategic plan, initiatives outlined in the District improvement plan, current educational research, and guidance from MA Department of Education. During the Fall of 2023, we began curriculum review processes in History/Social Science and the Arts. These curriculum reviews were both supported by competitive MA DESE Grants (Investigating History Grant and Arts & Cultural Vitality Index Grant) to fund aspects of these curriculum review processes.

Data-Informed Decision Making and Tiered Systems of Support

The Manchester-Essex Regional School District mission is to provide a high-quality, comprehensive, student-centered educational experience that supports students' academic, social, and emotional development and prepares them for a post-secondary educational or service experience, a career, and life as an engaged member of society. Using Multi-Tiered Systems of Support (MTSS), the District will ensure high-quality instruction across academic and social emotional domains to provide an inclusive learning environment for all students.

During 2023, MERSD continued to build and refine their MTSS systems to ensure consistent assessment integrated across K-8, utilizing i-Ready assessment platform to measure student learning in English and Mathematics. Staff utilized the data to identify what student support is needed within the classroom and through various interventions resources and structures. This consistent structure also informed the development of a common elementary schedule with shared practices across both elementary schools and all grades. Continued data analysis and action planning support instructional programming to support learning for all students.

District data analysis has also provided focused work in areas of need including specific academic programming, and student support. MERSD was awarded grants to support chronic absenteeism and high intensity tutoring that will be implemented in 2024 to target key areas of need.

Technology

The MERSD District Technology Team consists of the District Network Administrator/Technology Manager, District Data Analyst/Database Administrator, IT Support Specialist, Digital Learning Specialists, Technology Teacher, Director of Finance and Operations, and the Director of Curriculum and Instructional Technology. This team has worked during the 2023 school year to increase efficiencies and ensure technology systems support teaching and learning cross-district. Specific work has focused around:

- Student Data Privacy-after research on current policies and practices in the field, the team joined the Student Data Privacy Consortium to ensure we continue to evaluate our compliance with student data privacy practices.

- Instructional Resource Systems- refined instructional technology software and subscription to identify the most appropriate tools to support teaching and learning.
- Technology Integration Support-staff provided instruction and support for the integration of technology across all aspects of our learning environment including assessment platforms, data access, assessment processes, professional learning, and more.
- Continued Administrative Updates and Maintenance-the team continually builds systems for effectiveness and efficiency and has utilized tools to streamline our external website communication and internal data tracking systems.

Cultural Competency & Social Emotional Learning

MERSD was awarded year two of the MA DESE Safe and Supportive Schools Grant. Massachusetts Safe and Supportive Schools Framework Law (G.L., c 69, s. 1P) defines a safe and supportive school as follows: Schools that foster a safe, positive, healthy, and inclusive whole-school learning environment:

- Enable students to develop positive relationships with adults and peers, regulate their emotions and behavior, achieve academic and non-academic success in school and maintain physical and psychological health and well-being; and
- Integrate services and aligns initiatives that promote students' racial, ethnic, and cultural identities, and supports their behavioral health, including social and emotional learning, culturally responsive pedagogy and teaching, suicide prevention, bullying prevention, trauma sensitivity, dropout prevention, truancy reduction, children's mental health, foster care and homeless youth education, inclusion of students with IEPs, positive behavioral approaches that reduce suspensions and expulsions and other similar initiatives. (DESE Safe & Supportive Schools Framework).

In alignment with MERSD Strategic Plan core value of creating a just and equitable environment that respects individual differences and the diversity of our communities, country, and world, the District continues to work collaboratively with consultant Michael Eatman to develop our professional capacity in the five components of Cultural Competence: Awareness, Attitude, Knowledge, Skills, and Practices.

MERSD utilized ESSER grant to fund the development of Social Emotional Coordinator and Specialist roles to support the ongoing implementation of RULER strategies from Yale's Center for Emotional Intelligence. These roles are leading the work to analyze the status of our Social Emotional Learning across our schools and grades, while planning system needs and professional learning opportunities for our school communities.

CURRICULUM & INSTRUCTIONAL TECHNOLOGY

Heather Leonard

STUDENT SERVICES

The Manchester Essex Regional School District Student Services Department comprises Special Education, Section 504, English Language Learners, Homeless Students, Health and Counseling Services, and Preschool. Responsibilities of the Department include program development, staff training and supervision, budget management, delivery of direct services (ELL, Counseling,

Special Education), and maintenance of legal compliance with Federal and State regulations in these areas.

The MERSD is committed to providing an inclusive and supportive environment for students with disabilities. The Special Education Department provides direct services, assessment, and consultation for these students through Individualized Education Programs (IEPs). The District's compliance with State regulations is assessed on a three year Tiered Focused Monitoring cycle, which was most recently completed in 2021-2022, and yielded no findings of Special Education non-compliance.

The District routinely conducts screenings of children to identify potential disability-related needs; approximately two hundred thirty (230) students, 18.5% of the student population, receive special education services. Sixty-nine (69) children PK-12 were referred for an initial special education evaluation in 2022-2023. Special education services range from classroom support and related services (OT, PT, and Speech) to sub-separate in and out-of-district programming. The District maintains several specialized in-district programs that include Students with Integrated Goals (SWING) for children with developmental and communication disabilities; Academic and Communication Enhancement (ACE) for children with neurological and complex language based learning disabilities, Intensive Reading and Written Language (IRWL) for students with dyslexia; and the Social and Academic Integrated Learning (SAIL) and Transitions programs for students with social-emotional disabilities and/or level one autism.

In addition to special education, the District provides accommodations for seventy-seven (77) students eligible for Section 504, a Federal regulation that protects individuals with disabilities from discrimination in education and employment. Six (6) English Language Learners (ELs) receive direct instructional services through the District and nine (9) additional former ELs are monitored through the department. The MERSD also provides full time health and counseling services in each building, including School Adjustment Counselors, School Nurses, and School Psychologists.

In-District Special Education Programs

MERSD offers several specialized in-district programs that benefit students by enabling them to remain in our community schools with their peers and help to manage potential spikes in costs. MERSD's in-district programs save taxpayers more than \$1.8 million annually after factoring in added staffing costs. Without these in-district programs, MERSD would be obligated to send students to programs outside of the District, which are consistently much more expensive, with an average FY23 tuition cost per student of \$96,650 annually. For the 2023 fiscal year, the Massachusetts Operational Services Division (OSD) authorized a fourteen percent (14%) increase in private out-of-district special education school tuitions.

Estimates for the FY24 budget show that 14 students, whose needs cannot be met with in-district programs, have placement tuition costs in excess of \$95,000. Out-of-district (OOD) placements can be difficult to predict when associated with move-ins (i.e., new residents). Transportation is also mandated for OOD placements. The cost of these services has risen significantly for all school districts in recent years, due to a nationwide shortage in hourly workers, including bus

drivers. Recognizing this statewide fiscal challenge, a portion of these transportation expenses is now reimbursed by the Commonwealth of Massachusetts through the “Circuit Breaker” program, but the majority of the cost increase falls to MERSD through its budget.

DIRECTOR OF STUDENT SERVICES

Allison Collins

ESSEX ELEMENTARY SCHOOL

“Without continual growth and progress, such words as improvement, achievement, have no meaning.” Benjamin Franklin

Schools, with their ever-changing inhabitants, are uniquely charged with continuous improvement to meet the unique learning needs of their population. Goals, established in long-term District and school strategic plans, govern course adjustments while classroom and student-oriented goals control the day-to-day alterations. At EES, we’ve been uniquely aware of changes, in staffing, population needs and experiences of our students. We’ve noted areas of growth, in our own capabilities as educators, and sensitivities to the social-emotional student burdens. And, we continue to seek progress as we make decisions dominated by identified areas of need.

As anticipated by our school and District initiatives, the MERSD elementary schools applied and were accepted into the New England Association of Schools and Colleges (NEASC) accreditation process. This comprehensive process affords external scrutiny and guidance in developing and strengthening our academic program. Our efforts to consolidate, align, and strengthen our instructional practices is in keeping with our ongoing School Improvement Plans to define and update intervention services, evaluate existing curriculum, and foster authentic learning opportunities.

Our in-depth look at programming is well-matched to our most recent 2023 State assessment and survey results which indicate both strengths and areas for improvement. Disappointing results on recent State testing indicate underperformance in writing, both quantity and content, across English Language Art, Mathematics and Science, Technology, and Engineering assessments. While District data indicates continuous improvement in reading, vocabulary development persists as a weakness across grade levels. Mathematically, challenges with accurate computation impact overall performance. Copious research indicates that students are not available to learn unless they feel a strong sense of safety and belonging. One extremely positive indicator of student learning readiness comes from a State-sponsored survey in which all EES students in fourth and fifth grade report they feel accepted, supported and a strong sense of belonging at our school. These results validate our school and District initiative to support the social-emotional learning of all students.

Continual growth and progress demands, not only thoughtful reflection and adjustment, but additions and expansions of prior practices. Highlighting and applying skills and knowledge in a variety of ways and building more authentic learning experiences for students have been a priority both within and without the confines of the school day. In response to one area of weakness, a further emphasis on bringing vocabulary “alive” has resulted in a recent Vocabulary Parade. Training in new, updated history/social science instructional methods for our fifth grade teachers

has resulted in more complex, critical thinking about our country's past. Collaborations with local resources such as the Gloucester Maritime Museum, Cape Ann Museum, and Mass Audubon have resulted in robust learning, application and exploration of our local history and community. Afterschool programming, redesigned and expanded over the course of the past two years, enhances critical thinking, writing, mathematical explorations and perseverance through clubs such as STEM, Writer's, Legos, Growth Mindset, and Sewing as well as Student Leadership Council, Green Team, and Greenhouse Growers.

Rich experiences await our students, often the result of collaborative efforts of many. This past March witnessed our first, and very successful, joint Memorial/Essex Fifth Grade play, enhancing the existing opportunities for the two classes to get to know one another before entering Middle School. Flashlight Tag is a new addition to our "just for fun together" line-up, destined to become an annual favorite ranking right up there with Field Day! Whether we are all dancing to the Monster Mash, walking/biking to school together or reading our Community Read book as a learning community, EES strives to envelope our students and families in the delights of belonging to a supportive, warm and welcoming learning environment.

Our community resources have also afforded enrichment and enhancement, reinforcing the value of our local surroundings. Our Friends of EES Parent-Teacher Organization hosts a wide variety of family-friendly, community events such as our annual Happy As A Clam race, Messy Art Night, and the Fall Hoe Down, just to name a few.

From musical opportunities with Daisy Nell and performance opportunities at a variety of community events, to Memorial Day support from our local Veteran's association and a Community Breakfast made possible through the efforts of many community members, our students benefit from the many opportunities and collaborations with a wide network of caring adults.

Growth, a constant in any learning journey, and the reflection required to make adjustments toward continuous improvement, is thriving at Essex Elementary School. Through each child's heart and sense of belonging, we strive for academic excellence.

ESSEX ELEMENTARY SCHOOL PRINCIPAL
Sheila McAdams

MANCHESTER MEMORIAL ELEMENTARY SCHOOL

Manchester Memorial Elementary School (MMES) has 302 students enrolled in Pre-K through Grade 5 this school year. In addition to Grade K-5 classrooms, the school also has three programs that are available to students from Essex and Manchester. Students needing specialized services from either town may qualify for these programs. Over the years, we have seen tremendous success for the children in these programs, including the MERSD Integrated Pre-K, the MERSD Social and Academic Integrated Learning (SAIL) Program, and the MERSD Intensive Reading and Written Language (IRWL) program. In Grades K-2, classrooms average roughly 18 students per class. In grades 3-5, classrooms average roughly 24 students per class. The school reduced two

classroom teachers last year due to budget reductions resulting in slightly higher class sizes than what is typical.

MMES offers all of its students a wide range of activities and academics in our effort to educate the “whole” child. Social-Emotional Learning and an inclusive, welcoming community are the hallmarks of the school. Additionally, MMES consistently performs among the top schools in the State on the Massachusetts Comprehensive Assessment System (MCAS). All students participate in weekly classes in wellness (physical education/health), music, art, library/research, and technology. Students in the upper grades may take instrumental music lessons during the school day and participate in the MERSD elementary band. Students also can join our before-school chorus program and perform with the band at various concerts throughout the year. MMES students also enjoy a number of enrichment programs that are sponsored by our PTO, including musical/dance performances and academic enrichment presentations.

We have been focusing our improvement work on aligning with our colleagues at Essex Elementary to provide a consistent experience for all elementary students in the District. Educators from both schools have been collaborating on the creation of common curriculum maps while engaging in the shared New England Association of Schools and Colleges (NEASC) elementary accreditation experience.

The staff has made a renewed commitment (post pandemic) to proactive school-home communication and connections.

A natural byproduct of this has been more engaged families leading to the rejuvenation of our Parent Teacher Organization (MMPTO). The MMPTO has worked closely with the staff and administration to bring back some traditional community-building events such as the Poetry Café Night and 5k Road Race along with some new events to bring our community together. The partnerships that MMES have with its families and the community are valued at a very high level by all.

MANCHESTER MEMORIAL ELEMENTARY SCHOOL PRINCIPAL

John Willis

MANCHESTER ESSEX REGIONAL MIDDLE SCHOOL

As in past years, during the 2023 school year, students were supported by the middle school model. This model allows grade-level teams to meet weekly to discuss student progress, including all academic, social, emotional, and behavioral celebrations and/or concerns. Teams at each grade level consist of core academic, special education, and exploratory teachers. Our School Adjustment Counselor (SAJ) and Dean of Students also join team meetings as integral participants in this collaborative approach to supporting our students' complex educational and developmental needs. As students move on from MERMS, they demonstrate an emergence of skills and dispositions identified by our District Vision of the Graduate.

There are many measures of student success, and we are committed to helping each individual child achieve their potential. In addition to a robust core curriculum that balances high

expectations for student achievement with the needs of the whole child, we offer specialty programming and a variety of 21st century learning opportunities for our students. These offerings include Middle School Academy in Grade 6 and specialized learning programs for students with dyslexia, autism spectrum disorders, and developmental delays; STEM coursework in coding, project-based learning and exploration, robotics, and Project Adventure. Middle School exploratory offerings include art, engineering, health, physical education, and three music choices that include chorus, general music, and band. Our current exploratory structure and staffing enables us to provide year-long courses in which students are fully immersed in learning experiences that foster creativity, critical thinking, and artistic expression.

Middle School highlights from the 2023 school year:

Guest Visitors

High school peer mentors visited eighth grade students to share their freshman year experiences and provide tips for success as high school students.

A parent of a sixth grade student shared his experience working as an archeologist for Boston's Big Dig project. He showed artifacts from the dig, which helped students make connections to artifacts they were learning about from the Neolithic and Paleolithic Eras.

Members of Yale University's a cappella group, *Mixed Company*, visited eighth grade students to perform and lead workshops.

Local author, Kevin Carey, visited sixth grade students to read sections of his latest novel, *Jr. Miles and the Junkman*. After listening to excerpts that described unique and curious settings, students wrote their own pieces then volunteered to read their writing aloud to the entire grade.

Planet Friendly Initiatives

Middle School Academy's team, "Who Let the Plants Out?" was awarded *Best in Show* for *Most Innovative Experiment* in the Plant the Moon Challenge. They were one of 310 finalists! The Middle School Green Team collected over 20 pounds of soft plastic, which was repurposed into building materials as part of the NexTrex recycling program.

Curriculum

Middle School History and Social Sciences classes piloted a new curriculum resource, *Investigating History*. A sixth grade student used the football field as a timeline to measure the existence of planet earth and learning that the length of time earth has had civilizations is the width of two human hairs!

The Middle School hosted its second annual Civics Fair where all students in eighth grade presented their action research projects to members of the community. Middle school teachers engaged in two training sessions for our new K-8 math and reading diagnostic tool, iReady. Teachers are finding iReady to be a useful resource for measuring student progress and helping to support additional skill development and growth.

Community Connections

Middle School students participated in the district's first annual STEAM Showcase. In addition to featuring a whole host of student projects, the Showcase welcomed close to two dozen community members from local companies, museums, and non-profit organizations. Student projects spanned a large breadth of work created in math, science, art, and music classes across all three grades.

The middle school partnered with the *Anti-Defamation League* to train 33 students in Grades 7 and 8. These student ADL Peer Leaders will begin student-led workshops during half days in 2024.

Project Adventure continues as a yearly staple of the middle school experience. Each year we partner with the North Shore YMCA to utilize their Camp Spindrift in Gloucester, Massachusetts, so students can enjoy all of the outdoor challenges and adventure!

MANCHESTER ESSEX REGIONAL MIDDLE SCHOOL PRINCIPAL
Joanne Maino

MANCHESTER ESSEX REGIONAL HIGH SCHOOL

Manchester Essex Regional High School strives to provide a well-rounded high school experience for all. Anchored by our Vision of the Graduate, we consider the whole child approach to learning and deliver instruction that is student centered, current, and inclusive of all learners. Our students continue to achieve at high levels. Eighty-four percent of the class of 2023 moved on to higher education. We had 141 students take AP exams in the spring with 82% receiving a score of 3 or higher.

Beyond the classroom, students participate in and engage in authentic, real world learning activities. Our annual STEAM Showcase, a vibrant celebration of student ingenuity and creativity across the fields of Science, Technology, Engineering, Arts, and Mathematics (STEAM) serves as a dynamic platform for students to proudly exhibit their innovative projects and share their discoveries with a wide range of audiences. This event is not only about highlighting student accomplishments but also about fostering connections with the broader STEAM community.

The 9/11 and the War or Terror class and the Social Studies Department took 50 students to New York City to visit the 9/11 Museum and Memorial. The ADL student group "A World of Difference" at Manchester Essex led 4 sessions with 9th graders last year, leading activities and facilitating conversations about identity and bias. This fall the group brought back 20 returning members and has trained 15 new members to go into 9th grade classes again in the spring.

Students organized and participated in several community service opportunities, including collecting donations for Beverly Bootstraps, Planet Aid, and other toy, clothing, and food drives. The Debate Team continues to grow, experiencing a resurgence of students this school year.

Our DECA chapter continues to thrive with many students qualifying for the State competition. Some of our students advanced to the national competition held at Disney World. The Class of '23 enjoyed a memorable Senior Week with prom at Tupper Manor, an afternoon of mini golf and ice

cream, a trip to Six Flags, and an evening meal with families at Tuck's Point, all capped off by wonderful Baccalaureate and Graduation ceremonies.

The Performing Arts Department offers several opportunities for students to showcase their talents. From concerts to musicals, to Mass Drama Fest, students find their voice in our arts program, which continues to grow. This past fall, students performed in the musical "Freaky Friday." Not only can our students perform in seasonal concerts in the high school, but they have also been able to showcase their talents in the community with performances at Manchester's Harvest Fest and Friendship tree lighting ceremony.

Athletic Accomplishments

WINTER 2022-2023

- Boys Basketball: MIAA D4 Sweet Sixteen, Undefeated CAL Record (First time in program history), CAL Champions
- Girls Basketball: MIAA D4 Sweet Sixteen, CAL Champions
- Alpine Ski: NSSL Interscholastic Race 6th Place - Kiernan Day ranked #20 overall as individual
- Swimming and Diving: MIAA Sectionals & Individual Qualifiers - Megan Graeter 8th at States (100 back)
- Indoor Track and Field: Finn O'Hara 2nd at MIAA Divisionals in the 1-mile event, 12th at MIAA All States in the 1-mile event

SPRING 2023

- Baseball: MIAA D4 Round of 32
- Boys Lacrosse: MIAA D4 Sweet Sixteen, CAL Champions (First time in program history!)
- Girls Lacrosse: MIAA D4 Final Four
- Sailing: Mass State HS Fleet Race - 10th Place
- Softball: MIAA D4 Round of 32 - first time the program returned to MERHS in 4 years
- Boys Tennis: MIAA D4 Quarterfinals
- Girls Tennis: MIAA D4 State Finalist

FALL 2023

- Cross Country: Finn O'Hara IQ (SR/PR) - 1st Place Divisionals, 20th Place All State; Sabine Cooper IQ (PR) - 17th Place Divisionals, 84th Place All State
- Cheer: First time Varsity Sport in several years, 30 cheerleaders in the program; 2nd time competing in the CAL Cheer Competition, 5th Place
- Field Hockey: MIAA D4 Final Four
- Football: MIAA D7 Sweet Sixteen
- Golf: Gray West - 21st at Sectionals
- Girls Soccer: MIAA D4 Sweet Sixteen
- Boys Soccer: MIAA D4 Round of 32

MANCHESTER ESSEX REGIONAL HIGH SCHOOL PRINCIPAL

Julie Sgroi

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL

Essex North Shore Agricultural and Technical School (ENSATS) is Massachusetts' premier regional technical and agricultural high school, serving 17 member communities on the North Shore and 41 surrounding communities. Our mission is to create a culture of excellence, encourage continuous growth, and promote professionalism and citizenship for all students, as they develop into architects, artisans, and authors of the 21st century community. In essence, training our future workforce.

Twenty-six career technical and agricultural programs are available to students from member communities, whereas students from surrounding communities select from seven agricultural areas. Enrollment at ENSATS is 1,747 for the 2023-2024 school year. We espouse the development of student qualities, ensuring that all of our graduates are future-ready. Our goal is for students to be collaborative, culturally proficient, entrepreneurial, kind, perseverant, and responsible.

ESSEX at a Glance
As of October 1, 2023
18 Total Student Population

Grade 9	2
Grade 10	5
Grade 11	6
Grade 12	5

Our school was designed for 1,500 students and is currently organized into five program clusters:

Agricultural Programs: Arboriculture, Companion Animals, Equine Science, Landscape & Turf Management, Natural & Environmental Sciences, Sustainable Horticulture, and Veterinary Science

Construction Related Programs: Carpentry, Construction Craft Laborers, Electrical, HVAC and Refrigeration, and Plumbing

Human Services Programs: Dental Assisting, Early Childhood Education, and Health Assisting

STEAM: Advanced Manufacturing, Biotechnology, Design and Media Communications, Engineering & Automation Technology, and Information Technology Services

Service Programs: Automotive Collision Repair & Refinishing, Automotive Technology, Cosmetology, and Culinary Arts & Hospitality, and Marketing

We create opportunities for students throughout our region to have access to high-quality career technical and agricultural education. Partnering with our districts, we have enrolled 43 additional students in our CTAE After Dark Partnership Program into high-demand career areas as a model for Massachusetts' Career Technical Initiative.

Current participating students are from Beverly, Gloucester, Marblehead, and Swampscott. The CTAE After Dark Partnership Program is workforce-based, and developed to meet the needs of our local and regional labor markets.

Our Cooperative Education Program places upperclassmen in positions where they work among professionals in their field. These opportunities often lead to full-time employment upon graduation as we continue to work with our industry leaders to meet the needs of the current workforce and strengthen the economic pathways for our students. There are currently 4 students from Essex participating in our Cooperative Education Program. Our graduates enter the workforce with industry-recognized credentials and hours toward professional licensure, which gives them an advantage and adds to future work readiness. Business, industry, and labor representatives serve on our Program Advisory Committees to ensure that we meet all industry standards.

Over 70% of our students enroll in post-secondary apprenticeship programs or college, with many having earned articulated college credit. The remaining 30% enter the workforce or military upon graduation.

Several of our programs offer valued services to the residents of our communities, including the Maple Street Bistro and Café, Salon 565, Pet Grooming, and Automotive and Auto Collision Repair. The Angell at Essex is a clinic on-campus that provides veterinary services to the general public.

Our CTAE students participate in community outreach projects within our 17 district communities. These projects are for local municipalities and non-profit organizations.

Essex Tech provides students with extracurricular activities including MIAA competitive sports, intramural athletics, and various clubs and service groups, including SkillsUSA, FFA, and DECA organizations that encourage students to explore and develop additional employability skills across their career and technical disciplines.

We are currently seeking approval for a new Chapter 74 Program, Metal Fabrication and Joining Technologies for SY25. This program will create more opportunities for our students and meet the needs of our current workforce.

From SY23 to SY24 we have received over \$5.1M in grant funding to increase educational opportunities for our students, secure capital equipment, provide student support, and expand and improve CTAE programs.

We continue to complete on campus projects to expand access for students. Gallant Hall has been transformed to a STEAM Academy, including new doors and front windows, an expanded electrical systems, and furnished with a significant donation from the Furniture Trust. A private donation of \$750K will upgrade Gallant's HVAC system. Windows in the Alumni Gymnasium have been replaced, and a new HVAC system is on-going.

Progress on the Smith Hall Cafe includes new sinks, bottle filler stations, stair treads, bathroom renovations, and fresh paint. Utilities for the Larkin Cottage have been installed, as well as the chimney and fireplace. Kitchen equipment is onsite and finalized, all exterior doors and windows have been installed.

As we look ahead to the future, we are thankful for your partnership and support of agricultural and technical education.

SUPERINTENDENT-DIRECTOR
Heidi T. Riccio, Ed.D.

SCHOOL REPRESENTATIVE
Robert Teel

SHELLFISH CONSTABLE

First, I would like to thank Pete Wilson for his years of service to the Shellfish Department. Also, my two assistant wardens, Jude and Peter Seminara. They are both dedicated to helping things run smoothly.

During 2023, many things have happened to our local Shellfish Industry. The volume of shellfish harvested has slowly declined. This is because clams go in cycles. We are now on a downward trend for the next two years. After that, harvesting should take a positive turn to offset the negativity.

We have done several things. The State and Town have offered up bounty money to remove green crabs from the Essex River region. Also, with the help of our own local harvesters, we have set up nets in 11 different sites in Essex to trap clam seed. It will work its way under the nets, and be safe from predators.

We will all again be in contact with the Massachusetts Oyster Project People. If they have small oyster seed available, we will take some. Last year, we planted 10,000 one-inch oysters in two locations with good results. They still need another year to reach maturity. Not only are the oysters good for eating, they also provide two very beneficial elements to our waters. They stabilize erosion wherever they are located, as well as to purify the local waters. One oyster is capable of cleansing between 8 and 20 gallons of water a day.

I should like to say that I am looking forward to serving the Essex Shellfish Industry once again in 2024 with teamwork, smart harvesting techniques, we can make it a safe and profitable year for everyone.

Respectfully submitted,
SHELLFISH CONSTABLE
William J. Knovak

TOWN ACCOUNTANT

The following reports of the accounts of the Town of Essex for the Fiscal Year 2023 are submitted in compliance with Section 61 of Chapter 41 of the General Laws of Massachusetts. Contained herein are statements of: Fund Equity, Debt Schedule, Cash Receipts, Appropriations and Expenditures, and Combined Balance Sheet. A copy of the audited financial statements is available in the Town Accountant's office.

Certified 'Free Cash' amounts at July 1, 2023, which reflect FY23 operations, are:

General Fund	\$2,400,743
Water Enterprise	\$ 304,243
Sewer Enterprise	\$ 119,468
(Add'l reserve for debt service	\$1,749,985)

Respectfully Submitted,
TOWN ACCOUNTANT
 Jeffrey Soulard

FUND EQUITY JUNE 30, 2023

General Fund	\$ 3,746,260
Water Fund	407,564
Water Filtration Project	9,818
Sewer Enterprise Fund	1,971,452

Special Revenue Fund Equity:

Ambulance Fund	\$ 449,773
Insurance and Restitution less than \$20,000	19,106
St. 2016 c187, S8 Com Transportation Fund	1,168
Centennial Grove Revolving	2,666
Sale of Real Estate Fund	2,245,314
Community Preservation Act - Voted 5/14/2007	1,275,262
Library State Aid	18,433
State Grant - Extended Polling Hours	1,003
Early Voting Grant Program	92
Waterways Improvement	42,642
Wetland Protection	42,504
Cultural Council	3,883
Mass Cultural Council - Cultural District Grant	1,232
Chapter 40, S 53G Consulting Fee Deposits	44,025
Police - Cruiser Gift	2,465
Fire Department Gift	3,039
Police Gift	3,017
Town Property Gift (e.g. Pocket Pks) 9/26/2016	351
Essex Holiday Festival	5,066
Harbormaster Gift	975
Community Health Inclusion Index Fund	2,209
War Memorial Restoration	2,136
Council on Aging - Gift Fund	7,683
EYC Park Improvement Fund	2,456
Ballfield Gift Fund	5,931
Youth Department Gift Fund	183
Board of Health - Gifts	84
MED - Project Grant	985

BOH Nurse Wges/Spl Rev Chapter 44, S 53E1/2	41,064	
Norma L. Andrews Library Gift Fund	40,000	
BOH Youth Tria/Exc Rev Chapter 44, S 53 1/2	2,085	
Dog Officer - Imp Dogs Ch 44, S 53E1/2	113	
Council on Aging Revolving – CH44 S53E ½	978	
Septic Title V	178,101	
Senior Care Outreach Grant	1,975	
Mass Assoc of CoA - Falls Prevention	67	
CARES Act - Fed Grant	(36)	
MA Environ MVP Action Grant 3609 \$15,000	1,324	
MA Environ MVP Action Grant 3603 \$60,000	50	
EOPSS Grant - Pedestrian & Bicycle Safety	989	
Beverly & AGH Com Collaborative Grant 2019	4,753	
Town Technology Fund -Peg 53F 3/4	87,624	
Fire Dept Radio Grant Match	3 10	
MAPC – Emergency COVID-19 Funding Grant	3,131	
Dam & Seawall Repair-Construction Grant	2,138	
DCR Volunteer Fire Assistance Grant	(2,536)	
FY20 Firefighter Turnout Gear Grant Hoods	1,523	
Div of Ecological Restoration Apple St Culvert	(189,583)	
American Rescue Plan Act	949,430	
CC Grant – Best Practices	47	
North Shore Health Project	9,124	
EMPG Grant - 2021	(2,301)	
National Opioid Settlement Fund	5,011	
ENV Grant – Alewife Brook	(6,540)	
Housing & Comm Dev Zoning Grant	(36,207)	
EOPPS Grant – Body Cameras	(39,349)	
EOPPS/DFS Grant	(1,471)	
Shared Streets & Spaces (BOS)	(4,287)	
GAP III Energy Grant – Water Plant	(12,962)	
MMP Street Lighting	(25,000)	
HRIA Cape Ann Seniors on the Go	4,753	
Urban Agenda Grant	(20,425)	
COA Formula Grant	1,627	
Cemetery Lot Sale	50,625	
Chapter 90	(140,500)	
DOT – WRAP Grant	<u>27</u>	
Total Special Revenue Funds		\$ 5,089,355
Capital Funds:		
Boardwalk - DCR/Seaport Grant	\$ 23,123	
Conomo Point Waterfront Access	43,818	
Municipal Safety Building	<u>1,666,824</u>	
Total Capital Funds		\$ 1,733,765

Trust Funds:

Conservation Fund	\$	20,938	
Municipal Building Trust Fund		25,569	
Affordable Housing Trust		1,001	
Cogswell Trust		74,045	
TJ Coolidge Trust		36,337	
WW II Honor Roll (1986) aka Selectmen's Trust		2,638	
Burnham Trust \$91,317.92 Non-Expendable		93,024	
Cemetery Lot Care		55,519	
Cemetery Perpetual Care –Non-Expendable		265,092	
Cemetery Perpetual Care - Expendable		757	
OPEB Liab Tr Fd (GASB 43,45) 2009 ATM #21		2,163,057	
Stabilization - Public Sfty Bldg 2020 ATM #33		41,120	
Stabilization - Essex Rvr Bay Match 2020 ATM/#32		41,120	
Stabilization - Str Lights Man/Maint 2018 ATM #18		3,123	
Stabilization - Conomo Pt Maint/Imp 2018 FTM #10		129,055	
Stabilization - Town Hall/Lib Maint 2017 FTM #20		90,815	
Stabilization - Town Bldgs Cap Imp 2014 ATM #28		99,526	
Stabilization - Recreational Cap Imp 2014 ATM #28		115,558	
Stabilization - Town History Cele 2020 ATM #33		45,134	
Stabilization - Vehicles & Equip 2014 ATM #28		446,184	
Stabilization – MERSD Apportionment 2021 FTM #15		50,137	
Stabilization – Climate Change 2022 ATM #29		1,003	
Stabilization – Placemaking 2022 FTM #6		5,011	
Stabilization		<u>1,052,473</u>	
Total Trust Funds			<u>\$ 4,858,236</u>
Total Fund Equity			<u>\$ 17,816,450</u>

DEBT SCHEDULE JUNE 30, 2023

Outstanding Maturing Debt:

Town Hall Renovations	\$	120,000	
Public Safety Building		10,650,000	
Water Storage Tank		19,000	
Septic Title V		74,485	
Sewer Bond		141,000	
Sewer MWPAT		<u>2,669,496</u>	
Total Bonds Payable			\$ 13,673,981

Permanent Notes:

Water Mains	\$	<u>17,000</u>	
Total Permanent Notes			<u>\$ 17,000</u>

Total Long Term Debt Payable \$ 13,690,981

CASH RECEIPTS
JULY 1, 2022 - JUNE 30, 2023

TAXES AND EXCISE

Boat	\$	8,709	
Meals Tax		273,000	
Motor Vehicle		773,064	
Penalties and Interest		51,561	
Personal Property		227,833	
Real Estate		15,865,964	
Room Occupancy		<u>42,357</u>	
			\$ 17,242,489

CHARGES FOR SERVICES

Parking Tickets	\$	5,260	
Transfer Station Fees		328,940	
Municipal Lien Fees		1,950	
Private Duty Admin Fees		8,973	
Other Departmental Fees		11,744	
Rental Income - Conomo Point, etc.		556,056	
Mooring Fees		37,830	
Appeals Board Fees		520	
Planning Board Fees		1,750	
Auto Laws Court Fines		<u>11,970</u>	
			\$ 964,993

LICENSES AND PERMITS

Alcohol Licenses	\$	26,500	
BOH - Plumbing		11,275	
BOH - Plumbing Permits		14,075	
Building Permits		90,930	
Clam Licenses		32,008	
Dog Licenses		16,318	
Electrical Permits		21,077	
Fire Dept. Permit Fees		9,845	
Firearm Permit Fees		1,813	
Licensing Board Fees		6,960	
Marijuana Licenses		1,000	
Other Licenses		1,000	
Title V Fees		<u>6,985</u>	
			\$ 239,785

OTHER

Earnings on Investments	\$	73,732	
Earnings on Investments - Sale of Real Estate Fund		120,263	
Fines and Forfeitures		2,000	
Miscellaneous Revenue		5,007	
Special Assessment		<u>4,148</u>	
	\$		205,150

FEDERAL & STATE REVENUE

American Rescue Plan Act	\$	597,774	
Chapter 90		42,523	
COA Formula Grant		13,560	
Commonwealth Transportation Fund		212	
Community Health Inclusion Index		2,209	
Community Preservation Act - State Match		76,794	
Cultural Council		5,507	
Dam & Seawall Repair-Construction Grant		1,141,165	
DCR Volunteer Fire Assistance Grant		2,000	
Dept. of Transportation - WRAP		76,974	
Div. of Ecological Restoration Apple St Culvert		83,500	
EMPG Grant		2,700	
GAA Grant – FY2023 - Apple Street		20,000	
Great Marsh Green Crab Depletion Program		12,500	
Library State Aid		6,957	
MMP Street Lighting		25,000	
Shared Streets & Spaces Grant (Police)		43,849	
State Grant - Early Voting Program		849	
State Grant - Extended Polling Hours		845	
Urban Agenda Grant		<u>25,500</u>	
	\$		2,180,418

CHERRY SHEET REVENUE

Elderly and Veterans Abatements/Exemptions	\$	14,866	
General State Aid		283,617	
State Owned Property		2,696	
Veterans Benefits		10,481	
Less - Cherry Sheet Assessments		<u>(32,377)</u>	
	\$		279,283

SPECIAL REVENUE FUNDS

Ambulance Fund	\$	174,481	
Public Health Nurse Wages/Suppl RevCh44S53E1/2		42,015	
Cemetery Lot Sale		10,502	
Cemetery Perpetual Care - Expendable		699	

Centennial Grove Revolving	1,360
Chapter 44 S 53G Consulting Fee Deposits	110
COA Grant - CA Community Foundation	2,500
Community Preservation Act - Revenue	219,073
Council on Aging Revolving - CH44 S53E1/2	4,052
Council on Aging - Gift Fund	1,030
Essex Holiday Festival	1,441
Fire Department Gift	50
HRIA Cape Seniors on the Go	4,753
Insurance and Restitution less than \$20,000	8,709
MED-Project Grant	1,300
National Opioid Settlement	5,011
North Shore Health Project	10,000
Police Gift	3,927
Senior Care Outreach Grant	1,875
Septic Title V	89,480
Town Property Gift (e.g. Pocket Parks) 9/26/16	250
Town Technology Fund -Peg 53F 3/4	21,656
Wetland Protection	1,903

\$ 606,176

TRUST FUNDS

Affordable Housing Trust	\$ 1,001
Burnham Trust \$91,317.92 Non Expendable	249
Cemetery Lot Care	18,123
Cemetery Perpetual Care – Un-expendable	7,200
Cogswell Trust	198
Conservation Fund	59
Municipal Building Trust Fund	68
OPEB Liability Trust Fund	320,914
Stabilization	8,814
Stabilization - Climate Change	1,003
Stabilization - Conomo Point	405
Stabilization - Essex River Bay Local Match	110
Stabilization - MERSD Apportionment	134
Stabilization - Placemaking	5,011
Stabilization - Public Safety Building	110
Stabilization - Recreational Cap Improvements	314
Stabilization - Street Lights Maintenance	40
Stabilization - Town Buildings Capital Improvements	322
Stabilization - Town Hall/Library Maintenance	243
Stabilization - Town History Celebrations	121
Stabilization - Vehicles & Major Equipment	201,108
TJ Coolidge Trust	97

WW II Honor Roll (1986) a.k.a Selectmen's Trust	<u>7</u>	\$ 565,648
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WATER ENTERPRISE FUND

Water Rates	\$ 829,176	
Other Charges	12,138	
Penalties and Interest	6,511	
Investment Income	1,624	
Water Lien Revenue	18,035	
Water Lien Comm Interest	<u>1,972</u>	\$ 869,456

SEWER ENTERPRISE FUND

Sewer Rates	\$ 976,935	
Connections and Other Charges	6,304	
Penalties and Interest	7,738	
Investment Income	4,585	
Sewer Betterment Principal	738,889	
Sewer Betterment Interest	60,988	
Sewer Lien	20,023	
Sewer Lien Interest	2,117	
Un-apportioned Sewer Betterment Revenue	60,041	
From General Fund - Town Share of Sewer Debt	<u>328,911</u>	\$ <u>2,206,531</u>

TOTAL REVENUE **\$ 25,359,930**

TOTAL CASH RECEIPTS **\$ 25,359,930**

FY2023 APPROPRIATION REPORT

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Moderator Stipend		100.00	100.00			
Moderator Expense		20.00		20.00		20.00
Moderator Total	0	120.00	100.00	20.00	0	20.00
Selectmen Admin Asst		66,771.00	66,771.00			
Sick Leave Buyback		1,438.00	1,069.94	368.06		368.06
Town Planner, Part-time		29,049.00	27,796.05	1,252.95		1,252.95
Selectmen Stipend		3,000.00	3,000.00			
Selectmen Temp Salary		1,084.40		1,084.40		1,084.40
Sick/Vac/EmpSep/Ret		5,500.00	5,500.00			
Procurement/Advertising		1,200.00	1,200.00			
Town Mtg Audio/Visual		5,000.00	3,940.00	1,060.00		1,060.00
Town Events		5,000.00	3,565.72	1,434.28		1,434.28
Adv Town Resources		500.00		500.00		500.00
Selectmen Office Supplies		900.00	773.05	126.95		126.95
Selectmen Dues & Mtgs		2,000.00	855.00	1,145.00		1,145.00
A22/16ATM Demolition & Fence Allen Property	25,000.00		7,615.00	17,385.00	17,385.00	
A3/11-18-13FTM Federal Channel Study	3,002.00			3,002.00	3,002.00	
A2/11-15-21FTM Planning Board Consultant	5,079.84			5,079.84	5,079.84	
A19/FTM 11-15-21 Green Crab Trapping	6,716.80		6,716.80			
A31/ATM 05-02-22 Green Crab Trapping		5,000.00	5,000.00			
A20/ATM/5/15/21 Chebacco Lake Grant Match	1,259.10		1,242.10	17.00	17.00	
A8/ATM/11/15/21 Centennial Grove Pavilion	150,000.00			150,000.00	150,000.00	
A7/11-14-22 FTM Beautification		20,000.00	7,200.00	12,800.00	12,800.00	
A30/ATM 05/02/22 Apple St Grant Match		80,000.00	63,674.18	16,325.82	16,325.82	0
Selectmen Total	191,057.74	226,442.40	205,918.84	211,581.30	204,609.66	6,971.64
Town Admin Salary		154,349.00	154,349.00			
Sick Leave Buyback		3,957.60	3,957.60			
Town Admin Seminar Fees		750.00	225.00	525.00		525.00
Town Admin Expenses		1,000.00	666.25	333.75		333.75
Town Admin Travel		2,250.00	2,026.74	223.26		223.26
Town Admin Dues & Mbships		1,050.00	1,017.52	32.48		32.48
Town Administrator Total	0	163,356.60	162,242.11	1,114.49	0	1,114.49

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Fin Comm Expenses		410.00	163.00	247.00		247.00
Fin Comm Reserve Fund		33,053.56		33,053.56		33,053.56
Finance Committee Total	0	33,463.56	163.00	33,300.56	0	33,300.56
Town Accountant Salary		89,760.00	89,760.00			
Town Accountant's Assistant		9,078.00	2,587.38	6,490.62		6,490.62
Town Acct Sick Leave Buyback						
Town Acct Seminar Fees		2,000.00	1,400.00	600.00		600.00
Audit & GASB: Prof Services		77,500.00	28,900.00	48,600.00	30,000.00	18,600.00
Software Support Fee		16,250.00	16,153.18	96.82		96.82
Town Acct Office Supplies		1,500.00	1,318.51	181.49		181.49
Town Acct Travel		900.00		900.00		900.00
Town Acct Dues & Memberships		110.00		110.00		110.00
A35/05-02-22 ATM Unpaid Bills	17,769.62		305.04	17,464.58	17,464.58	
A20/11-14-22 FTM Unpaid Bills		500.00	500.00			
A42/05-01-23 ATM Unpaid Bills		3,963.00	3,962.64	0.36		0.36
Prior Yr Encumbrance Audit Fee	26,000.00		26,000.00			0
Town Accountant Total	43,769.62	201,561.00	170,886.75	74,443.87	47,464.58	26,979.29
Assessors Clerical		54,924.00	53,799.52	1,124.48		1,124.48
Misc Part-time Salaries		10,591.92	8,159.74	2,432.18		2,432.18
Assessor Stipend		17,590.08	17,590.08			
Software Support		6,911.00	6,911.00			
Mapping		14,799.00	9,650.00	5,149.00		5,149.00
Bookbinding		200.00		200.00		200.00
Consulting Services		35,734.00	24,039.00	11,695.00		11,695.00
Legal Expense		1,500.00		1,500.00		1,500.00
Office Supplies		2,100.00	1,969.50	130.50		130.50
Expenses		400.00	198.87	201.13		201.13
Dues & Memberships		200.00	200.00			0
Assessors Total	0	144,950.00	122,517.71	22,432.29	0	22,432.29
Treasurer/Collector Salary		71,400.00	71,400.00			
Assistant Treasurer/Collector		5,972.00		5,972.00		5,972.00
Collector Clerical		51,230.00	51,214.48	15.52		15.52
Sick Leave Buyback		1,270.00		1,270.00		1,270.00
Seminar Fees		500.00	107.50	392.50		392.50
Payroll Processing		8,500.00	7,924.99	575.01		575.01
Financial Advisory Services		4,000.00	2,550.00	1,450.00		1,450.00
Collector Legal Expense		5,000.00	4,444.60	555.40		555.40
Tax Title Expense		6,500.00	5,210.00	1,290.00		1,290.00
Treasurer Software Support Fee		8,500.00	8,500.00			
Postage		10,500.00	10,420.86	79.14		79.14

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Office Supplies/Equipment		7,000.00	5,866.64	1,133.36		1,133.36
Travel		800.00	640.40	159.60		159.60
Dues & Memberships		350.00	50.00	300.00		300.00
Int due on Prpty Tax Abatmts		1,000.00		1,000.00		1,000.00
Treasurer/Collector Total	0	182,522.00	168,329.47	14,192.53	0	14,192.53
Legal Expense		82,453.94	82,453.94			
Legal Expense - Conomo Point						0
WW Legal Expense						0
Legal Total	0	82,453.94	82,453.94	0	0	0
Personnel Officer Salary		17,150.00	17,150.00			
Personnel Bd. Expenses		500.00	350.00	150.00		150.00
Personnel Total	0	17,650.00	17,500.00	150.00	0	150.00
IT Hosting		24,083.00	18,634.05	5,448.95	1,000.00	4,448.95
Fiber Optic Muni Netwk (PEG)		5,500.00		5,500.00		5,500.00
Town Website Supt/Maint		5,500.00	4,443.21	1,056.79		1,056.79
Internet & e-mail Service		8,000.00	7,853.93	146.07		146.07
Network/User Testing & Diag		7,650.00	6,650.00	1,000.00		1,000.00
Network Equip & Maint		4,000.00	2,982.20	1,017.80		1,017.80
A16/FTM/11-19-19 Fiber Optic Interconnect	200.00			200.00	200.00	
A17/FTM/11-19-19 Computer Equipment	54.04			54.04	54.04	
A23/5/15/21/ATM e-mail Migration	1,000.00			1,000.00	100.00	900.00
A12/FTM/11/15/21 Cyber Security	1.17			1.17		1.17
A21/ATM/05-2-22 Town Computer Server	10,000.00		5,981.95	4,018.05	4,018.05	0
Technology Total	11,255.21	54,733.00	46,545.34	19,442.87	5,372.09	14,070.78
Town Clerk Salary		61,699.00	61,699.00			
Town Clerk's Assistant		12,183.00	11,066.74	1,116.26		1,116.26
Ch 41 S 19K Town Clerk Stipend (5/4/15ATM)		1,000.00	1,000.00			
Training Expense		1,000.00	925.68	74.32		74.32
Copy Machine		500.00		500.00		500.00
Office Supplies		725.00	572.21	152.79		152.79
Archival Management		200.00	175.00	25.00		25.00
Parking Tickets		1,750.00	680.00	1,070.00		1,070.00
Dog Licenses		525.00	247.85	277.15		277.15

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Dues & Memberships		200.00	192.00	8.00		8.00
Town Clerk Total	0	79,782.00	76,558.48	3,223.52	0	3,223.52
Election Wages		3,566.00	3,057.47	508.53		508.53
Ballots		2,000.00	2,000.00			
Town Meeting Expenses		274.00		274.00		274.00
Election Expenses		6,600.00	6,286.32	313.68		313.68
Election Totals	0	12,440.00	11,343.79	1,096.21	0	1,096.21
Registrars Stipends		1,377.00	1,331.50	45.50		45.50
Registrars Printing		600.00	600.00			
Registrars Supplies		2,500.00	1,884.66	615.34		615.34
Registrars Total	0	4,477.00	3,816.16	660.84	0	660.84
Licensing Board Clerical		3,098.00	3,098.00			
Licensing Bd. Expenses		175.00		175.00	131.17	43.83
Licensing Board Total	0	3,273.00	3,098.00	175.00	131.17	43.83
Conservation Agent Wages		9,339.00	5,466.75	3,872.25		3,872.25
Clerical Wages		18,901.00	18,113.00	788.00		788.00
Software Maintenance		500.00		500.00		500.00
Telephone		300.00		300.00		300.00
Expenses		1,500.00	313.20	1,186.80		1,186.80
Dues & Memberships		750.00	509.00	241.00		241.00
Conservation Comm Totals	0	31,290.00	24,401.95	6,888.05	0	6,888.05
Clerical Wages		14,453.00	9,692.95	4,760.05		4,760.05
Notices		1,500.00	1,136.85	363.15		363.15
Technology		200.00	98.00	102.00		102.00
Expenses		650.00	646.81	3.19		3.19
Planning Board Totals	0	16,803.00	11,574.61	5,228.39	0	5,228.39
Clerical Wages		3,603.00	1,863.63	1,739.37		1,739.37
Expenses		500.00	120.00	380.00		380.00
Zoning Board Totals	0	4,103.00	1,983.63	2,119.37	0	2,119.37
Conomo Point Clerical		3,098.00	3,098.00			
Conomo Point Stipend		150.00	150.00			
Conomo Point Expenses		40,000.00	38,345.12	1,654.88		1,654.88
A2/11-13-17FTM Conomo Point Management	3,143.88		3,143.88			

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
A4/12ATM Improvements to Southern Conomo Pt.	1,417.71			1,417.71	1,417.71	
A14/14ATM Conomo Pt Roadway Improvements	14,311.47			14,311.47	14,311.47	0
Conomo Point Totals	18,873.06	43,248.00	44,737.00	17,384.06	15,729.18	1,654.88
Town Property Custodian		22,501.00	15,010.32	7,490.68		7,490.68
Town Hall/Library Custodian		22,501.00	18,261.43	4,239.57		4,239.57
Town Hall Electricity		18,787.00	17,411.54	1,375.46		1,375.46
Heating Fuel/Natural Gas		6,213.00	3,891.40	2,321.60		2,321.60
Town Hall Generator Fuel		600.00	492.12	107.88		107.88
Town Hall Water		850.00	507.40	342.60		342.60
Town Hall Sewer Usage		1,700.00	767.47	932.53		932.53
Town Hall Clock Maintenance		500.00		500.00		500.00
Town Hall Office Machines		3,000.00	567.84	2,432.16		2,432.16
G.I.S. - Mapping Services		1,000.00		1,000.00		1,000.00
Town Hall Panic Alarm Mont		610.00	415.01	194.99		194.99
Town Hall Elev Phone Moni		400.00	205.17	194.83		194.83
Town Hall Elev Insp/Maint		9,500.00	8,386.00	1,114.00		1,114.00
Town Hall HVAC Maintenance		1,000.00	1,000.00			
Town Hall Sprinkler Sys Maint		500.00		500.00		500.00
Town Dept Tele (copper lines)		4,250.00	2,284.28	1,965.72		1,965.72
Town Dept Telephone (VOIP)		7,200.00	4,916.09	2,283.91		2,283.91
Town Hall Office Supplies		3,500.00	3,500.00			
Town Property Expenses		32,850.00	22,872.98	9,977.02	45.78	9,931.24
Town Hall Fire Alarm Test		900.00		900.00		900.00
Town Hall Gen Maintenance		1,100.00	888.12	211.88		211.88
Greenhead Fly Program		3,750.00	3,280.00	470.00		470.00
Blanket Liability Insurance		135,859.00	133,959.81	1,899.19		1,899.19
A27/17ATM Purch Str Lights	4,469.85			4,469.85	4,469.85	
A8/11-14-22 FTM Dec Lgting		100,000.00		100,000.00	100,000.00	
A25/16ATM, A4/11-14-16FTM Town Hall Furnishings	8,953.43			8,953.43	8,953.43	
A1/10/16/18 FTM Repairs to Grove Cottage	1,317.51			1,317.51	1,317.51	
A/23 5-19ATM Pavement Markings/Signage	40,435.00			40,435.00	40,435.00	
A17/11-16-15FTM T.H. Tree Replacements	1,850.00			1,850.00	1,850.00	
A35/ 05-01-23 ATM Beautification – Property		20,000.00		20,000.00	20,000.00	
A16/11-16-15FTM Repair/ Replace Folsom Pavilion	8,375.00			8,375.00	8,375.00	

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
A28 / 05-01-23 ATM						
Copy Machine		8,000.00	6,584.20	1,415.80	1,415.80	0
Town Property Totals	65,400.79	407,071.00	245,201.18	227,270.61	186,862.37	40,408.24
Town Reports		4,000.00	4,000.00			0
Town Reports Totals	0	4,000.00	4,000.00	0	0	0
Police Chief Salary		116,353.00	116,353.00			
Police Officer Salaries		632,429.00	594,806.64	37,622.36		37,622.36
Police Clerk Salary		42,725.00	42,720.74	4.26		4.26
Part-Time Police Salaries		108,448.00	104,918.93	3,529.07		3,529.07
OT Extra Investigation		13,940.00	12,594.54	1,345.46		1,345.46
Shift Coverage OT		51,420.00	46,937.95	4,482.05		4,482.05
Incidental OT		76,200.00	76,115.72	84.28		84.28
Community Policing OT		10,740.00	10,150.09	589.91		589.91
Prisoner Callout OT		8,320.00	7,158.81	1,161.19		1,161.19
Night Differential		34,789.00	32,830.32	1,958.68		1,958.68
Holiday OT		28,250.00	25,083.92	3,166.08		3,166.08
Court Detail OT		11,360.00	10,464.47	895.53		895.53
Sick Leave Buyback		13,353.00	7,272.36	6,080.64		6,080.64
Educational Stipend		119,951.00	108,575.24	11,375.76		11,375.76
In service Training Wages		25,015.00	14,366.90	10,648.10		10,648.10
Police Amb Training Wages		3,420.00	2,979.60	440.40		440.40
Police Technology Pay		6,750.00	6,750.00			
Firearms Training Expenses		12,782.00	11,091.45	1,690.55		1,690.55
Ambulance Training Expenses		1,000.00	596.09	403.91		403.91
In service Training Expenses		5,000.00	2,963.00	2,037.00		2,037.00
Vehicle Maintenance		11,000.00	9,113.86	1,886.14		1,886.14
Police Seminar Fees		1,000.00		1,000.00		1,000.00
Drug & Alcohol Testing		6,000.00	2,413.00	3,587.00		3,587.00
Police IPAD, Body/Cruiser Cam		1,800.00	1,017.48	782.52		782.52
Police Beeper/Radio Repairs		3,100.00	828.00	2,272.00		2,272.00
Bapern		1,900.00	1,900.00			
Police Office Supplies		5,000.00	4,632.94	367.06		367.06
Police Vehicle Fuel		31,500.00	30,343.29	1,156.71		1,156.71
Police Supplies		9,500.00	7,103.31	2,396.69		2,396.69
Police Uniform Allow & Vests		18,975.00	12,155.35	6,819.65		6,819.65
Police Travel Expenses		1,161.00	131.25	1,029.75		1,029.75
Police Dues & Memberships		3,039.00	3,039.00			
A10-11-15-21FTM Police Body						
Camera Training	8,000.00		1,595.84	6,404.16	6,404.16	
A1/10/16/18 FTM Police						
VOIP Telephone	2,995.89			2,995.89	2,995.89	

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Police Prisoner Processing Area	120.10			120.10	120.10	0
Police Department Totals	11,115.99	1,416,220.00	1,309,003.09	118,332.90	9,520.15	108,812.75
ECO Salaries						
ECO Office Expenses		2,000.00	1,431.00	569.00		569.00
ECO Department Totals	0	2,000.00	1,431.00	569.00	0	569.00
PS Bldg Custodian		22,501.00	22,458.88	42.12		42.12
PS Bldg Electricity		38,000.00	36,722.48	1,277.52		1,277.52
PS Bldg Natural Gas		12,000.00	9,873.97	2,126.03		2,126.03
PS Bldg Gen Diesel		2,589.20	1,589.20	1,000.00		1,000.00
PS Bldg Water Usage		2,000.00	1,188.11	811.89		811.89
PS Bldg Sewer Usage		4,800.00	2,777.32	2,022.68		2,022.68
PS Bldg Ele Phone		400.00		400.00		400.00
PS Bldg Elevator Insp/Maint		6,000.00	3,738.70	2,261.30		2,261.30
PS Bldg HVAC Maintenance		1,000.00		1,000.00		1,000.00
PS Bldg Sprinkler Maintenance		500.00		500.00		500.00
PS Bldg Tele (VOIP) Copper		16,000.00	13,369.33	2,630.67		2,630.67
PS Bldg Reg Disp Conn		9,400.00	8,782.54	617.46		617.46
PS Bldg Repair/Maintenance		8,910.80	7,907.35	1,003.45		1,003.45
PS Bldg Fire Alarm Monitor		900.00	400.00	500.00		500.00
PS Bldg Generator Maint		5,000.00	4,928.97	71.03		71.03
PS Building Dept Totals	0	130,001.00	113,736.85	16,264.15	0	16,264.15
Fire Chief		8,271.00	8,271.00			
Fire Clerical Salary		11,288.00	11,223.68	64.32		64.32
Fire Fighter Salaries		185,641.10	185,641.10			
Fire Engineers Salaries		3,217.00	3,217.00			
Fire Training Salaries		8,735.00	8,724.41	10.59		10.59
Fire Training Expense		2,628.08	2,628.08			
Ladder/Hose Testing		7,105.00	7,104.55	0.45		0.45
Fire Equip Repair & Maint		8,519.99	6,939.16	1,580.83		1,580.83
Forest Fire Equip		3,700.00	3,570.51	129.49		129.49
Fire Dept Telephone		624.90	624.87	0.03		0.03
Fire Dept Pagers		2,848.00	2,848.00			
Fire Dept Office Supplies		1,500.00	1,365.06	134.94		134.94
Fire Dept Vehicle Fuel		8,373.38	8,373.38			
Fire Dept Other Expenses		25,539.29	25,380.35	158.94		158.94
Fire Prevention		1,352.00	724.52	627.48		627.48
Fire Dept Uniforms		15,672.00	15,672.00			
Fire Dept Dues & Memberships		3,828.20	3,828.20			
A28/05-02-22 ATM Airpack Grant Match		14,500.00		14,500.00	14,500.00	

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
A9/11-14-22 FTM Vehicle						
Radio Match		30,000.00		30,000.00	30,000.00	0
Fire Department Total	0	343,342.94	296,135.87	47,207.07	44,500.00	2,707.07
Ambulance Salaries		66,844.00	66,827.96	16.04		16.04
Ambulance Training Salaries		15,218.14	14,267.74	950.40		950.40
Ambulance Training		16,239.00	15,979.38	259.62		259.62
Ambulance Repair & Maint		3,000.00	2,752.00	248.00		248.00
3rd Party Ambulance Billing		15,317.65	15,317.65			
Ambulance Supplies		6,464.66	6,386.09	78.57		78.57
Affiliation and License Fees		2,107.05	2,107.05			
A27/ATM/6-13-20 Purch Amb	5,983.39		3,326.18	2,657.21	2,657.21	
A32/ATM/5-01-23						
Amb Computers		8,500.00	7,881.12	618.88	618.88	0
Ambulance Total	5,983.39	133,690.50	134,845.17	4,828.72	3,276.09	1,552.63
Bldg Inspector Salary		15,285.96	15,285.96			
Asst Bldg Inspector Salary		10,007.04	10,007.04			
Bldg Inspector Clerical Salary		2,807.00	1,522.89	1,284.11		1,284.11
Building Inspector Training		950.00		950.00		950.00
Permitting Software		16,643.00	16,643.00			
Bldg Inspector Expenses		1,300.00	582.98	717.02		717.02
Building Inspector Total	0	46,993.00	44,041.87	2,951.13	0	2,951.13
Plumb Inspector Salary		6,714.00	6,714.00			
Plumb Inspector Expenses		1,800.00	1,790.91	9.09		9.09
Plumbing Inspector Total	0	8,514.00	8,504.91	9.09	0	9.09
Elect Inspector Salary		6,714.00	6,714.00			
Elect Inspector Expenses		150.00		150.00		150.00
Electrical Inspector Total	0	6,864.00	6,714.00	150.00	0	150.00
Emergency Mgmt Stipend		300.00	300.00			
Emergency Mgmt Expenses		300.00		300.00		300.00
Emergency Mgmt Dues/Mem		150.00		150.00		150.00
Emergency Mgmt Total	0	750.00	300.00	450.00	0	450.00
Animal Inspector Salary		6,508.00	6,507.96	0.04		0.04
Animal Inspector Total	0	6,508.00	6,507.96	0.04	0	0.04
Animal Control Officer		14,818.00	14,817.96	0.04		0.04
Assistant Dog Officer/ACO		1,779.00	1,779.00			

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Animal Control Expenses		1,400.00	1,202.54	197.46		197.46
Animal Control Total	0	17,997.00	17,799.50	197.50	0	197.50
Harbormaster Salary		26,010.00	3,662.23	22,347.77		22,347.77
Town Landing Ramp Attendant		4,416.00		4,416.00		4,416.00
Harbormaster Asst Salary		14,093.00	3,847.53	10,245.47		10,245.47
Training		1,530.00	174.03	1,355.97		1,355.97
Harbormaster Boat Repairs		10,050.00	10,045.58	4.42		4.42
Pier & Float Maintenance		1,000.00		1,000.00		1,000.00
Drug & Alcohol Testing		350.00	175.00	175.00		175.00
Mooring Permit Expense		6,250.00	6,226.88	23.12		23.12
Harbormaster Fuel & Oil		2,500.00	1,633.81	866.19		866.19
Buoys		3,000.00	2,704.00	296.00		296.00
Harbormaster Unifm Allowance		1,800.00	812.00	988.00		988.00
Incidental Fees and Expenses		2,950.00	2,303.99	646.01		646.01
Harbormaster Total	0	73,949.00	31,585.05	42,363.95	0	42,363.95
Shellfish Constable Salary		48,380.00	48,380.00			
Shellfish Deputy Salary		9,751.00	8,742.12	1,008.88		1,008.88
Sick Leave Buyback		1,200.00	1,116.48	83.52		83.52
Shellfish Vehicle Maintenance		2,711.00	2,706.54	4.46		4.46
Shellfish Boat Repairs		789.00		789.00		789.00
Shellfish Boat & Truck Fuel		3,800.00	1,795.44	2,004.56		2,004.56
Shellfish Expenses		425.00	150.00	275.00		275.00
Shellfish Uniform Allowance		125.00	75.00	50.00		50.00
Shellfish Dues & Memberships		200.00		200.00		200.00
Shellfish Total	0	67,381.00	62,965.58	4,415.42	0	4,415.42
Manchester Essex Regional School District Assessment		9,077,671.00	9,077,670.96	0.04		0.04
Manchester Essex Regional School District Total	0	9,077,671.00	9,077,670.96	0.04	0	0.04
Essex North Shore Agricultural & Technical School		257,940.00	257,940.00			0
Essex North Shore Agric & Technical School Total	0	257,940.00	257,940.00	0	0	0
Superintendent Salary		96,692.00	96,692.00			
Clerical Wages		33,587.00	31,495.46	2,091.54		2,091.54
Laborer Wages		44,299.00	43,483.52	815.48		815.48
Foreman Wages		67,488.00	64,023.60	3,464.40		3,464.40
Operator Wages		143,408.00	137,853.52	5,554.48		5,554.48

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Ground Maintenance		5,000.00		5,000.00		5,000.00
Overtime		15,834.00	14,689.25	1,144.75		1,144.75
Sick Leave Buyback		1,500.00	1,500.00			
Electricity		4,300.00	3,123.27	1,176.73		1,176.73
Water Usage		1,500.00	1,466.40	33.60		33.60
Truck Maintenance		15,439.61	15,439.61			
Small Equipment Repair		2,670.80	2,670.80			
Bridge Inspection and Repair		2,189.59		2,189.59		2,189.59
Seminar Fees		1,000.00		1,000.00		1,000.00
Monitoring Wells		5,500.00	5,200.00	300.00		300.00
Storm water Compliance Exp		40,000.00	17,500.00	22,500.00		22,500.00
Drug & Alcohol Testing		700.00	310.00	390.00		390.00
Tree Removal		18,500.00	18,500.00			
Telephone		2,500.00	2,267.33	232.67		232.67
Building Fuel		6,500.00	2,807.60	3,692.40		3,692.40
Office Supplies		2,500.00	1,409.57	1,090.43		1,090.43
Grounds Maintenance		14,000.00	10,463.95	3,536.05		3,536.05
Playground Maintenance		9,500.00	9,499.70	0.30		0.30
Truck Fuel		19,414.20	19,414.20			
Highway Maintenance		86,385.80	80,940.06	5,445.74		5,445.74
Tools & Supplies		3,100.00	2,871.99	228.01		228.01
Other Maintenance		7,100.00	6,865.60	234.40		234.40
Clothing Allowance		4,700.00	4,700.00			
Dues & Memberships		800.00	736.41	63.59		63.59
Public Safety Grounds Maint		10,000.00	10,000.00			
A22/05-02-22 ATM DPW						
Dump Truck		100,000.00	99,999.00	1.00		1.00
A20-/FTM/11-19-19 MS4						
Storm water Compliance	50,000.00			50,000.00	50,000.00	
A24 / 5-2-22ATM						
Water System Design		200,000.00	200,001.00	(1.00)		(1.00)
Encumbered Highway						
Maintenance	8,725.00		8,399.00	326.00		326.00
Highway Total	58,725.00	966,108.00	914,322.84	110,510.16	50,000.00	60,510.16
Snow Removal OT		16,767.00	14,888.67	1,878.33		1,878.33
Snow Removal PSBuilding		7,000.00	3,354.00	3,646.00		3,646.00
Snow Removal Contractors		11,608.00	11,108.75	499.25		499.25
Snow Removal Other Expenses		86,226.00	84,571.10	1,654.90		1,654.90
Snow and Ice Total	0	121,601.00	113,922.52	7,678.48	0	7,678.48

Description	Forward from FY22	Final Budget	Transactions	Ending Balance	Encumbrance	Closed Balance
Street Lighting		12,000.00	10,318.36	1,681.64		1,681.64
Street Light Maint & Repair		3,000.00		3,000.00		3,000.00
Street Lighting Total	0	15,000.00	10,318.36	4,681.64	0	4,681.64
Recycling Coordinator Wages		27,579.00	27,177.36	401.64		401.64
Electricity		2,700.00	1,696.46	1,003.54		1,003.54
Trash Contract		154,991.13	133,266.56	21,724.57		21,724.57
Recycling Contract		53,358.87	53,358.87			
Hazardous Waste Disposal		6,000.00	6,000.00			
Inspection Services		3,500.00	2,511.00	989.00		989.00
Telephone		420.00	413.62	6.38		6.38
Sticker Printing		800.00	800.00			
Maintenance		14,150.00	13,122.19	1,027.81		1,027.81
A4/11-14-22 FTM Transfer Station Improvements		280,000.00	40,845.00	239,155.00	239,155.00	
A40 / 05-01-23 ATM PAYT Bag Order		11,000.00	11,000.00			0
Recycling Total	0	554,499.00	290,191.06	264,307.94	239,155.00	25,152.94
Cemetery Wages		46,401.00	36,115.04	10,285.96		10,285.96
Clerical Wages		4,218.00	4,208.88	9.12		9.12
Part-time Wages		13,000.00	11,372.39	1,627.61		1,627.61
Overtime		2,500.00	2,458.95	41.05		41.05
Electricity		390.00	160.86	229.14		229.14
Repair & Maintenance		2,700.00	1,235.49	1,464.51		1,464.51
Gas and Fuel		2,200.00	466.64	1,733.36		1,733.36
Materials		2,000.00	1,302.66	697.34		697.34
Small Equipment		2,000.00	2,000.00			
ATM/5//18 Art 11 Cem Map	2,150.00			2,150.00	2,150.00	0
Cemetery Total	2,150.00	75,409.00	59,320.91	18,238.09	2,150.00	16,088.09
Sanitarian/Administrator Salary		76,579.00	76,579.00			
Clerical Wages		53,226.00	45,051.30	8,174.70		8,174.70
Nurse Wages		11,629.00	10,690.00	939.00		939.00
OSHA Coordinator Stipend		7,508.00	7,508.00			
OSHA Training		2,500.00	576.85	1,923.15		1,923.15
Seminar Fees		850.00	700.00	150.00		150.00
Advertising		450.00	262.34	187.66		187.66
Contracted Services		6,650.00	6,319.75	330.25		330.25
Water Testing		700.00	504.00	196.00		196.00
OSHA Drug & Medical Scr		1,000.00	603.00	397.00		397.00
Postage		550.00	255.93	294.07		294.07
Office Supplies		1,021.06	450.96	570.10		570.10

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
OSHA General Expense		2,253.38	1,453.87	799.51		799.51
Expenses		1,896.62	1,896.62			
Travel		1,900.00	1,176.59	723.41		723.41
Dues & Memberships		500.00	201.00	299.00		299.00
Board of Health Total	0	169,213.06	154,229.21	14,983.85	0	14,983.85
Social Service Agencies		2,500.00	2,500.00			0
Social Service Total	0	2,500.00	2,500.00	0	0	0
Director, Part-time		34,695.00	34,693.56	1.44		1.44
Outreach/Coordinator		20,447.88	20,447.88			
Clerical Part-time		11,955.12	7,213.95	4,741.17		4,741.17
COA Transportation		6,000.00	1,654.00	4,346.00		4,346.00
Utilities		7,500.00	4,856.48	2,643.52		2,643.52
Building Maint & Expenses		17,000.00	14,528.11	2,471.89		2,471.89
COA Expenses		8,000.00	7,910.63	89.37		89.37
A26/ATM/6/13/20 Essex Senior Center Flooring	2,840.00			2,840.00	2,840.00	0
Council on Aging Total	2,840.00	105,598.00	91,304.61	17,133.39	2,840.00	14,293.39
Regional Assessment		17,230.00	12,159.72	5,070.28		5,070.28
Ordinary Benefits		35,000.00	10,627.58	24,372.42		24,372.42
Veterans Benefits Total	0	52,230.00	22,787.30	29,442.70	0	29,442.70
Sanitation Facilities		3,500.00	2,704.00	796.00		796.00
Grove Maintenance		2,500.00	1,985.86	514.14		514.14
A23/17ATM Centennial Grove Master Plan	35,000.00			35,000.00	35,000.00	0
Centennial Grove Total	35,000.00	6,000.00	4,689.86	36,310.14	35,000.00	1,310.14
Library Director		62,802.41	62,802.41			
Staff Wages		60,633.59	60,350.98	282.61		282.61
Copier		850.00	336.21	513.79		513.79
Telephone		850.00	832.87	17.13		17.13
Office Supplies		2,549.66	2,454.20	95.46		95.46
Technology		2,400.00	2,400.00			
Library Programming		2,700.00	2,665.55	34.45		34.45
Materials		48,737.04	48,711.99	25.05		25.05
Travel		463.30	463.30			
MVLC Membership		15,591.00	15,447.12	143.88		143.88
Library Total	0	197,577.00	196,464.63	1,112.37	0	1,112.37

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Printing		500.00		500.00		500.00
Historical Com Admin Exp		1,000.00	160.92	839.08		839.08
Historical Commission Total	0	1,500.00	160.92	1,339.08	0	1,339.08
Memorial Day Expenses		900.00	789.84	110.16		110.16
Memorial Day Total	0	900.00	789.84	110.16	0	110.16
Bond Principal		60,000.00	60,000.00			
Maturing Debt PSBldg		350,000.00	350,000.00			
MERSD Debt Asst – Principal		875,323.28	875,323.28			
A5/17ATM Septic Debt		25,456.00	20,905.00	4,551.00	4,551.00	0
Bond Principal Total	0	1,310,779.28	1,306,228.28	4,551.00	4,551.00	0
Bond Interest		4,500.00	4,500.00			
MERSD Debt Asst – Interest		608,569.12	608,569.12			
Interest Short Term Note		14,999.99		14,999.99		14,999.99
Maturing Debt Int PSBldg		341,900.00	341,900.00			0
Bond Interest Total	0	969,969.11	954,969.12	14,999.99	0	14,999.99
Retirement Bd Assessment		642,209.00	630,996.00	11,213.00		11,213.00
Retirement Total	0	642,209.00	630,996.00	11,213.00	0	11,213.00
Workers Comp		33,260.00	15,069.12	18,190.88		18,190.88
Unemployment Claims		1,000.00		1,000.00		1,000.00
Workers Comp/Unemp Total	0	34,260.00	15,069.12	19,190.88	0	19,190.88
Health Insurance		703,267.00	558,135.73	145,131.27		145,131.27
Health Insurance Total	0	703,267.00	558,135.73	145,131.27	0	145,131.27
FICA		97,229.00	95,663.63	1,565.37		1,565.37
FICA Total	0	97,229.00	95,663.63	1,565.37	0	1,565.37
Sub Total General Fund	446,170.80	19,329,409.39	18,194,617.71	1,580,962.48	851,161.29	729,801.19
Community Preservation Fund						
A12/11-16-15FTM Spring Street Fence Add'l	1,807.50		1,362.50	445.00	445.00	
A30/ATM/6-13-20 Hearse House Preservation Repairs	8,755.00			8,755.00	8,755.00	
A22/5/15/21/ATM Historic Pumper Fire Shed	55,363.00		42,283.00	13,080.00	13,080.00	

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
A30/ATM/6-13-20 Housing Authority Exterior Walkway	10,231.00			10,231.00	10,231.00	
A22/5/15/21/ATM Repair Historic Cogswell Tomb	2,500.00			2,500.00	2,500.00	
A7/FTM/11/15/21 Chebacco Terrace Roof	116,687.00			116,687.00	116,687.00	
A30/ATM/6-13-20 School House Climate Control	9,000.00			9,000.00	9,000.00	
A12/11-16-15FTM Preserve T.H. Vault Items	259.93			259.93	259.93	
A5/11-15-21/FTM/Tennis Courts	49,999.00			49,999.00	49,999.00	
CPC Administrative Expenses		14,154.00	930.58	13,223.42		13,223.42
ATM05/20 ART 24 Housing Auth Painting Completion	1,911.50			1,911.50	1,911.50	
ATM05/18 ART 23 School Hse	1,224.00			1,224.00	1,224.00	0
Sub Total Community Preservation Act	257,737.93	14,154.00	44,576.08	227,315.85	214,092.43	13,223.42
Capital Projects						
Chapter 90 Expenses			140,500.00	(140,500.00)		(140,500.00)
Dept. of Trans - WRAP Grant		76,974.47	76,947.47	27.00		27.00
Boardwalk - DCT/Seaport Grant	23,123.37			23,123.37	23,123.37	
A10/16ATM Conomo Point Waterfront Access	43,818.22			43,818.22	43,818.22	
Municipal Safety Building	1,809,805.05		142,981.42	1,666,823.63	1,666,823.63	0
Sub Total Capital Projects	1,876,746.64	76,974.47	360,428.89	1,593,292.22	1,733,765.22	(140,473.00)
Water Enterprise						
Superintendent Salary		16,116.00	16,116.00			
Chief Operator Salary		58,037.20	58,037.20			
Clerical Wages		22,891.00	22,653.36	237.64		237.64
Part-time Wages		3,252.86		3,252.86		3,252.86
Operator/Tech Wages		42,385.00	42,365.52	19.48		19.48
Operator Wages		157,106.00	157,102.16	3.84		3.84
Overtime		23,659.94	23,659.94			
Sick Leave Buyback		4,000.00	1,602.89	2,397.11		2,397.11
Health Insurance		52,058.00	40,436.52	11,621.48		11,621.48
Workers' Compensation Ins		6,018.00	3,994.34	2,023.66		2,023.66
Retirement Bd Assessment		85,112.00	83,626.00	1,486.00		1,486.00
FICA		5,377.00	4,810.06	566.94		566.94
Electricity		57,973.57	46,860.80	11,112.77		11,112.77

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Vehicle Maintenance		2,000.00	2,000.00			
Sludge Removal		14,483.50	2,467.88	12,015.62		12,015.62
Seminar Fees		3,000.00		3,000.00		3,000.00
Drug & Alcohol Testing		300.00	140.00	160.00		160.00
Well Cleaning		25,000.00	24,900.00	100.00		100.00
EPA & State Mand. Testing		4,921.00	4,921.00			
Contracted Services		8,026.43	8,026.43			
Backflow Testing		3,500.00	2,564.37	935.63		935.63
Water Well Leak Detection		3,000.00	2,280.00	720.00		720.00
Telephone		3,000.00	2,694.12	305.88		305.88
Fuel		8,000.00	7,522.01	477.99		477.99
Office Supplies		6,395.50	5,440.15	955.35		955.35
Vehicle Fuel		9,229.13	9,229.13			
Tools & Supplies		4,500.00	4,500.00			
Chemicals		75,000.00	75,000.00			
Lab Supplies		4,500.00	4,500.00			
Other Maintenance		67,270.87	58,504.85	8,766.02		8,766.02
Materials		3,800.00	3,800.00			
Meter Reading Units		1,500.00	993.00	507.00		507.00
Pipe Fittings & Meters		9,200.00	9,200.00			
Clothing Allowance		1,800.00	1,800.00			
Clear Well Cleaning		5,000.00	4,460.00	540.00		540.00
Dues & Memberships		3,000.00	2,971.93	28.07		28.07
Liability Insurance		21,218.00	21,206.19	11.81		11.81
Bond Principal		10,000.00	10,000.00			
Bond Interest		720.00	720.00			
Principal and Interest on Short Term Note		12,159.06	12,159.06			
A14/17ATM Water System Disinfection Study	22,596.06		322.59	22,273.47	22,273.47	
A19/FTM/11-19-19 Water Plant Roof	14,593.35			14,593.35	14,593.35	
A23/05-02-22 ATM Meter Reader Units		6,500.00	3,333.20	3,166.80	3,166.80	
A37/05-01-23 ATM Water Meter Equipment		50,000.00	6,762.72	43,237.28	43,237.28	
A17/5/15/21/ATM Water System Engineering	20,000.00			20,000.00	20,000.00	
Encum Prior FY Well Cleaning	10,000.00		10,000.00			0
Sub Total Water Enterprise	67,189.41	901,010.06	803,683.42	164,516.05	103,270.90	61,245.15

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Sewer Enterprise						
Superintendent Salary		16,116.00	16,116.00			
Sewer Chief Operator		39,074.20	39,074.20			
Clerical Wages		21,626.00	21,503.66	122.34		122.34
Plant System II/WW Tech		42,385.00	42,365.52	19.48		19.48
Operator/Tech Salary		40,899.00	40,704.96	194.04		194.04
Overtime		12,504.80	11,263.52	1,241.28		1,241.28
Sick Leave Buyback		1,800.00	1,562.23	237.77		237.77
Health Insurance		35,835.00	27,098.76	8,736.24		8,736.24
Workers Compensation Ins		2,956.00	2,160.66	795.34		795.34
Retirement Bd Assessment		46,425.00	45,614.00	811.00		811.00
FICA		2,627.61	2,627.61			
Electricity		37,837.18	33,264.47	4,572.71		4,572.71
Vehicle Maintenance		2,000.00	1,742.00	258.00		258.00
Seminar Fees		800.00		800.00		800.00
Drug & Alcohol Testing		240.00	125.00	115.00		115.00
City of Gloucester Usage		560,000.00	559,505.13	494.87		494.87
Backflow Testing		1,500.00	350.00	1,150.00		1,150.00
Telephone		1,836.21	1,836.21			
Fuel		4,000.00	3,614.26	385.74		385.74
Supplies/SCADA Software		8,200.00	5,384.55	2,815.45		2,815.45
Vehicle Fuel		3,500.00	2,409.77	1,090.23		1,090.23
Tools & Supplies		9,000.00	2,533.73	6,466.27		6,466.27
Chemicals		6,000.00	6,000.00			
Other Maintenance		100,000.00	91,985.69	8,014.31		8,014.31
Materials		3,000.00	1,765.31	1,234.69		1,234.69
Clothing Allowance		600.00	600.00			
Dues & Memberships		200.00	200.00			
Liability Insurance		4,562.99	4,039.28	523.71		523.71
I/I Requirements		30,000.00	7,761.41	22,238.59	15,000.00	7,238.59
MWPAT Debt Adm & Orig Fees		5,039.29	5,039.29			
Bond Principal		1,222,087.31	1,222,087.31			
Bond Interest		5,280.00	5,280.00			
A23/05-02-22 ATM Meter						
Reader Units		6,500.00	3,333.20	3,166.80	3,166.80	
A18/ATM/5/15/21						
Sewer Grinder Pumps	1,043.85		1,043.85			
A26/ATM/05/02/22 Sewer						
System Upgrades		50,000.00	50,000.00			

<u>Description</u>	<u>Forward from FY22</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
A18/FTM/11/15/21 Sewer Grinder Pumps	50,000.00		50,000.00			
A16/FTM/11/14/22 Sewer Grinder Pumps		150,000.00	106,167.35	43,832.65	43,832.65	
Encumbered Prior FY I/I Requirements	10,000.00		10,000.00			0
Subtotal Sewer Enterprise	<u>61,043.85</u>	<u>2,474,431.59</u>	<u>2,426,158.93</u>	<u>109,316.51</u>	<u>61,999.45</u>	<u>47,317.06</u>
GRAND TOTAL - ALL FUNDS	<u>2,708,888.63</u>	<u>22,795,979.51</u>	<u>21,829,465.03</u>	<u>3,675,403.11</u>	<u>2,964,289.29</u>	<u>711,113.82</u>

Combined Balance Sheet, June 30, 2023 (Unaudited)

ASSETS	General	Special Revenue	Capital Projects	Enterprise	Trust & Agency	Long-Term Debt	Totals
Cash & cash equivalents	4,134,143.74	7,299,460.42	1,603,110.55	2,379,016.29	2,737,917.24		18,153,648.24
Receivables:							
Personal property taxes	4,907.16						4,907.16
Real estate taxes	161,647.05	2,193.18					163,840.23
Allowance for abatements & exmps	(250,359.80)						(250,359.80)
Tax liens	608,478.17	2,158.69		33,443.31			644,080.17
Taxes in litigation	331,502.89	1,329.87		62,963.34			395,796.10
Deferred taxes	14,355.52	169.39					14,524.91
Motor vehicle excise	54,739.33						54,739.33
Other excises	6,129.00						6,129.00
User fees				123,801.54			123,801.54
Departmental		72,990.89			51,198.14		124,189.03
Special assessments	7,713.05	298,368.67		2,306,982.16			2,613,063.88
Forecls/Possessions	446,634.46						446,634.46
Amounts to be provided - payment of bonds						13,690,981.00	13,690,981.00
Total Assets	5,519,890.57	7,676,671.11	1,603,110.55	4,906,206.64	2,789,115.38	13,690,981.00	36,185,975.25
LIABILITIES							
Warrants payable	342,139.28						342,139.28
Withholdings	31,068.15						31,068.15
Other liabilities	14,634.85						14,634.85
Deferred revenue:							
Real & personal property taxes	(83,762.65)	2,193.18					(81,569.47)
Tax liens	608,478.17	2,158.69		33,443.31			644,080.17
Taxes in Litigation	331,502.89	1,329.87		62,963.34			395,796.10
Deferred taxes	14,355.52	169.39					14,524.91
Foreclosures /Possessions	446,634.46						446,634.46
Motor vehicle excise	54,738.00						54,738.00
Other excises	6,129.00						6,129.00
User fees				123,801.67			123,801.67
Departmental		72,990.89			51,198.14		124,189.03
Special assessments	7,713.05	298,368.67		2,306,982.16			2,613,063.88
Other receivables							0.00
Agency Funds					(50,684.58)		(50,684.58)
Bonds payable						13,690,981.00	13,690,981.00
Total Liabilities	1,773,630.72	377,210.69	0.00	2,527,190.48	513.56	13,690,981.00	18,369,526.45

FUND EQUITY	General	Special Revenue	Capital Projects	Enterprise	Trust & Agency	Long-Term Debt	Totals
Reserved encumbrances	853,361.29	214,092.43		165,270.35			1,232,724.07
Reserved expenditures	151,000.00			40,000.00			191,000.00
Reserved for petty cash	795.00			50.00			845.00
Fund balance reserved							
Debt/Sewer Btmnts				1,749,985.00			1,749,985.00
Undesignated fund							
balance	2,741,103.56	7,085,367.99	1,603,110.55	423,710.81	2,788,601.82		14,641,894.73
Unreserved retained							
earnings							0.00
Total Fund Equity	<u>3,746,259.85</u>	<u>7,299,460.42</u>	<u>1,603,110.55</u>	<u>2,379,016.16</u>	<u>2,788,601.82</u>	<u>0.00</u>	<u>17,816,448.80</u>
Total Liabilities &							
Fund Equity	<u>5,519,890.57</u>	<u>7,676,671.11</u>	<u>1,603,110.55</u>	<u>4,906,206.64</u>	<u>2,789,115.38</u>	<u>13,690,981.00</u>	<u>36,185,975.25</u>

OFFICE OF THE TOWN CLERK, PARKING CLERK, & BOARD OF REGISTRARS

The Town Clerk's Office oversaw 1 Election, 1 Town Meeting, and 3 Special Town Meetings in 2023.

Pamela Thorne, Town Clerk, retired in July of 2023 after 5 years of service to the Town. During Pamela's time of service, she ushered in the new era of voting created by the Voters Act of 2022 which now includes Early Voting in Person, Vote By Mail, and Online Voter Registration portals. In light of this new era of voting, Pamela initiated and oversaw the transfer of hand crank counting ballots to using an Imagecast Tabulator system as well as Poll Pads for voter check-in. For all of her work on elections, and in addition to the many other duties she performed, we thank Pamela for her service and wish her a Happy Retirement.

In July 2023, Marie Felzani was sworn in as the new Town Clerk.

Business Certificates (d/b/a registration)

- 38 certificates issued

Dog Licensing

- 783 Dog Licenses issued
- 5 Kennel Licenses issued

Raffle Permits

- 0 Permits issued

Resident Parking Stickers Issued for 2022 cycle (valid 9/1/2021-8/31/2022)

- 458 Resident Stickers issued

Parking Tickets

- 156 Tickets processed

Shellfish Licensing

- 90 Commercial Shellfish Permits issued, of those:
 - 62 Commercial Permits issued
 - 15 Senior Permits issued
 - 13 Student Permits issued
- 80 Resident Annual Recreational Shellfish Permits issued (80 Clam, 6 Oyster)
- 11 Non-Resident Annual Recreational Shellfish Permits issued
- 6 Non-Resident Daily Recreational Shellfish Permits issued
- 6 Sea Worm and Eel Permits issued

Vital Records

- 32 Births – 12 female, 20 male
- 34 Deaths
- 11 Marriage Certificates

Respectfully Submitted,
TOWN CLERK, PARKING CLERK,
CHAIR, BOARD OF REGISTRARS
Marie Felzani

OFFICIAL ELECTION RESULTS
ANNUAL TOWN ELECTION
MONDAY, MAY 8, 2023

Total Registered Voters: 2919
Total Votes Cast: 900
Percent Voted: 30.83%

Board of Assessor, for 3 years

STEPHEN A. POULOS 711
WRITE-INS 2
BLANKS 187
TOTAL 900

Moderator, for 3 years

JEFFREY D. JONES 727
WRITE-INS 5
BLANKS 168
TOTAL 900

Board of Selectman, for 3 years

ALVA A. INGAHARRO 696
WRITE-INS 11
BLANKS 193
TOTAL 900

Board of Health, for 3 years

DAVID M. DRISCOLL 733
WRITE-INS 2
BLANKS 165
TOTAL 900

Housing Authority, for 5 years

GORDON L. THOMPSON, JR 719
WRITE-INS 0
BLANKS 181
TOTAL 900

Planning Board (two), for 5 years

SIMONE A. EARLY 627
PETER C. LEVASSEUR 644
WRITE-INS 4
BLANKS 525
TOTAL 1800

Planning Board (two), for 1 year

JUDSON A. LANE 677
JAY E. TETZLOFF 621
WRITE-INS 6
BLANKS 496
TOTAL 1800

QUESTION 1 - MERSD VOTE

YES 388
NO 507
BLANKS 5
TOTAL 900

<i>Constable (two), for 3 years</i>			
WILLIAM J.S. KNOVAK	697		
WRITE-IN - TIMOTHY WONSON	26	<i>QUESTION 2 - ESNATSD VOTE</i>	
WRITE-IN - GEORGE MULLIN	18	YES	529
WRITE-IN - AARON CIULLA	9	NO	363
WRITE-INS - ALL OTHERS	6	BLANKS	8
BLANKS	1044	TOTAL	900
TOTAL	1800		

<i>Regional School Committee, for 3 years</i>		A True Copy
THERESA L. WHITMAN	439	Attest:
NINA H. MCKINNON	421	Pamela B. Thorne
WRITE-INS	0	Town Clerk, Essex, MA
BLANKS	40	Tuesday, May 9, 2023
TOTAL	900	

<i>Board of Library Trustees, for 3 years</i>	
CARLA C. CHRISTENSEN	714
WRITE-INS	1
BLANKS	185
TOTAL	900

*Special Town Meeting
April 10, 2023
Minutes*

The April 10, 2023 Special Town Meeting of the Town of Essex, held at the Essex Elementary School, 12 Story Street, was called to order at 7:30 p.m. by Moderator Jeffrey D. Jones. A quorum of 210 voters were present for the meeting.

The following people were appointed as Tellers: Ann Buckley, Carla Christensen, Rebecca Jones, and Vickie Cataldo.

There were no objections to the Tellers appointed.

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

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

Action: *Approved Unanimously declared by the Moderator*

ARTICLE 1: 31 APPLE STREET VOTE

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to purchase the property at 31 Apple Street, Assessors' Map 142, Lot 14, which has been held in Chapter 61 A status, giving the Town a right of first refusal on its purchase, and, further, to authorize the Board of Selectmen to enter into all agreements and to execute any and all instruments as may be necessary or convenient on behalf of the Town to effect said acquisition, on

such terms and conditions as the Board of Selectmen deems appropriate, or take any other action relating thereto.

MOTION: Ruth R. Perea moved that the Town transfer from the Sale of Real Estate Fund the sum of \$900,000 to purchase the property at 31 Apple Street, Assessors' Map 142, Lot 14, which has been held in Chapter 61 A status, giving the Town right of first refusal on its purchase, and further, to authorize the Board of Selectmen to enter into all agreements and to execute any and all instruments as may be necessary or convenient on behalf of the Town to effect said acquisition, on such terms and conditions as the Board of Selectmen deems appropriate. The motion was duly seconded.

Action: Rejected by the Majority declared by the Moderator.

Motion made by the Moderator at 8:16 p.m. to dissolve the meeting. The motion was duly seconded.

Action: Approved by the Majority declared by the Moderator.

A True Copy, Attest:
Theresa P. Mansfield, Assistant Town Clerk

*Annual Town Meeting
May 1 and May 2, 2023
Minutes*

The May 1, 2023 Annual Town Meeting of the Town of Essex, held at the Essex Elementary School, 12 Story Street, was called to order on May 1, 2023 at 7:50 p.m. by Town Clerk Pamela Thorne. A quorum of 437 voters was present for this meeting. As the elected Moderator Jeffrey Jones was absent from this meeting, the Deputy Moderator Joseph Davis' appointment as Moderator for the 2023 Annual Town Meeting, until dissolved, was ratified by a motion moved by Edward Neal, seconded by Jodi Harris, and approved by a majority vote declared by the Town Clerk. Joseph Davis was then administered the Oath of Office and presided for the rest of the meeting. At 11:08 pm on May 1, Edward Neal moved to recess the meeting to May 2nd at 7:30pm. The motion was duly seconded and approved by a majority vote declared by the Moderator. On May 2, 2023 at 7:30 pm, the recessed 2023 Annual Town Meeting was called to order by the Moderator with a quorum of 160 voters present.

The following Tellers were appointed on May 1: Wendy Davis, Robert Fitzgibbon, Karin Gertsch, Karen Greene, James Sanford and Elle Woulfe. The Tellers appointed on May 2 were Shelly Bradbury, Wendy Davis, Robert Fitzgibbon, Karen Greene, Kathleen Quill, and James Sanford.

There were no objections to the Tellers appointed.

The Moderator then called for the attendants to recite the Pledge of Allegiance. A moment of silence was observed in memorium of those town officials who have passed since the last Town Meeting: David A. Doane, Gerald C. Muise, and Gordon E. Wright.

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

Action: *Approved Unanimously declared by the Moderator.*

The Finance Committee recommended approval of all monetary articles.

ARTICLE 1: TOWN OFFICERS

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.

MOTION: Ruth R. Pereen moved that the Town authorize the Board of Selectmen to appoint a Surveyor of Bark and Lumber. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

ARTICLE 2: TOWN REPORTS

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.

MOTION: Peter D. Phippen moved that the Town receive the Reports of the Town Officials, Boards, and Committees contained in the Annual Town Report. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 3: MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT FY2024 SUPPLEMENTAL ASSESSMENT

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow the sum of \$289,165 for the purpose of supplementing the Manchester Essex Regional School District's fiscal year 2024 assessment, provided that the amount authorized herein, if to be raised and appropriated, shall be contingent upon the vote at the Town election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 ½, so called; or take any other action relating thereto.

MOTION: Theresa Whitman moved that the Town vote to raise and appropriate the sum of \$289,165 for the purpose of supplementing the Manchester Essex Regional School District's fiscal year 2024 assessment, provided that the amount authorized herein shall be contingent upon the vote at the Town election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 ½, so called. The motion was duly seconded.

The Moderator called for a standing vote count. After 2 failed attempts to agree on the standing vote count total (in one section), the Moderator called for a secret ballot count which was conducted for this article.

Action: *Approved by secret ballot count Yes 254 No 175.
(Majority Vote only Required to Pass)*

Ann Cameron moved to reconsider the vote on Article 3. The motion was duly seconded and the vote to reconsider the article failed by less than the 2/3 majority vote required so declared by the Moderator.

ARTICLE 4: MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT FY2024 BUDGET

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-three; or take any other action relating thereto.

MOTION: Theresa Whitman moved that the Town vote to raise and appropriate the sum of \$9,434,813, to fund the Town's assessment from the Manchester Essex Regional School District - said sum to be calculated solely in accordance with the "Agreement Between the Towns of Essex and Manchester-by-the-Sea, Massachusetts with Respect to the Formation of a Regional School District", as most recently amended, by invoking and approving the provision found in paragraph four of Massachusetts General Laws chapter 71, section 16B allowing District members "to reallocate the sum of their required local contributions to the district in accordance with the regional agreement", for the fiscal year beginning July first, two thousand twenty-three. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

Ruth Pereen moved to reconsider the vote on Article 4. The motion was duly seconded and the vote to reconsider the article failed by less than the 2/3 majority vote required so declared by the Moderator.

ARTICLE 5: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT FY2024 SUPPLEMENTAL ASSESSMENT

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow the sum of \$56,186 for the purpose of supplementing the *Essex North Shore Agricultural and Technical School* District's fiscal year 2024 assessment, provided that the amount authorized herein, if to be raised and appropriated, shall be contingent upon the vote at the Town election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 ½, so called; or take any other action relating thereto.

MOTION: Alva Ingaharro moved that the Town vote to raise and appropriate the sum of \$56,186 for the purpose of supplementing the *Essex North Shore Agricultural and Technical School* District's fiscal year 2024 assessment, provided that the amount authorized herein shall be contingent upon the vote at the Town election to assess additional real estate and personal property

taxes in accordance with the provisions of Proposition 2 ½, so called. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

Ruth Pereen moved to reconsider the vote on Article 5. The motion was duly seconded and the vote reconsider the article failed by less than the 2/3 majority vote required so declared by the Moderator.

ARTICLE 6: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT FY2024 BUDGET

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, 2023; or take any other action relating thereto.

MOTION: Alva Ingaharro moved that the Town vote to raise and appropriate the sum of \$311,984 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, 2023. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

Ruth Pereen moved to reconsider the vote on Article 6. The motion was duly seconded and the vote to reconsider the article failed by less than 2/3 majority vote required so declared by the Moderator.

ARTICLE 7: FY2024 WAGE AND SALARY SCALE

To see if the Town will amend or revise the Wage and Salary scale for fiscal year 2024 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.

MOTION: Ruth R. Pereen moved that the Town vote to approve the Wage and Salary scale for fiscal year 2024 in accordance with the recommendations of the Personnel Board Report. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

ARTICLE 8: FY2024 ELECTED OFFICERS SALARY AND COMPENSATION

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 2024 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.

MOTION: Peter D. Phippen moved that the Town fix the salary and compensation of each of the elected officers of the Town as required by Massachusetts General Law Chapter 41, Section 108,

as amended, for fiscal year 2024 in accordance with the recommendations of the Personnel Board Report. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

ARTICLE 9: FY2024 PAYMENTS TO MA CLEAN WATER TRUST

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 2024 in accordance with the terms of repayment for Community Septic Management Program loan funds; or take any other action relating thereto.

MOTION: Ruth R. Pereen moved that the Town vote to transfer from the Town Septic Betterment Fund the sum of \$22,730 for the purpose of making necessary payments to the Massachusetts Clean Water Trust during fiscal year 2024 in accordance with the terms of repayment for Community Septic Management Program loan funds. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

At this point in the meeting, a motion by Eugene Cornfeld was made to consider Article 26 before Article 10. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

Article 26 was then voted but appears in numerical order in these minutes for ease of reference. At the conclusion of the vote on Article 26, at 11:05pm, Edward Neal made a motion to recess the meeting until May 2, 2023 at 7:30pm. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

The 2023 Annual Town Meeting, recessed from May 1, 2023 was called back into order at 7:34 pm on May 2, 2023 with a quorum of 160 voters.

ARTICLE 10: FY2024 TOWN BUDGET

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.

MOTION: Nina McKinnon moved that the Town vote to appropriate the sum of \$9,198,545 as follows:

- a) Raise by taxation the sum of \$2,126,631 for debt repayment, principal and interest;
- b) Transfer from the Cemetery Sale of Lots Fund the sum of \$4,000 to the Cemetery Budget;
- c) Transfer from the Cemetery Lot Care Fund the sum of \$12,250 to the Cemetery Budget;
- d) Transfer from the Cemetery Perpetual Care Fund the sum of \$349 to the Cemetery Budget;
- e) Transfer from the Town Technology Fund the sum of **\$9,520** to the Town IT Budget;

- f) Transfer from the Ambulance Fund the sum of \$50,000 to the Ambulance Budget; and
- g) To raise by taxation the sum of \$6,995,795 to be allocated between the salaries and expenses of the Town according to the remaining budget items as indicated in the Finance Committee Report;

and, to authorize the Finance Committee to permit budget line item transfers within a department from salary lines to salary lines and from expense lines to expense lines. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

ARTICLE 11: FY2023 SEWER ENTERPRISE FUND

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 2023; or take any other action relating thereto.

MOTION: Westley Burnham moved that the Town vote to transfer from Sewer Enterprise Free Cash the sum of \$80,000 for the purpose of funding the Sewer Enterprise Fund for the remainder of fiscal year 2023. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 12: FY2024 SEWER ENTERPRISE FUND

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 2024, 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.

MOTION: Westley Burnham moved that the Town vote to appropriate the sum of \$2,310,507 for the fiscal year 2024 Sewer Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$896,952 from sewer betterments and the sum of \$328,911 to be raised by taxation; and b) funds to be allocated between the salaries and expenses of the Sewer Department – \$1,084,644 from departmental receipts; all as indicated in the Finance Committee Report; and to authorize the Finance Committee to permit budget line item transfers within the Sewer Department from salary lines to salary lines and from expense lines to expense lines. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 13: FY2023 WATER ENTERPRISE FUND

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 2023; or take any other action relating thereto.

MOTION: Westley Burnham moved that the Town vote to transfer from Water Enterprise Free Cash the sum of \$25,000 for the purpose of funding the Water Enterprise Fund for the remainder of fiscal year 2023. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 14: FY2024 WATER ENTERPRISE FUND

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 2024, 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.

MOTION: Westley Burnham moved that the Town vote to appropriate the sum of \$877,416 for the fiscal year 2024 Water Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$17,636 from water betterments, the sum of \$27,862 from departmental receipts, and raise and appropriate the sum of \$7,475; and b) funds to be allocated between the salaries and expenses of the Water Department – \$824,443 from departmental receipts; all as indicated in the Finance Committee Report; and to authorize the Finance Committee to permit budget line item transfers within the Water Department from salary lines to salary lines and from expense lines to expense lines. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 15: MAINTENANCE OF TOWN BYLAWS

To see if the Town will vote to amend Chapter I of the Town of Essex Bylaws by adding the following Section 1-5, pertaining to the Town Clerk’s maintenance of the numbering and formatting of the Town of Essex Bylaws:

1-5 MAINTENANCE OF THE TOWN BYLAWS

The Town Clerk is authorized, only after consultation with the Board of Selectmen for the purposes of clarity, to assign appropriate numbers or letters to bylaw sections, subsections, paragraphs, sub-paragraphs and table of contents, and also to make non-substantive editorial revisions to the bylaws and table of contents for the purpose of ensuring consistent, appropriate sequencing and numbering, provided that such editorial revisions shall be identified by a footnote or other convention without Town Meeting Approval.

; or take any other action relating thereto.

MOTION: Ruth R. Pereen moved that the Town vote to amend Chapter I of the Town of Essex Bylaws by adding a new Section 1-5, pertaining to the Town Clerk’s maintenance of the numbering and formatting of the Town of Essex Bylaws as shown in the Article 15 of the warrant. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 16: CONSERVATION COMMISSION MEMBERSHIP BYLAW

To see if the Town will vote to amend Town of Essex bylaws Section 2-10, providing for a total of seven (7) Conservation Commission members, which currently reads:

The town hereby adopts the provisions of the General Laws, Chapter 40, Section 8C, as amended, and establishes the conservation commission for the purposes and with the rights and duties provided by law, to be composed of seven residents of the town appointed by the selectmen for the terms of three years

except that the initial appointments shall be two for one year, two for two years and one for three years, and that there be established a conservation fund as authorized by law.

by reducing the total number of Conservation Commission members to five (5) by replacing the word “seven” with the word “five”; or take any other action relating thereto.

MOTION: Clifford Ageloff moved to indefinitely postpone Article 16. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 17: ESSEX CONSERVATION BYLAW

To see if the Town will vote to amend the Town’s General Bylaws by adding a new section titled “Essex Conservation Bylaw”, to establish criteria and requirements for activities within the wetland resource areas of the Town in a manner that provides a greater degree of environmental protection than is available under state law, as set forth on the document titled “*Essex Conservation Commission, Essex Conservation Bylaw*”, a copy of which is available at the office of the Town Clerk and on the Town’s website at www.essexma.org, 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.

MOTION: Clifford Ageloff moved to indefinitely postpone Article 17. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 18: REORGANIZATION OF ESSEX ZONING BYLAW

To see if the Town will vote to renumber and revise the Essex Zoning Bylaw of the Town from its original numbering and arrangement, as amended through May 2, 2022, to the numbering, codification, arrangement, sequence, and captions, including updating section references in the text of the bylaw where applicable and as shown, all as set forth on the document titled “*Reorganized Essex Zoning Bylaw*”, a copy of which is available at the office of the Town Clerk and on the Town’s website at www.essexma.org; or take any other action relating thereto.

MOTION: Lisa J. O’Donnell moved that the Town vote to renumber and revise the Essex Zoning Bylaw of the Town from its original numbering and arrangement, as amended through May 2, 2022, to the numbering, codification, arrangement, sequence, and captions, including updating section references in the text of the bylaw where applicable and as shown, all as set forth on the handout titled “*Reorganized Essex Zoning Bylaw*”. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 19: ZONING BYLAW AMENDMENTS

To see if the Town will vote make the following changes to the Essex Zoning Bylaw, either as revised by Article 18 or as existing:

1. Amend Existing Section 6-15.8.A-2 Regulation of Nonconforming Lots, Structures (New Section 6-3.3.3.8.A.2 – Nonconforming Lots and Structures), to correct a typographical error, as shown, with additions in bold and deletions in strikethrough:

- A. Special Permit Changes:
 - 1. Any 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 alteration, extension or addition is not substantially more detrimental to the neighborhood than the existing structure.
 - 2. For an existing non-residential structure on a ~~nonconforming conforming~~ lot, any 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 alteration, extension or addition is not substantially more detrimental to the neighborhood than the existing structure.

and

- 2. Change the word “principle” to “principal” everywhere it appears in Existing Section 6-2.2 (new Section 6-2.2), Definitions of Principle Officer; Street; Use-Accessory; Yard, Front; Yard, Rear; in the title of Existing Section 6-5.5 (New Section 6-7.1) and in the label for Existing Section 6-5.5 (New Section 6-7.1) in the Table of Contents so that they read “Erection of More than One Principal Structure on a Lot”.
- or take any other action relating thereto.

MOTION: Lisa J. O’Donnell moved that the Town vote to make changes to the Essex Zoning Bylaw, as shown in Article 19 of the warrant. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 20: RESCIND STRETCH ENERGY CODE (By Citizen Petition)

To see if the Town will vote to rescind the vote of Article 33 of the Annual Town Meeting of May 4, 2015 by which the Town adopted the “Stretch Energy Code” and to delete Section 2-24 Stretch Energy Code from the Town’s Bylaws.

MOTION: Edward Neal moved that the Town vote to rescind the vote of Article 33 of the Annual Town Meeting of May 4, 2015 by which the Town adopted the “Stretch Energy Code” and to delete Section 2-24 Stretch Energy Code from the Town’s Bylaws. The motion was duly seconded.

Action: *Approved by a Majority declared by the Moderator.*

ARTICLE 21: LOCAL ROOM EXCISE TAX

To see if the Town will vote pursuant to G.L. c. 64G, §3A to increase local excise upon the transfer of occupancy of a room in a bed and breakfast establishment, hotel, lodging house, short-term rental or motel located within the Town from 4% to 6%; or take any other action relating thereto.

MOTION: Jodi Harris moved that the Town vote pursuant to G.L. c. 64G, §3A to increase local excise upon the transfer of occupancy of a room in a bed and breakfast establishment, hotel, lodging house, short-term rental or motel located within the Town from 4% to 6%. The motion was duly seconded.

Action: *Approved by a Majority declared by the Moderator.*

ARTICLE 22: SHORT-TERM RENTAL COMMUNITY IMPACT FEE – NON PRIMARY RESIDENCE

To see if the Town will vote to accept the provisions of Section 3D(a) of Chapter 64G of the General Laws allowing the Town to impose a community impact fee of not more than three percent (3%) of the total amount of rent upon each transfer of occupancy of a professionally managed short-term rental unit, which shall be assessed upon the transfer of 1 of 2 or more short-term rental units that are located in the same city or town, operated by the same operator and are not located within a single-family, two-family or three-family dwelling that includes the operator's primary residence, and which surcharge shall be in addition to other state and local excise taxes assessed upon the transfer of short-term rental units; or take any other action relating thereto.

MOTION #1: Jodi Harris, move that the Town vote to accept the provisions of Section 3D(a) of Chapter 64G of the General Laws allowing the Town to impose a community impact fee of not more than three percent (3%) of the total amount of rent upon each transfer of occupancy of a professionally managed short-term rental unit, which shall be assessed upon the transfer of 1 of 2 or more short-term rental units that are located in the same city or town, operated by the same operator and are not located within a single-family, two-family or three-family dwelling that includes the operator's primary residence, and which surcharge shall be in addition to other state and local excise taxes assessed upon the transfer of short-term rental units. The motion was duly seconded.

MOTION #2: Jodi Harris moved to remove the words “not more than” from Motion #1. The motion was duly seconded.

Action MOTION #2: *Approved by Unanimous Vote declared by the Moderator.*

Action MOTION #1: *Failed by Counted Vote Yes 67 No 75.*

Ruth Pereen moved to reconsider Article 22. The motion was duly seconded. The motion to reconsider Article 22 failed by less than the 2/3 majority vote required so declared the Moderator.

ARTICLE 23: SHORT-TERM RENTAL COMMUNITY IMPACT FEE – PRIMARY RESIDENCE

To see if the Town will vote to accept the provisions of Section 3D(b) of Chapter 64G of the General Laws allowing the Town to impose the community impact fee upon each transfer of occupancy of a short-term rental unit that is located within a two-family or three-family dwelling that includes the operator's primary residence, and which impact fee shall be at that same rate as the rate charged for professionally managed short-term rental units and shall be in addition to other state and local excises taxes upon the transfer of short-term rental units; or take any other action relating thereto.

MOTION: Jodi Harris moved to indefinitely postpone Article 23. The motion was duly seconded.

Action: *Approved by a Majority declared by the Moderator.*

ARTICLE 24: TRANSFER STATION MANAGEMENT AND SOLID WASTE HAULING, RECYLCING AND DISPOSAL CONTRACT

To see if the Town will vote to authorize the Board of Selectmen to enter into a contract or contracts for solid waste hauling services, recycling collection and/or hauling services, transfer

station management services, solid waste disposal services, or anything incidental or related thereto for a term or terms of up to ten years; or take any other action relating thereto.

MOTION: Ruth R. Pereen moved that the Town vote to authorize the Selectmen to enter into a contract or contracts for solid waste hauling services, recycling collection and/or hauling services, transfer station management services, solid waste disposal services, or anything incidental or related thereto for a term or terms of up to ten years. The motion was duly seconded.

Action: *Approved by a Majority declared by the Moderator.*

ARTICLE 25: TRANSFER STATION STICKER AND TRASH BAG FEES

To see if the Town will vote to revise the fee for a transfer station sticker from \$250 to some other amount for those under the age of 65, from \$125 to some other amount for those 65 years of age and older, and/or from \$0 to some other amount for a second sticker within a given household; and further, to establish a fee for the purchase of a “small” trash bag (15-gallon) and a fee for the purchase of a “large” trash bag (33-gallon) to be accepted as part of the Town’s new pay-as-you-throw solid waste disposal program; said fees to be effective for stickers and bags purchased for the period beginning July 1, 2023; or take any other action relating thereto.

MOTION #1: Paul Rullo moved that the Town vote to revise the fee for a transfer station sticker from \$250 to \$150 for those under the age of 65 and from \$125 to \$75 for those 65 years of age and older, with the fee for a second sticker within a given household remaining at \$0; and further, to establish a per-bag fee of \$2.50 for the purchase of a “small” trash bag (15-gallon) and a per-bag fee of \$4.75 for the purchase of a “large” trash bag (33-gallon) to be accepted as part of the Town’s new pay-as-you-throw solid waste disposal program; all said fees to be effective for stickers and bags purchased for the period beginning July 1, 2023. The motion was duly seconded.

MOTION #2: John Androsovich moved to postpone Article 25 until an alternate plan is priced for unlimited dumping. The motion was duly seconded.

Action MOTION#2: *Failed by a Majority declared by the Moderator.*

Action MOTION #1: *Approved by a Majority declared by the Moderator.*

Ruth R. Pereen moved to reconsider Article 25. The motion was duly seconded. The motion to reconsider Article 25 failed by less than the 2/3 majority vote required so declared the Moderator.

On May 1, 2023, Article 26 was approved to be considered before Article 10. It appears here for ease of reference.

ARTICLE 26: APPLE ST ROADBED AND CULVERT REPLACEMENT PROJECT EASEMENTS

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain, or otherwise, for general municipal purposes, which purposes may include public roads, wetland replication, drainage, slopes, grading, erosion control, and other related uses, all associated with the Apple Street Roadbed Elevation and Culvert Replacement Project, the fee simple or other interests, such as easements, in certain real property, located at 128, 129, 131, and 135 Apple Street, 1 Andrews Street, and 0 Southern Avenue being shown as Assessors’ Map 149,

Lots 20, 17, 16, 15, 14, and 21, respectively, and as described in the deeds recorded in the Southern Essex District Registry of Deeds as follows:

128 Apple Street Map 149, Lot 20 Deed Book 35366, Page 223
Plan Book 189, Plan 87
129 Apple Street Map 149, Lot 17 Deed Book 38172, Page 305
Plan Book 307, Plan 58
Lot 2
131 Apple Street Map 149, Lot 16 Deed Book 35177, Page 434
Plan Book 307, Plan 58
Lot 3
135 Apple Street Map 149, Lot 15 Deed Book 8636, Page 501
Deed Book 8223, Page 201
Plan Book 92, Plan 65
1 Andrews Street Map 149, Lot 14 Deed Book 31563, Page 65
Plan Book 335, Plan 42
Parcel G
0 Southern Avenue Map 149, Lot 21 Deed Book 30190, Page 558
Plan Book 335, Plan 42
Parcel F,

said property interests to be acquired shown more particularly on plans entitled “Essex, MA Apple Street Improvements Property Easement Plan,” consisting of 6 sheets, said plans on file with the Town Clerk, as said plans may be amended; and to raise and appropriate, transfer from available funds, or borrow a sum of money for such acquisitions; and further, to authorize the Selectmen to petition the Legislature for special legislation that may be required to comply with the requirements of Article 97 of the Amendments to the Massachusetts Constitution or any other applicable law and/or for any other purpose related to the project, and to execute any and all instruments necessary to effectuate the purposes of this vote; or take any other action relating thereto.

MOTION: Peter D. Phippen moved that the Town vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain, or otherwise, for general municipal purposes, which purposes may include public roads, wetland replication, drainage, slopes, grading, erosion control, and other related uses, all associated with the Apple Street Roadbed Elevation and Culvert Replacement Project, the fee simple or other interests, such as easements, in certain real property described in Article 26 of the warrant and to transfer from the Sale of Real Estate Fund, the sum of \$8,000 for such acquisitions; and further, to authorize the Selectmen to execute any and all instruments necessary to effectuate the purposes of this vote. The motion was duly seconded.

Action: *Failed by less than the 2/3 majority vote required so declared by the Moderator.*

Janet Carlson moved to reconsider Article 26. The motion was duly seconded. The motion to reconsider Article 26 failed by less than the 2/3 majority vote required so declared the Moderator.

ARTICLE 27: YOUTH SUMMER CAMP SERVICES CONTRACT

To see if the Town will vote to authorize the Board of Selectmen to enter into a contract for up to five years for the provision of youth summer camp services, youth and adult enrichment services, or anything incidental or related thereto; or take any other action relating thereto.

MOTION: Peter D. Phippen moved that the Town vote to authorize the Board of Selectmen to enter into a contract for up to five years for the provision of youth summer camp services, youth and adult enrichment services, or anything incidental or related thereto. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 28: PURCHASE OF TOWN HALL COPY MACHINE

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to purchase a new copy machine for Town Hall; or take any other action relating thereto.

MOTION: Ruth R. Pereen moved that the Town vote to transfer from free cash the sum of \$8,000 to purchase a new copy machine for Town Hall. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 29: HISTORICAL SURVEYS

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to retain the services of a consultant or consultants to perform historical property surveys, to perform research data collection for said surveys, and to perform historical planning work; all to inform and advise the Essex Historical Commission; or take any other action relating thereto.

MOTION: Jay Tetzloff moved that the Town vote to transfer from free cash the sum of \$10,000 to retain the services of a consultant or consultants to perform historical property surveys, to perform research data collection for said surveys, and to perform historical planning work; all to inform and advise the Essex Historical Commission. The motion was duly seconded.

Action: *Failed by the Majority declared by the Moderator.*

ARTICLE 30: POLICE DEPARTMENT - BULLET PROOF VESTS

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to purchase bullet-proof vests for the Police Department; or take any other action relating thereto.

MOTION: Ruth R. Pereen moved that the Town vote to transfer from free cash the sum of \$24,000 to purchase bullet-proof vests for the Police Department. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 31: FIRE DEPARTMENT GRANT MATCH FUNDS

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 Federal or State grant for the purchase of new Fire Department radios, to purchase and equip a new tanker truck, and to purchase and equip a new air

pack filling station, or anything incidental or related thereto; or take any other action relating thereto.

MOTION: Daniel Doucette moved that the Town vote to transfer from free cash the sum of \$50,000 to be used as a match to a Federal or State grant for the purchase of new Fire Department radios, to purchase and equip a new tanker truck, and to purchase and equip a new air pack filling station, and anything incidental or related thereto. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 32: FIRE DEPARTMENT AMBULANCE LAPTOP COMPUTERS

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$8,500 for the purpose of purchasing two laptop computers and accessories for the Fire Department's Ambulances, or anything incidental or related thereto; or take any other action relating thereto.

MOTION: Daniel Doucette moved that the Town vote to transfer from the Ambulance Fund the sum of \$8,500 for the purpose of purchasing two laptop computers and accessories for the Fire Department's Ambulances, and anything incidental or related thereto. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 33: CENTENNIAL GROVE GRANT MATCH DUNDS

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 for the improvement of the Centennial Grove or anything incidental or related thereto; or take any other action relating thereto.

MOTION: Ruth R. Pereen moved that the Town vote to transfer from free cash the sum of \$50,000 to be used as a match to a State grant for the improvement of the Centennial Grove and anything incidental or related thereto. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 34: CEMETERY MAPPING SOFTWARE

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of the money for cemetery mapping software, or anything incidental or related thereto; or take any other action relating thereto.

MOTION: Westley Burnham moved that the Town transfer from free cash the sum of \$17,000 for cemetery mapping software, and anything incidental or related thereto. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

Robert Fitzgibbon moved to reconsider Article 34. The motion was duly seconded. The motion to reconsider Article 34 failed by less than the 2/3 vote total required so declared by the Moderator.

ARTICLE 35: BEAUTIFICATION OF TOWN OWNED AREAS

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to improve, maintain, and beautify certain areas under the Town’s ownership or control, including the purchase of supplies, any necessary design services, and any necessary site work, or anything incidental or related thereto; or take any other action relating thereto.

MOTION: Jodi Harris moved that the Town vote to transfer from free cash the sum of \$20,000 to improve, maintain, and beautify certain areas under the Town’s ownership or control, including the purchase of supplies, any necessary design services, and any necessary site work, and anything incidental or related thereto. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 36: MUNICIPAL SEWER SYSTEM

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.

MOTION: Westley Burnham moved that the Town vote to transfer from Sewer Enterprise Free Cash the sum of \$40,000 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. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 37: MUNICIPAL WATER SYSTEM

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.

MOTION: Westley Burnham moved that the Town vote to transfer from Water Enterprise Free Cash the sum of \$50,000 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. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 38: GREEN CRAB TRAPPING

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to hire duly-licensed private parties to trap green crabs within Essex and dispose of said green crabs and anything incidental and related thereto; said appropriation being in addition to any grant or gift funds that may be received in connection with this activity; or take any other action relating thereto.

MOTION: Peter D. Phippen moved that the Town vote to transfer from free cash the sum of \$10,000 to hire duly-licensed private parties to trap green crabs within Essex and dispose of said green crabs, and anything incidental and related thereto; said appropriation being in addition to

any grant or gift funds that may be received in connection with this activity. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 39: FY2024 COMMUNITY PRESERVATION FUND

To see if the Town will vote to appropriate or reserve from the Community Preservation Fund, including fiscal year 2024 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 (including a possible appropriation or transfer to the Essex Affordable Housing Trust); 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.

MOTION: Jay Tetzloff moved that the Town appropriate or reserve from Fiscal Year 2024 Community Preservation Fund estimated annual revenues, or other available funds, all as specified on the Community Preservation Act Town Meeting Handout, the amounts recommended by the Community Preservation Committee for Open Space Reserve, Historic Resources Reserve, Community Housing Reserve, Budgeted Reserve, administrative expenses, and special projects or transfers. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

ARTICLE 40: TRANSFER FOR FY2023 OPERATIONAL EXPENSE

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 2023; or take any other action relating thereto.

MOTION: Ruth R. Preen moved that the Town vote to transfer from free cash the sum of \$11,000 to the Sticker Printing line item in the Transfer Station/Recycling Department for the initial order of pay-as-you-throw trash bags necessary to implement the Town's pay-as-you-throw solid waste disposal program and anything incidental or related thereto. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

ARTICLE 41: FY2023 FINANCE COMMITTEE RESERVE FUND

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 2023; or take any other action relating thereto.

MOTION: Nina McKinnon moved that Article 41 be indefinitely postponed. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

ARTICLE 42: FY2022 BILLS

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.

MOTION: Westley Burnham moved that the Town vote to transfer from free cash the sum of \$3,963 for the payment of an unpaid bill from a past fiscal year. The motion was duly seconded.

Action: *Approved Unanimously declared by the Moderator.*

Motion made by the Moderator at 10:12 pm to dissolve the meeting. The motion was duly seconded.

Action: *Approved by Unanimous Vote declared by the Moderator.*

A True Copy, Attest:
Pamela B. Thorne, Town Clerk

*Special Town Meeting
June 26, 2023
Minutes*



The June 26, 2023 Special Town Meeting of the Town of Essex, held at the Essex Elementary School, 12 Story Street, was called to order at 7:32 p.m. by Moderator Jeffrey D. Jones. A quorum of 173 voters were present for the meeting.

The following people were appointed as Tellers: Karen Birch, Ann Buckley, Vickie Cataldo and James Sanford.

There were no objections to the Tellers appointed.

The Moderator then called for the attendants to recite the Pledge of Allegiance. A motion was made and duly seconded to waive the reading of the warrant.

ARTICLE 1: RATIFICATION OF ARTICLE 4 MAY 1, 2023 ANNUAL TOWN MEETING VOTE – MERSD FY24 BUDGET

To see if the Town will vote to ratify the vote taken under Article 4 of the Annual Town Meeting held May 1, 2023 exactly as that vote was taken. The approved vote under Article 4 at the Annual Town Meeting of May 1, 2023 was as follows:

...that the Town vote to raise and appropriate the sum of \$9,434,813, to fund the Town's assessment from the Manchester Essex Regional School District - said sum to be calculated solely in accordance with the "Agreement Between the Towns of Essex and Manchester-by-the-Sea, Massachusetts with Respect to the Formation of a Regional School District", as most recently amended, by invoking and approving the provision found in paragraph four of Massachusetts General Laws chapter 71, section 16B allowing District members "to reallocate the sum of their required local contributions to the district in accordance with the regional agreement", for the fiscal year beginning July first, two thousand twenty-three.

MOTION: Theresa Whitman moved that the Town vote to ratify the vote taken under Article 4 of the Annual Town Meeting held May 1, 2023 exactly as that vote was taken. The approved vote under Article 4 at the Annual Town Meeting of May 1, 2023 was as follows:

...that the Town vote to raise and appropriate the sum of \$9,434,813, to fund the Town's assessment from the Manchester Essex Regional School District - said sum to be calculated solely in accordance with the "Agreement Between the Towns of Essex and Manchester-by-the-Sea, Massachusetts with Respect to the Formation of a Regional School District", as most recently amended, by invoking and approving the provision found in paragraph four of Massachusetts General Laws chapter 71, section 16B allowing District members "to reallocate the sum of their required local contributions to the district in accordance with the regional agreement", for the fiscal year beginning July first, two thousand twenty-three. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

Motion made by the Moderator at 7:41 pm to dissolve the meeting. The motion was duly seconded.

Action: *Approved by the Majority declared by the Moderator.*

A True Copy, Attest:
Pamela B. Thorne, Town Clerk

*Special Town Meeting
November 13, 2023
Minutes*



The November 13, 2023 Special Town Meeting of the Town of Essex, held at the Essex Elementary School, 12 Story Street, was called to order on November 13, 2023 at 7:32 p.m. by Town Moderator Jeffrey Jones. A quorum of 254 voters were present.

The Moderator stated that the meeting warrant had been posted correctly and asked for a motion to waive reading the motion. A motion was made and duly seconded.

Action: *Approved by the Majority as declared by the Moderator.*

The Moderator then introduced Town Counsel for the evening, Jeff Blake. The Moderator also introduced Town Administrator Brendhan Zubricki, a non-resident who would be speaking throughout the meeting and asked for any other non-residents who might be speaking to please say so. No other non-residents came forward.

The following Tellers were appointed on November 13: Rob Fitzgibbons, Rebecca Jones, Vickie Cataldo, Wendy Fossa, Karin Gertsch, and Carla Christensen.

There were no objections to the Tellers appointed.

A moment of silence was observed in memoriam of those Town officials who have passed since the last Town Meeting: Genevieve Guerin, James Witham, and Sherman Jones.

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

Benjamin Buttrick of the Finance Committee recommended approval of all monetary articles. Mr. Buttrick reminded the crowd that “nearly all the items being discussed were capital items (a one-time expense that do not directly impact the Town’s annual operating budget) and not operating. There are two articles, Article 3 and Article 27, that do not impact operating but are one-time adjustments.” Mr. Buttrick went on to say “nothing being discussed would impact resident’s tax bills.”

ARTICLE 1: TOWN MEETING TIME CHANGE

To see if the Town will vote to amend Sections 2-1.1 and 2-1.1a of the Town of Essex General Bylaws relative to the start time for the annual and fall town meetings by deleting “7:30 p.m.” in each section and replacing it with “6:45 p.m.” in each section; or take any other action relating thereto.

MOTION: Alva Ingaharro moved that the Town vote to amend Sections 2-1.1 and 2-1.1a of the Town of Essex General Bylaws relative to the start time for the annual and fall town meetings by deleting “7:30 p.m.” in each section and replacing it with “6:45 p.m.” in each section. The motion was duly seconded.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 2: TOWN REPORTS

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money in an amount approximating the amount collected through payment of transfer station sticker fees during fiscal year 2023 and to transfer said sum to the Trash Contract – Disposal, Hauling, and/or Management line items in the fiscal year 2024 Transfer Station/Recycling Department Budget; or take any other action relating thereto.

MOTION: I, Nicholas Ellis, move that Article 2 be indefinitely postponed. The motion was duly seconded.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 3: AMEND FY24 TRANSFER STATION/RECYCLING BUDGET

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money in an amount approximating the amount collected through payment of transfer station sticker fees during fiscal year 2023 and to transfer said sum to the Trash Contract – Disposal, Hauling, and/or Management line items in the fiscal year 2024 Transfer Station/Recycling Department Budget; or take any other action relating thereto.

MOTION: I, Nicholas Ellis, move that the Town vote to amend the fiscal year 2024 Transfer Station/Recycling Department Budget by increasing the Trash Contract – Disposal line item from \$103,428 to \$158,428 and to transfer from free cash the sum of \$55,000 to fund said increase for the purpose of purchasing pay-as-you throw supplies via the Town’s bag vendor and anything incidental or related thereto. The motion was duly seconded.

Action: Approved by the Majority as declared by the Moderator.

AWARDS

At 7:42 p.m., Board of Selectmen Chair, Ruth Pereen, asked to present time-served awards. First, Chairwoman Pereen recognized and thanked the Essex Fire Department for their public service, most notably Ernie Nieberle for 40 years of Service to the Essex Fire Department, Travis Good for 35 years of service to the Town of Essex Fire Department, and Jason Heath for 35 years of service to the Town of Essex Fire Department.

Next, Chairwoman Pereen recognized and thanked Dorothy “Dottie” Elwell for her work in the Treasurer’s office of Town Hall and in “Recognition of 35 Years of Service” to the Town of Essex.

Next, Chairwoman Pereen recognized and awarded Brooke Friedrich as the Town of Essex’s “Employee of the Year” and thanked her for her 15 years of service to the Town as both a part-time assistant in the Accounting Department and more recently, as the Town of Essex Treasurer/Tax Collector.

Finally, Chairwoman Pereen recognized and awarded Dan Mayer as the Town of Essex’s “Volunteer of the Year” and thanked him for his continued service to the Town.

ARTICLE 4: GENERAL USE ZONING DISTRICT BYLAW

To see if the Town will vote to amend the Town of Essex Zoning Map and Bylaw to add a new General Use Zoning District (Section 6-3.3.4) including principal use regulations, regulations pertaining to parking and accessory buildings or structures, dimensional regulations, nonconforming lots and structures; and to amend Section 6.4: Use Regulations by deleting the text of Section 6-4.1, Permitted Uses, and adding a new Section 6-4.1.1: Table of Permitted Principal Uses (reserved for future use) and Section 6-4.1.2: Zoning District Permitted Uses, by adding references to the Use Regulations and Permitted Accessory Structures sections of each district in Section 6-3.3: Base Zoning Districts; and to amend Section 6.5: Dimensional and Density Regulations by deleting Section 6-5.2: Table of Dimensional and Density Regulations and adding references to the Dimensional and Density Regulations of each district in Section 6-

3.3: Base Zoning Districts; or take any other action relating thereto. Deletions are shown in ~~strikethrough~~ text and additions are shown in **bold** text:

6-3.3.4: General Use Zoning District (GUD)

6-3.3.4.1: Description and Definitions

The General Use District (GUD) is characterized by single-family and two-family dwellings, including dwellings with home occupations, and small-scale multi-family dwellings, with considerable protected and/or private open spaces and wetlands. The district also includes areas of commercial and agricultural use, occasional institutional, civic, and light industrial uses, and minor utility facilities.

Applicable definitions are listed in Section 6-2.2: Definitions.

6-3.3.4.2: Purpose

The purpose of the General Use District is to provide a flexible base zoning district that allows residential, agricultural, commercial, and light industrial uses and provides other opportunities, through the Special Permit process, for other uses and developments.

6-3.3.4.3: Establishment

This section is applicable to all real property within the General Use District as shown on the Official Zoning Map of the Town of Essex. At the time of establishment of this district, it includes all land within the boundaries of the Town that are not in one of the districts established in Sections 6-3.3.1, 6-3.3.2, or 6-3.3.3.

6-3.3.4.4: Building Types (reserved for future use)

6-3.3.4.5: Use Regulations

The use of real property is subject to the provisions of Section 6-4: Use Regulations in this Bylaw. If the provisions of this section conflict with those of Section 6-4, the provisions of Section 6-4 apply.

- a. Use categories are permitted by right as specified on Table 1 – Table of Uses.
- b. Use categories not identified on Table 1 – Table of Uses are prohibited.
- c. All land and/or structure uses must comply with any use-specific standards as provided for that use in Section 6-2: Definitions.
- d. Uses permitted by Special Permit require additional review in accordance with Section 6-4.3: Uses Requiring Special Permit and Section 6-10.6: Special Permit Regulations.

6-3.3.4.5.1: Principal Uses

P = Allowed by Right
 L = Allowed Subject to Listed Standards
 SP = Special Permit by Planning Board Required
 N = Not Allowed

Table 1 – Table of Uses			
Use Category	Use Type	GUD	References
RESIDENTIAL			
Household Living	Single Family	P	6-4.2.1
	Two-family	L	6-4.2.2
	Multi-family dwelling and/or apartment land use	SP	6-4.3.11
	Dwelling Units and Apartments (as a part of mixed-use)	N	–
	Three-family conversion	SP	6-4.3.10
COMMERCIAL			
Business		L	6-4.2.3
Lodging	Motel/Hotel	L	6-4.2.4
Marijuana Establishments		SP	6-4.3.13
INDUSTRIAL			
	Class A	L	6-4.2.5
	Class B	L	6-4.2.6
	Scientific Research and/or Development	SP	6-4.3.9
	Airport	SP	6-4.3.1
PUBLIC, INSTITUTIONAL, AND CIVIC			
Utilities & Services	Public utility installations	SP	6-4.3.4
	Radio, Telecommunications, Cellular and Television Facilities	SP	6-4.3.5
	Trucking terminals	SP	6-4.3.6
	Wind Energy Conversion Systems (WECS)	SP	6-4.3.12

P = Allowed by Right
L = Allowed Subject to Listed Standards
SP = Special Permit by Planning Board Required
N = Not Allowed

Table 1 – Table of Uses			
Use Category	Use Type	GUD	References
Educational Facilities	Private schools	SP	6-4.3.3
	Private Hospital	SP	6-4.3.7
Healthcare Facilities	Nursing home	SP	6-4.3.8
	Recreational facilities for other than home use	SP	6-4.3.2
Recreation, Parks, & Open Space	Municipal: Park and Recreational, including but not limited to, parks, playgrounds, and associated parking areas	SP	6-4.3.2
	ACCESSORY USES		
	Storage	L	6-3.3.4.6
	Home Occupations	L	6-7.4
	Trailers	L	6-4.2.7

6-3.3.4.5.2: Parking Requirements

See Sections 6-4.2.1(b), 6-4.2.2(c), 6-4.2.5(a), 6-4.2.6(a) and Section 6-6.3: Off-Street Parking and Loading.

6-3.3.4.6: Permitted Accessory Structures and Uses

A. Accessory Buildings or Structures - Accessory structures or buildings are permitted as of right, subject to the following limitations for permitted land uses, per sections noted:

1. **Single Family Residential Land Use (6-4.2.1(a))** – Accessory buildings may be used for any purpose other than human habitation.
2. **Two-Family Residential Land Use (6-4.2.2(b))** – Accessory buildings may be used for any purpose other than human habitation, provided that they shall be located in rear and side yards only.
3. **Business Land Use (6-4.2.3(a))** – All storage shall be in an enclosed building or

screened from abutters' views.

4. Motel and Hotel Land Use (6-4.2.4(a)) – All storage shall be in an enclosed building or screened from abutters' views.

5. Industrial Land Use – Classes A and B (6-4.2.6(b) and 6-4.2.6(a)) – All storage and/or display shall be conducted in an enclosed building or screened from abutters' views and all accessory buildings or storage shall be located in rear and side yards only.

6-3.3.4.7: Dimensional and Density Regulations

Table 2 – Dimensional Requirements – Principal Buildings									
Use	Minimum Lot Area (square feet)	Minimum Lot Frontage (feet) [d]	Minimum Lot Width (feet)	Minimum Lot Depth (feet)	Minimum Yard (feet)			Maximum Building Height	Maximum Lot Coverage
					Front	Side	Rear		
Residential Single & Two Family	40,000 [a]	150	150	100	25	20	30	2½ stories 35 feet	25%
Residential Multi-Family	60,000 (3 units) 90,000 (4+ units) [c]	300	–	–	100	100	100	2½ stories 35 feet	50% [e]
Business	40,000 [a]	150	–	100	25	20	50	2½ stories 35 feet	25%
Motel and Hotel	90,000	200	–	–	100	50	100	2½ stories 35 feet	–
Industrial, Class A	90,000	300	–	–	100 [b]	100 [b]	100	35 feet	33%
Industrial, Class B	40,000 [a]	150	125	100	25 [b]	20 [b]	30	2½ stories 35 feet	25%

NOTES:

[a.] Lot area for land on street in existence on June 7, 1972, minimum 30,000 square feet.

- [b.] Any non-residential project comprised of buildings which in the aggregate occupy any area greater than 10,000 square feet shall meet the following: Front yard 50 feet, Side Yard 30 feet.
- [c.] Minimum land area per bedroom, 5,000 square feet. Maximum 8 bedrooms per building.
- [d.] Reasonable capability for adequate access to principal building is required over frontage.
- [e.] Maximum lot coverage for buildings and paved surfaces.

Table 3 – Dimensional Requirements – Accessory Buildings					
Use	Minimum Yard (feet)			Maximum Building Height	Minimum Distance between Buildings (feet)
	Front	Side	Rear		
Residential Single & Two Family	25	10	10	2½ stories 25 feet	–
Residential Multi-Family	100	–	50	1 story 15 feet	20
Business	25	–	–	–	–
Motel and Hotel	100	–	–	1 story 15 feet	20
Industrial, Class A	25	10	10	2½ stories 25 feet	–
Industrial, Class B	25	–	–	–	–

6-3.3.4.8: Nonconforming Lots and Structures
See Bylaw Section 6-9 – Nonconforming Uses

6-3.3.4.9: Additional Regulations (reserved for future use)

6-3.3.4.10: District Map (reserved for future use)

Section 6-4: Use Regulations
(Formerly 6-3 Land Use Regulations)

6-4.1: Permitted Uses

~~(Formerly 6-3.1 General)~~

~~Residential, business, motel and hotel, and industrial land uses shall be permitted provided that they conform to the requirements for the use contemplated as hereafter specified for each use.~~

6-4.1.1: Table of Principal Uses

(Reserved for future use)

6-4.1.2: Use Regulations for Zoning Districts

For the Southern Conomo Point Zoning District see sections 6-3.3.1.5: Use Regulations and 6-3.3.1.6: Permitted Accessory Structures and Uses.

For the Central Conomo Point Zoning District see sections 6-3.3.2.5: Use Regulations and 6-3.3.2.6: Permitted Accessory Structures and Uses.

For the Essex Downtown Zoning District see sections 6-3.3.3.5: Use Regulations and 6-3.3.3.6: Permitted Accessory Structures and Uses.

For the General Use District see section 6-3.3.4.5: Use Regulations and 6-3.3.4.6: Permitted Accessory Structures.

6-5.2: Table of Dimensional Requirements

~~(Formerly 6-3.2 Dimensional Requirements and 6-3.2.1 Table of Dimensional Requirements)~~

Principal Buildings	Residential, Single and Two Family	Residential, Multi-Family	Business	Motel and Hotel	Industrial, Class A	Industrial, Class B
Minimum — Lot Area (sq. ft.)	40,000 (Note a)	60,000 (3 units) 90,000 (4+ units) (Note d)	40,000 (Note a)	90,000	90,000	40,000 (Note a)
Minimum — Lot Frontage (feet) (Note e)	150	300	150	200	300	150
Minimum — Lot Width (feet)	150	-	-	-	-	125
Minimum — Lot Depth (feet)	100	-	100	-	-	100
Minimum — Front Yard, — All Buildings	25	100	25	100	100 (Note e)	25 (Note e)
Minimum — Side Yard	20	100	20	50	100 (Note e)	20 (Note e)
Minimum — Rear Yard	30	100	50	100	100	30
Maximum Building Height (stories/feet)	2 ½ stories 35 feet	2 ½ stories 35 feet	2 — ½ stories 35 feet	2 — ½ stories 35 feet	35 feet	2 ½ stories 35 feet
Maximum — Lot Coverage	25%	50% (Note f)	25%	-	33%	25%
Accessory Buildings						
Minimum — Front Yard	25				25	
Minimum — Side Yard	10				10	
Minimum — Rear Yard	10	50			10	
Maximum Building Height	2 ½ stories 25 feet	1-story 15 feet		1-story 15 feet	2 ½ stories 25 feet	
Minimum Distance between Buildings		20		20		

~~(Formerly 6-3.2.2 Notes for Table of Dimensional Requirements)~~

- ~~a. Lot area for land on street in existence on June 7, 1972, minimum 30,000 square feet.~~
- ~~b. Deleted at FTM 2019.~~
- ~~c. Any non-residential project comprised of buildings which in the aggregate occupy any area greater than 10,000 square feet shall meet the following: Front yard 50 feet, Side Yard 30 feet.~~
- ~~d. Minimum land area per bedroom, 5,000 square feet. Maximum 8 bedrooms per building.~~
- ~~e. Reasonable capability for adequate access to principal building is required over frontage.~~
- ~~f. Maximum lot coverage for buildings and paved surfaces.~~

(Reserved for future comprehensive table.)

For the Southern Conomo Point Zoning District see Section 6-3.3.1.7: Dimensional and Density Regulations.

For the Central Conomo Point Zoning District see section 6-3.3.2.7: Dimensional and Density Regulations.

For the Essex Downtown Zoning District see section 6-3.3.3.7: Dimensional and Density Regulations.

For the General Use District see section 6-3.3.4.7: Dimensional and Density Regulations.

; or take any other action relating thereto.

MOTION: I, Lisa O'Donnell, move that the Town vote to amend the Town of Essex Zoning Bylaw to add a new General Use Zoning District (Section 6-3.3.4) and make other associated changes as shown in Article 4 of the Fall Town Meeting warrant with the following, minor change: delete the first sentence of proposed section 6-3.3.4.3, Establishment, which references the Official Zoning Map of the Town of Essex, so that the section reads: "At the time of establishment of this district, it includes all land within the boundaries of the Town that are not in one of the districts established in Sections 6-3.3.1, 6-3.3.2, or 6-3.3.3." – with no reference to the zoning map.

Action: Approved by a 2/3 Majority as declared by the Moderator.

ARTICLE 5: AMEND TOWN OF ESSEX ZONING BYLAW, SECTION 6-10.7 SITE PLAN REVIEW

To see if the Town will vote to amend the Town of Essex Zoning Bylaw, Section 6-10.7, Site Plan Review, by deleting references to old Bylaw Sections, and by revising Section: 6-10.7.2: Projects Requiring Site Plan Review by adding sections 6-10.7.2.1: Projects Continuing Established Use of any Building, Structure and/or Site and 6-10.7.2.2: Projects Changing Established Use of any Building, Structure or Site; and by revising Sections 6-10.7.3: Criteria; and by adding Section 6-10.7.4: Exemptions from Site Plan Review; and by adding Section 6-10.7.5: Site Plan Review

Procedures; or take any other action relating thereto. Deletions are shown in ~~struckthrough~~ text and additions are shown in **bold** text:

6-10.7: Site Plan Review
(Formerly ~~6-3.5 Site Plan Review~~)

6-10.7.1: Purpose
(Formerly ~~6-3.5.1 Purpose~~)

The site plan review bylaw regulates the development of structures and sites permissible under present zoning. The review process considers the following site specific concerns and where necessary requires modification of development proposals to eliminate or minimize potential problems and nuisances. The principal areas of concern are:

- a. The convenience and safety of vehicular and pedestrian movement within the site adjacent areas and roads.
- b. The protection of historic and natural environmental features on the site under review, and in the adjacent areas.
- c. To ensure the placement and aesthetics of the proposed development is safe, healthy, and in keeping with the community and neighborhood character so as to avoid substantial detriment to the community and neighborhood.

6-10.7.2: Projects Requiring Site Plan Review
(Formerly ~~6-3.5.2 Projects Requiring Site Plan Review~~)

~~No building permit for the new construction, reconstruction, or relocation of any building with a ground floor footprint of greater than or equal to 2,500 square feet, or any change of use for any building or site, shall be given except in conformity with a site plan approval by the Planning Board. Required approval includes proposals for commercial, industrial, office, multifamily dwelling, residential development, municipal, utility, and recreational purposes. Single Family Residential use is excluded from this requirement.~~

6-10.7.2.1: Projects Continuing Established Use of any Building, Structure and/or Site:

As part of the required permitting process for new construction, remodeling or reconstruction, or relocation of any building, the Planning Board shall complete a Site Plan Review for the following types of projects, except as provided in 6-10.7.4:

- a. **Any building(s) with an aggregate ground floor footprint of equal to or greater than 2500 square feet, including additions and/or alterations,**
- b. **Any building to be used for commercial, industrial, office, residential development, municipal, utility and/or recreational purposes,**
- c. **Single family and Two-family dwellings with an aggregate ground floor footprint of 4000 square feet or more, including additions and/or alterations,**
- d. **Projects covered under Special Permit categories in Section 6-4.3 are required to have a Site Plan Review completed, in addition to any other requirements under**

6-4.3.

e. **Projects where more than 3 parking spots are created or added.**

6-10.7.2.2: Projects Changing Established Use of any Building, Structure and/or Site:
As part of the required permitting process for a Change of Use of any building, structure and/or lot, including any and all types of projects that involve a change of use in a district where multiple uses are permitted as of right, the Planning Board shall complete a Site Plan Review for a Change of Use and shall hold an advertised Public Hearing prior to the completion of the review.

6-10.7.3: Criteria
(Formerly 6-3.5.3 Criteria.)

The Planning Board shall consider the following criteria for completing the Site Plan Review, and shall document the Board's decisions in accordance with their Regulations.

- a) **Vehicular and Pedestrian Access and Egress:** ~~Traffic:~~ Convenience and safety of both vehicular and pedestrian movement within the site and in relationship to adjoining ways and properties.
- b) **Parking and Loading:** ~~Parking:~~ Provisions for the off-street loading and unloading of vehicles incidental to the normal operation of the establishment, adequate parking, adequate lighting, and internal traffic control, including any provisions for delivery, pick-up, and location of trash receptacle.
- c) **Drainage Control:** Adequacy of methods for surface waters and ground water control. This includes minimizing soil erosion both during and after construction. The applicant shall prove that the proposed project meets the minimum standards for state storm water management as specified in the most current edition of the Storm water Management Policy Handbook **and any and all regulations established by the Essex Board of Public Works.**
- d) **Landscaping, Screening and Buffers:**
 - i) **Existing Vegetation:** Minimizing the area over which existing vegetation is to be removed. Where tree removal is required, special attention shall be given to planting of replacement trees and undergrowth.
 - ii) **Amenities:** The applicant's efforts to integrate the proposed development into the existing landscape through design features such as vegetative buffers, roadside plantings, and the retention of open space and agricultural land.
 - iii) **Screening:** Screening consisting of a solid fence, wall or evergreen planting, in all cases not less than six (6) feet in height or as specified by the Planning Board, shall be provided, erected and maintained wherever feasible to shield the business and light and industrial uses for any residential property.

- e) **Lighting** – Site lighting and exterior building lights shall be in keeping with the proposed project and the surrounding neighborhood, shall be downward-directed and shall minimize effects on adjacent properties, and shall be operational beyond business hours only when essential to safety and/or security.
- f) **Neighborhood Character** ~~Town Character~~: The (building setbacks) area and location of parking, architectural compatibility, signage, and landscaping of the development, and how these features harmonize with the surrounding townscape, neighborhood, and the natural landscape, as far as practicable by minimizing any grade changes and vegetation and soil removal.
- g) **Signage** – see Bylaw section 6-6.5.
- h) **Hazardous Material**: Plans for use, storage, or disposal of any hazardous materials as defined by ~~MEP~~ **required by the Massachusetts Department of Environmental Protection (MassDEP) and any other local bylaws or ordinances.**
- i) **Water and Wastewater Systems**
- j) Site and or project-specific criteria may be considered in addition to the items above.

6-10.7.4: Exemptions from Site Plan Review

The following types of projects are not required to have a Site Plan Review completed by the Planning Board:

- a. **Single family and Two-family dwellings with an aggregate ground floor footprint of less than 4000 square, including additions and/or alterations.**

6-10.7.5: Site Plan Review Procedures

6-10.7.5.1: Projects Continuing Established Use(s)

Planning Board Regulations regarding Site Plan Review procedures and submissions are promulgated outside of the Bylaw and are available from the Planning Board Office and/or online, on the Town website.

6-10.7.5.2: Projects Changing Established Use(s)

In addition to the requirements in 6-10.7.5.1, the Planning Board shall hold a public hearing for projects changing an established use(s) in accordance with MGL Chapter 40A, Section 11 regarding notice requirements for public hearings and parties in interest definitions. These responsibilities are also outlined in the Planning Board Regulations.

; or take any other action relating thereto.

MOTION: I, Lisa O'Donnell, move that the Town vote to amend the Town of Essex Zoning Bylaw, Section 6-10.7, Site Plan Review as shown in Article 5 of the Fall Town Meeting warrant.

Action: Approved by a 2/3 Majority as declared by the Moderator.

ARTICLE 6: AMEND ZONING BYLAW, SECTION 6-2.2 DEFINITIONS

To see if the Town will vote to amend the Town of Essex Zoning Bylaw, Section 6-2.2: Definitions by adding the following definitions: ATTIC; BASEMENT; CERTIFICATE OF OCCUPANCY; HOTEL/MOTEL; IMPERVIOUS SURFACE COVERAGE; LOT AREA; LOT BUILDING COVERAGE; MIXED-USE; SPECIAL PERMIT; STORY, HALF; USE, MIXED-USE LOT; and USE, MIXED-USE STRUCTURE; and to see if the Town will vote to amend the Town of Essex Zoning Bylaw, Section 6-2.2, Definitions by amending the following definitions: ACCESSORY BUILDING; BUILDING AREA (and renamed BUILDABLE LOT AREA); FAMILY; HOME OCCUPATION; LOT; VARIANCE; and ZONING MAP; and to see if the Town will vote to amend the Town of Essex Zoning Bylaw, Section 6-2.2, Definitions by deleting the following term: USE, MIXED; or take any other action relating thereto. Deletions are shown in ~~strike through~~ text and additions are shown in **bold** text:

6-2.2: Definitions

(Formerly 6-2.2 Definitions)

ACCESSORY BUILDING

~~A building on the same lot with and of a nature customarily subordinate to, and physically separated from the principal building.~~

A building with a use that is incidental and subordinate to the use of the principal building, which is physically separate from the principal building, and which is located on the same lot as the principal building or on an adjacent lot under the same ownership.

ATTIC

An unfinished, non-habitable space immediately below the roof of a building, typically used for storage and/or mechanical equipment.

BASEMENT

A portion of a building, partly below grade, which has more than one-half of its height, measured from floor to ceiling, below the exterior grade of the ground adjacent to the building.

~~BUILDING AREA~~ **BUILDABLE LOT AREA**

The portion of a lot remaining after required yards have been provided.

CERTIFICATE OF OCCUPANCY

A document issued by the Building Inspector at the completion of any construction work that certifies the structure's compliance with applicable codes and regulations and that attests that it is safe for use and/or occupancy.

FAMILY

~~Persons occupying a dwelling unit who are related to each other by blood, adoption or marriage in no less than the second degree.~~

Any number of persons living together as a single economic and/or housekeeping unit and ordinarily using a single cooking facility, including domestic help or medical assistants, but excluding tenants or boarders.

HOME OCCUPATION

~~Any commercial activity conducted as an accessory use, in any dwelling unit which is the residence of the practitioner of the commercial activity, or in any accessory building to that residence, regulated under 6-5.11.~~

Any commercial use of a dwelling unit by a resident thereof, provided that the commercial use is secondary to the use of the dwelling unit for residential purposes and that the commercial use does not change the residential character of the dwelling, and which is regulated under Bylaw section 6-7.4.

HOTEL/MOTEL

A building in which temporary lodging is offered for compensation, with or without associated amenities.

IMPERVIOUS SURFACE COVERAGE – The percentage of the lot area covered by impervious surface. (Example: 1,200 SF impervious surface / 6,000 SF lot area = 20% Impervious Surface Coverage).

LOT

~~For purposes of this chapter, a lot is a registered or recorded parcel of land of at least sufficient size to meet minimum land use requirements for use, coverage and area, and to provide such yards and other open spaces as are herein required.~~

~~Such lot shall have frontage on a way or a street. In computing the area of a lot for the purposes of dimensional requirements set forth in the Table of Dimensional Requirements. Tidal marshlands and wetlands, as defined by Chapter 131, Section 40 of the MGL Wetlands Protection Act as “bogs, coastal wetlands, freshwater wetlands, swamps, wet meadows, and marshes”, shall be excluded.~~

~~Delineation of wetlands and tidal marshlands is required on all plans submitted for review, and shall be drawn and certified by a professional engineer or land surveyor.~~

A registered or recorded parcel of land in identical ownership throughout, bound by streets, ways, or other lots, and used, or set aside and available for use, as the site of one or more buildings or other definite purpose.

Tidal marshlands and wetland, as defined by Chapter 131, Section 40 of the Massachusetts General Laws Wetlands Protection act as “bogs, coastal wetlands, freshwater wetlands, swamps, wet meadows, and marshes” shall be excluded. Delineation of wetlands and tidal marshes is required on all plans submitted in accordance with this Bylaw and any associated regulations and shall be drawn and certified by a professional engineer or a land surveyor.

LOT AREA

The horizontal area of the lot exclusive of any area in a street or recorded way open to public use. Land under any water body, freshwater or coastal wetland, shall not be included in the “lot area” required for zoning compliance (see “Lot” also).

LOT BUILDING COVERAGE

The percentage of a lot area that is covered by the area of all principal and accessory buildings or structures with roofs. (Example: 2000 square foot total roof area on a 30,000 square foot lot = 6.67% Lot Building Coverage.) *(LO comment – added from SCPD & CCPD)*

MIXED-USE

See Use, Mixed-Use Structure and Use, Mixed-Use Lot and 6.3.3.3.1 Mixed-Use in the Essex Downtown District.

MULTI-FAMILY DWELLING – See Dwelling, Multi-Family

SINGLE FAMILY DWELING – See Dwelling, Single Family

SPECIAL PERMIT

Special Permits are required for certain uses not allowed by right, in accordance with Massachusetts General Laws, Chapter 40A, Section 9, and section 6-4.3 of this Bylaw and may be granted by the Planning Board, acting as the Special Permit Granting Authority.

STORY, HALF

A story which is under a sloping roof where not more than one-half of the floor area has a clear height of 7'-0” or more, including areas under dormers. The clear height is measure from the finished floor to the finished ceiling. The floor area is measured relative to the gross floor area of the interior of the story immediately below.

TWO-FAMILY DWELLING - See Dwelling, Two-family

~~USE, MIXED~~

~~Two or more principal uses occupying the same land or building, each of which is independent of and unrelated to the other.~~

USE, MIXED-USE LOT

Two or more principal uses occupying the same lot, each of which is independent of the other and each of which meets all Lot Area requirements of this Bylaw for a single use.

USE, MIXED-USE STRUCTURE

Two or more principal uses occupying the same building or structure, each of which is independent of the other and each of which meets any and all applicable building use requirement of this Bylaw.

VARIANCE

~~A relaxation of the requirements of this chapter where such variance will not be contrary to the public interest and owing to conditions peculiar to the property and not the result of the actions of the applicant, and where a literal enforcement of this chapter would result in unnecessary and undue hardship.~~

A departure from the requirements of this Bylaw, as authorized by the Zoning Board of Appeals in accordance with Massachusetts General Laws, Chapter 40A, Section 10: Variances, which meet the following conditions:

- 1. the variance will not be contrary to the public interest, and**
- 2. the variance is necessary because of existing conditions unique to the property, which have not been created by the applicant, and**
- 3. where a literal enforcement of this chapter would result in unnecessary and undue hardship for the property owner.**

ZONING MAP

~~A map of the town is on file at the selectmen’s office.~~

A map of the town showing established Zoning Districts is on file in the Selectmen’s Office.

; or take any other action relating thereto.

MOTION: I, Lisa O’Donnell, move that the Town vote to amend the Town of Essex Zoning Bylaw, Section 6-2.2: Definitions as shown in Article 6 of the Fall Town Meeting warrant.

Action: Approved by a 2/3 Majority as declared by the Moderator.

ARTICLE 7: AMEND ZONING BYLAWS-TEMPORARY MORATORIUM ON BUSINESS AND INDUSTRIAL CONVERSIONS

To see if the Town will vote to amend the Town of Essex Zoning Bylaws by revising Section 6-7.6.1.2: Temporary Moratorium on Business and Industrial Conversions, which reads:

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 until January 1, 2024; 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.

by changing the date of its expiration from January 1, 2024 to “January 1, 2025, or until the Planning Board votes to lift the moratorium, whichever occurs sooner. Any vote by the Planning Board to lift the moratorium shall be after a public hearing with notice published in accordance with Massachusetts General Laws, Chapter 40A, Section 5.”

; or take any other action relating thereto.

MOTION: I, Lisa O’Donnell, move that the Town vote to amend the Town of Essex Zoning Bylaws by revising Section 6-7.6.1.2 to extend the moratorium on business and industrial conversions as shown in Article 7 of the Fall Town Meeting warrant.

Action: Approved by a 2/3 vote as declared by the Moderator.

ARTICLE 8: APPLE STREET ROADBED PROJECT

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain, or otherwise, for general municipal purposes, which purposes may include public roads, wetland replication, drainage, slopes, grading, erosion control, and other related uses, all associated with the Apple Street Roadbed Elevation and Culvert Replacement Project, the fee simple or other interests, such as easements, in certain real property, located at 128, 129, 131, and 135 Apple Street, 1 Andrews Street, and 0 Southern Avenue being shown as Assessors’ Map 149, Lots 20, 17, 16, 15, 14, and 21, respectively, and as described in the deeds recorded in the Southern Essex District Registry of Deeds as follows:

128 Apple Street	Map 149, Lot 20	Deed Book 35366, Page 223 Plan Book 189, Plan 87
129 Apple Street	Map 149, Lot 17	Deed Book 38172, Page 305 Plan Book 307, Plan 58 Lot 2
131 Apple Street	Map 149, Lot 16	Deed Book 35177, Page 434 Plan Book 307, Plan 58 Lot 3
135 Apple Street	Map 149, Lot 15	Deed Book 8636, Page 501 Deed Book 8223, Page 201 Plan Book 92, Plan 65
1 Andrews Street	Map 149, Lot 14	Deed Book 31563, Page 65

0 Southern Avenue Map 149, Lot 21

Plan Book 335, Plan 42
Parcel G
Deed Book 30190, Page 558
Plan Book 335, Plan 42
Parcel F,

said property interests to be acquired shown more particularly on plans entitled “Essex, MA Apple Street Improvements Property Easement Plan,” consisting of 6 sheets, said plans on file with the Town Clerk, as said plans may be amended; and to raise and appropriate, transfer from available funds, or borrow a sum of money for such acquisitions; and further, to authorize the Selectmen to petition the Legislature for special legislation that may be required to comply with the requirements of Article 97 of the Amendments to the Massachusetts Constitution or any other applicable law and/or for any other purpose related to the project, and to execute any and all instruments necessary to effectuate the purposes of this vote; or take any other action relating thereto.

MOTION: I, Peter D. Phippen, move that the Town vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain, or otherwise, for general municipal purposes, which purposes may include public roads, wetland replication, drainage, slopes, grading, erosion control, and other related uses, all associated with the Apple Street Roadbed Elevation and Culvert Replacement Project, easements over certain real property described in Article 8 of the Fall Town Meeting warrant and to transfer from free cash, the sum of \$8,000 for such acquisitions; and further, to authorize the Selectmen to execute any and all instruments necessary to effectuate the purposes of this vote.

Town Administrator Brendhan Zubricki spoke to the Article and presented a brief slideshow highlighting the area in question as well as addressing the six individual plots, the project scope and funding.

At this point, discussion proceeded with 11 residents speaking in opposition of the project, concerns of note were disturbing the scenic beauty, the safety of the road once the culvert is added, considering other options, increase of speed on the road, eminent domain, concerns over bringing this back to vote after it failed at the Annual Town Meeting. Six people in attendance stood up to speak in favor of the article, including two public safety officials. They cited safety concerns that addressed flooding and washing out access to 46% of the Town’s residents, rising flood concerns, hazard mitigation studies, federal grant money being available, safety trumping scenery, Apple Street being a vital access road, and response time to emergency calls.

A little more than halfway through the discussion, *Mark Renzi of 86 Southern Avenue asked to “Move the Motion”.* Motion was declined by the Moderator who acknowledged that four people were still waiting to speak.

Discussion completed, the Town Moderator called for a vote, citing it was a 2/3 majority vote due to eminent domain.

Action: *Vote required a 2/3 vote. Vote failed as declared by the Moderator.*

ARTICLE 9: SECTION 3D(a) of Ch. 64G – COMMUNITY IMPACT FEE

To see if the Town will vote to accept the provisions of Section 3D(a) of Chapter 64G of the General Laws allowing the Town to impose a community impact fee of not more than three percent (3%) of the total amount of rent upon each transfer of occupancy of a professionally managed short-term rental unit, which shall be assessed upon the transfer of 1 of 2 or more short-term rental units that are located in the same city or town, operated by the same operator and are not located within a single-family, two-family or three-family dwelling that includes the operator's primary residence, and which surcharge shall be in addition to other State and local excise taxes assessed upon the transfer of short-term rental units; or take any other action relating thereto.

Explanation: If this article is passed, a 3% community impact fee will automatically be assessed on certain short-term rental transactions in the Town of Essex. A short-term rental occurs when an apartment, house, cottage or condominium or a portion thereof is rented out to a third-party for occupancy purposes, where the rental is for a period of not more than 31 consecutive calendar days. An example of a short-term rental is a rental arrangement made through Airbnb or similar services and does not include long-term leases or hotels, motels, lodging houses or bed and breakfasts. This 3% fee is collected by the Department of Revenue and is paid to the Town of Essex only on transactions involving professionally managed units, i.e. where a single owner or operator rents out more than one short-term rental in the Town in a building that does not include the operator's residence. The fee is in addition to the 5.7% tax that is retained by the State and the 6% local excise tax paid to the Town. Additional information about the short-term rental fee can be found at <https://www.mass.gov/info-details/room-occupancy-excise-tax>

MOTION: I, Tina Lane, move that the Town vote to accept the provisions of Section 3D(a) of Chapter 64G of the General Laws allowing the Town to impose a community impact fee of not more than three percent (3%) of the total amount of rent upon each transfer of occupancy of a professionally managed short-term rental unit, which surcharge shall be in addition to other State and local excise taxes assessed upon the transfer of short-term rental units, as more fully described in Article 9 of the Fall Town Meeting warrant.

After Ms. Lane made the motion on Article 9, a resident made a motion on the floor to reconsider Article 8. The Town Moderator denied the motion stating that he had already called for Article 9. He advised the resident they will have to wait until Article 9 is addressed.

A short discussion on Article 9 ensues, with concerns for the impact of the fee and effects on tourism, and those in favor citing the fee is transferred to transient visitors to Town.

Action: Vote failed as declared by the Moderator.

Essex resident Alexa Balbo of 129 Apple Street again asks for reconsideration of Article 8. The Town Moderator has her fill out a "Motion Form" in which she requests that "Article 8 be reconsidered".

**The Town Moderator calls for a motion to reconsider Article 8, stating it must be a 2/3 vote.
Motion duly seconded.**

One resident speaks during discussion and notes that people have left since the vote was taken and feels the vote should stand. No further discussion.

The Moderator calls for the vote.

Action: Motion to reconsider failed by 2/3 vote as declared by the Moderator.

Before Article 10 is considered, a motion is made from the floor to reconsider Article 9. The Moderator asks the resident to fill out a "Motion Form" in which he requests that "Article 9 be reconsidered." *The Town Moderator tells the resident, Thomas Matthew Ryan, to step to the microphone and make a motion to reconsider Article 9. Mr. Ryan states he feels it warranted more discussion. He is in favor of raising more revenue in this manner. Moderator asks for a second motion stating that because it is a reconsideration of a vote, it requires a 2/3 vote. Motion duly seconded.*

Action: Motion to reconsider failed by 2/3 vote as declared by the Moderator.

ARTICLE 10: COMMUNITY IMPACT FEE RE: SHORT TERM RENTALS

To see if the Town will vote to accept the provisions of Section 3D(b) of Chapter 64G of the General Laws allowing the Town to impose the community impact fee upon each transfer of occupancy of a short-term rental unit that is located within a two-family or three-family dwelling that includes the operator's primary residence, and which impact fee shall be at that same rate as the rate charged for professionally managed short-term rental units and shall be in addition to other State and local excises taxes upon the transfer of short-term rental units; or take any other action relating thereto.

Explanation: If passed, this article will apply the 3% community impact fee described above to all short-term rental units, even those that are not professionally managed. This article can only be approved if Article 9 is approved first.

MOTION: I, Tina Lane, move that Article 10 be indefinitely postponed.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 11: SENIOR CITIZEN PROPERTY TAX EXEMPTION

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation allowing for the capping of property taxes for certain individuals based on means testing as follows; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and authorizing the Board of Selectmen to approve any amendments which shall be within the scope of the general public objectives of the petition:

AN ACT AUTHORIZING THE TOWN OF ESSEX TO ESTABLISH A MEANS TESTED SENIOR CITIZEN PROPERTY TAX EXEMPTION

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. With respect to each qualifying parcel of real property classified as Class One, residential in the Town of Essex as defined in Section 2, there shall be an exemption

from the property tax in an amount to be set annually by the Board of Assessors of the Town of Essex as provided in Section 3. The exemption shall be applied to the domicile of the taxpayer only. For the purposes of this act, "parcel" shall mean a unit of real property as defined by the Board of Assessors under the deed for the property and shall include a condominium unit. The exemption provided for herein shall be in addition to any other exemption allowed by the General Laws.

SECTION 2. The Board of Assessors may deny an application if they find the applicant has excessive assets that place the applicant outside the category of intended recipients of the exemption created by this act. Real property shall qualify for the exemption under this act if: (i) the qualifying real property is owned and occupied by a person whose prior year's income would make the person eligible for the circuit breaker income tax credit under subsection (k) of section 6 of chapter 62 of the General Laws, as may be amended from time-to-time; (ii) the qualifying real property is owned by a single applicant: age 65 or older at the close of the previous year or jointly by persons either of whom is age 65 or older at the close of the previous year, if the joint applicant is 60 years of age or older; (iii) the qualifying real property is owned and occupied by the applicant or joint applicants as their domicile; (iv) the applicant or at least 1 of the joint applicants has been domiciled and owned a home in the Town of Essex for not less than 10 consecutive years before filing an application for the exemption; (v) the assessed value of the domicile is no greater than the prior year's maximum assessed value for qualification for the circuit breaker income tax credit under said subsection (k) of said section 6 of said chapter 62 as adjusted annually by the Department of Revenue; and (vi) the Board of Assessors has approved the application.

SECTION 3. The Board of Assessors shall annually set the exemption amount provided for in this act; provided, however, that the amount of the exemption shall be between 100 per cent and 150 per cent of the amount of the circuit breaker income tax credit under subsection (k) of section 6 of chapter 62 of the General Laws, as may be amended from time-to-time, for which the applicant qualified in the previous year as determined by the Board of Assessors. The total amount exempted by this act shall be allocated proportionally within the tax levy on all residential taxpayers.

SECTION 4. A person who seeks to qualify for the exemption under this act shall, before the deadline established by the Board of Assessors, file an application, on a form to be adopted by the Board of Assessors, with the supporting documentation of the applicant's income and assets as described in the application. The application shall be filed each year for which the applicant seeks the exemption.

SECTION 5. No exemption shall be granted under this act until the Department of Revenue certifies a residential tax rate for the applicable tax year where the total exemption amount is raised by a burden shift within the residential tax levy.

SECTION 6. This exemption provided for in this act shall expire after 3 years of implementation of the exemption; provided, however, that the expiration date may be extended by vote at an annual or special town meeting.

SECTION 7. This act shall take effect upon its passage.

; or take any other action relating thereto.

MOTION: I, Peter D. Phippen, move that Article 11 be indefinitely postponed.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 12: COMMUNITY PRESERVATION FUND FY24 FISCAL REVENUES

To see if the Town will vote to appropriate or reserve from the Community Preservation Fund, including fiscal year 2024 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 (including a possible appropriation or transfer to the Essex Affordable Housing Trust); 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; and/or further, to raise and appropriate, transfer from available funds, or borrow, a sum of money from any other available sum, including but not limited to any stabilization fund, to augment any such Community Preservation Fund appropriations and/or reservations; or take any other action relating thereto.

MOTION: I, Jay Tetzloff, move that the Town appropriate from Fiscal Year 2024 Community Preservation Fund estimated annual revenues, or other available funds, all as specified on the Community Preservation Act Town Meeting Handout, the amounts recommended by the Community Preservation Committee for specific projects and transfers.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 13: TURF FIELD REPLACEMENT FUNDS - MERSD

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the Town's apportioned share of two turf field replacement projects that have been completed by the Manchester Essex Regional School District; or take any other action relating thereto.

MOTION: I, Ruth R. Pereen, move that the Town vote to transfer from free cash the sum of \$353,255 for the Town's apportioned share of two turf field replacement projects that have been completed by the Manchester Essex Regional School District.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 14: FINANCIAL AUDIT OF MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the Town's share or apportioned share of an operational and/or financial audit of the Manchester Essex Regional School District; or take any other action relating thereto.

MOTION: I, Michael Flynn, move that the Town vote to transfer from free cash the sum of \$40,000 for the Town's share or apportioned share of an operational and/or financial audit of the Manchester Essex Regional School District.

At this point, discussion proceeded with two residents speaking in opposition of the audit. Those who opposed noted that Manchester would split this cost but they voted the motion down at their Town Meeting this same night. Those in opposition felt that the towns were not on the same page as to what a review would entail and that the money spent on this audit should instead go towards the school budget in the spring. In addition, the opposition stated that an audit is the purview of the School Committee and should be left to them whether they conduct an audit.

Theresa Whitman, Essex resident, stood and introduced herself as the MERSD (Manchester Essex Regional School District) School Committee chairwoman and addressed the quorum. Ms. Whitman, speaking on behalf of the School Committee, stated that they 'have had insufficient time to determine whether they can develop a scope of work and therefore the School Committee does not take a position (on this article) at this time.' In addition, Ms. Whitman noted that there are a number of third party audits and reviews that the District uses and that DESE (Department of Elementary and Secondary Education) also has a district review process that could be considered, but again, MERSD School Committee takes no position on this particular article.

Five residents in attendance stood up to speak in favor of the article. They cited, among other things, a need for transparency, and that at a September 19, 2023 joint meeting of Manchester and Essex Selectmen, Finance Committees and the School Committee, it was noted that the Town should work together to find a solution to the budget situation, that it would be helpful to have a review by a third party, and it's everyone's tax money and the School Committee alone should not decide on this matter.

A little more than halfway through the discussion, *a motion was made from the floor to "move the motion."* Town Counsel discusses this with the Town Moderator and the Town Moderator acknowledges that there were three more people in line to speak. Discussion will close once they have had their opportunity.

Discussion completed, the Town Moderator called for a vote and it is duly motioned and seconded.

Upon an initial vote, the Town Moderator declared the vote too close to call and the Tellers were called upon to count.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 15: FIRE DEPARTMENT LADDER TRUCK

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum or sums of money to purchase or to lease-purchase, which may be for a period of more than three years, a fully-equipped new ladder truck for the Fire Department to replace the Fire Department's existing ladder truck; and further, to authorize the Board of Selectmen to enter into any necessary agreements to effectuate the purposes of this vote and to dispose of the old ladder truck by sale or trade; or take any other action relating thereto.

MOTION: I, Daniel Doucette, move that the Town vote to transfer from free cash the sum of \$755,000 and to transfer from the Vehicles Stabilization Fund, the sum of \$445,000, for a total appropriation of \$1,200,000 purchase a fully-equipped ladder truck for the Fire Department to replace the Fire Department's existing ladder truck; and further, to authorize the Board of Selectmen to enter into any necessary agreements to effectuate the purposes of this vote and to dispose of the old ladder truck by sale or trade.

Action: *Approved by a 2/3 vote as declared by the Moderator.*

Motion on the Floor – Troy Scarborough of 10 Desoto Road moves to “move Article 18 to be considered before Article 16.” Town Moderator says that requires a 2/3 vote and asks for all those in favor to please raise their card.

Action: *Motion to move Article 18 ahead of Article 16 passed by a 2/3 vote as declared by the Moderator.*

ARTICLE 18: STREET LIGHTING

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 and/or State Legislative earmark, and/or private gift funds, and/or existing Town appropriations for the design and construction of decorative street lighting along Main Street in downtown Essex, including the purchase and installation of new street lights and anything incidental or related thereto; or take any other action relating thereto.

MOTION: I, Ryan Madrigal, move that the Town vote to transfer from free cash the sum of \$263,126 to be used as a match to a State grant and/or State Legislative earmark, and/or private gift funds, and/or existing Town appropriations for the design and construction of decorative street lighting along Main Street in downtown Essex, including the purchase and installation of new street lights and anything incidental or related thereto.

At this point discussion with those in favor detailing the purpose of the project, how long the project has been in motion, the grant funding that has been given, and what is still needed. There is also concern over whether the lighting will be dark sky compliant, and there is concern over this expenditure versus what is needed for the school budget in the spring.

Next, a motion was made from the floor to “move the motion” in interest of the late hour.

Town Moderator asks the quorum to vote by saying “Aye” and “Nay” and then declares the motion to “Move the motion” passes.

Upon an initial vote on Article 18, the Town Moderator declared the vote too close to call and the Tellers were called upon to count.

Action: *Approved by the Majority (67-58) as declared by the Moderator.*

At this point in the meeting, a motion is made (no name given) on the floor to adjourn the meeting until tomorrow @ 6:45. Town Moderator repeats the motion and calls for a vote.

Action: *Motion failed as declared by the Moderator.*

ARTICLE 16: WATER FILTRATION PLANT & CENTENNIAL GROVE WIRELESS

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the construction of a fiber optic municipal area network extension between the Water Filtration Plant and Centennial Grove, for the installation of wireless devices at Centennial Grove to facilitate electronic communication and security monitoring at Centennial Grove, including design, installation, purchase of equipment and supplies and anything incidental or related thereto; or take any other action relating thereto.

Town Moderator asks for discussion. Troy Scarborough asks to “move the previous question.” Town Moderator denies and states that Jodi Harris has already begun discussion and will finish her statement. Further discussion is asked for, none is given.

MOTION: I, Jodi Harris, Move that the Town vote to transfer from the Town Technology Fund the sum of \$20,000 for the construction of a fiber optic municipal area network extension between the Water Filtration Plant and the Centennial Grove and for the installation of wireless devices at the Centennial Grove to facilitate electronic communication and security monitoring at the Centennial Grove, including design, installation, purchase of equipment and supplies and anything incidental or related thereto.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 17: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to improve, maintain, and beautify certain areas under the Town’s ownership or control, including any necessary design services, or anything incidental thereto; or take any other action relating thereto.

MOTION: I, Ryan Madrigal, move that Article 17 be indefinitely postponed.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 19: IMPROVEMENTS WITHIN THE ESSEX SENIOR CENTER

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to install or construct new cabinets, shelves, storage areas, or workstations within the Essex Senior Center; and anything incidental or related thereto; or take any other action relating thereto.

MOTION: I, Gil Frieden, move that the Town vote to transfer from the Town Building Stabilization Fund the sum of \$11,500 to install or construct new cabinets, shelves, storage areas, or workstations within the Essex Senior Center; and anything incidental or related thereto.

Action: Approved by a 2/3 vote as declared by the Moderator.

ARTICLE 20: RAISE, TRANSFER OR APPROPRIATE FUNDS TO THE TOWN’S CAPITAL IMPROVEMENTS FUND

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum or sums of money to be added to the Town’s building capital improvements fund, and/or recreational capital improvements fund, and/or purchase of vehicles and major equipment that qualify as capital purchases fund, and/or Town Hall/Library repair and maintenance fund, and/or

Conomo Point Repair, Maintenance, and Improvement fund, and/or municipal street lighting repair and maintenance fund, and/or Public Safety Building repair and maintenance fund, and/or dredging match fund, and/or Town celebrations fund, and/or school apportionment fund, and/or climate change fund, and/or downtown beautification fund, or take any other action relating thereto.

MOTION: I, Benjamin Buttrick, move that the Town vote to transfer from free cash the sum of \$15,000 to be added to the Town’s municipal street lighting repair and maintenance fund.

At this point in the meeting - *Annie Cameron makes a motion from the floor to amend Article 20 to add the following: “And further, to transfer from free cash the sum of \$200,000 to the school apportionment fund. The grand total of transfers facilitated by this article therefore being \$215,000.”*

The Town Moderator asks for discussion on the amended motion. He rereads Ms. Cameron’s motion and asks for a second. Motion seconded. Discussion ensues. Those who speak in favor want to prepare and have options for a vote that is ‘inevitably’ coming in the spring and that is needed for the schools, and that the School Committee is trying to run things as smoothly as possible and this would be a good faith effort on behalf of Essex in relation to the apportionment crises, also noted is that the Town asks the District to use the District reserves and they have done so. Those who speak against are concerned about the increase in the amount allotted to the original article, putting funds in a stabilization fund that will require a 2/3 vote to get the money out, that it is not ‘financially prudent’ – as to what it leaves leftover in free cash.

Motion to amend the original Article to add \$200,000 in addition to the \$15,000 requested is put to vote.

Action: *Motion to amend the original Article 20 motion of \$15,000 fails as declared by the Moderator.*

Action: *Approved by the Majority as declared by the Moderator.*

ARTICLE 21: SEWER MAINTENANCE

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to replenish the Sewer Maintenance line item in the Sewer Enterprise fund budget for fiscal year 2024; or take any other action relating thereto.

MOTION: I, Nicholas Ellis, move that Article 21 be indefinitely postponed.

Action: *Approved by the Majority as declared by the Moderator.*

ARTICLE 22: WATER MAINTENANCE LINE ITEM

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to replenish the Water Maintenance line item in the Water Enterprise fund budget for fiscal year 2024, or take any other action relating thereto.

MOTION: I, Nicholas Ellis, move that Article 22 be indefinitely postponed.

Action: *Approved by the Majority as declared by the Moderator.*

ARTICLE 23: MUNICIPAL SEWER REPAIRS

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to design, engineer and construct repairs, upgrades, improvements and/or replacements to any aspect of the municipal sewer system, including but not limited to replacement of grinder pumps and related equipment, and anything incidental or related thereto; or take any other action relating thereto.

MOTION: I, Nicholas Ellis, move that the Town vote to transfer from Sewer Retained Earnings the sum of \$50,000 to design, engineer and construct repairs, upgrades, improvements and/or replacements to any aspect of the municipal sewer system, including but not limited to replacement of grinder pumps and related equipment, and anything incidental or related thereto.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 24: REPLENISH FINANCE COMMITTEE’S RESERVE FUND

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to replenish the Finance Committee’s Reserve Fund for fiscal year 2024; or take any other action relating thereto.

MOTION: I, Nina McKinnon, move that Article 24 be indefinitely postponed.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 25: OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to fund the Town’s Other Post-Employment Benefits (OPEB) Trust Fund; or take any other action relating thereto.

MOTION: I, Christopher Wolf, move that the Town vote to transfer from free cash the sum of \$175,000 to be added to the Town’s Other Post-Employment Benefits (OPEB) Trust Fund.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 26: 2024 WAGE & SALARY SCALE

To see if the Town will vote to amend the fiscal year 2024 Wage & Salary Scale approved at the Annual Town Meeting of May 1, 2023 by adding two position titles, each with its own pay range, as follows:

Council on Aging Volunteer and Activity Coordinator	\$18 - \$20/hr.
Assistant Town Accountant	\$40 - \$45/hr.

; or take any other action relating thereto.

MOTION: I, Alva Ingaharro, move that the Town vote to amend the fiscal year 2024 Wage & Salary Scale approved at the Annual Town Meeting of May 1, 2023 by adding two position titles, each with its own pay range, as follows:

Council on Aging Volunteer and Activity Coordinator	\$18 - \$20/hr.
Assistant Town Accountant	\$40 - \$45/hr.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 27: AMEND TOWN’S FY 2024 OPERATING BUDGET

To see if the Town will vote to amend any aspect of the fiscal year 2024 operating budgets (General Fund, Water Enterprise Fund, Sewer Enterprise Fund), and to raise and appropriate, transfer from available funds, or borrow a sum of money to effectuate any amendments that are made; or take any other action relating thereto.

MOTION: I, Michael Flynn, move that the Town vote to amend the following line items in the Town’s fiscal year 2024 operating budget and to transfer from free cash the sum of \$35,341 to increase or fund said amendments:

<u>Line Item</u>	<u>Present Value</u>	<u>Proposed Value</u>	<u>Increase</u>
Director Salary, Library Department	\$61,907	\$78,767	\$16,860
Police Clerical Wages, Police Dept.	\$43,748	\$53,472	\$9,724
Fire Clerical Wages, Fire Department	\$11,515	\$12,566	\$1,051
Town Clerk Salary, Town Clerk Dept.	\$66,000	\$71,706	\$5,706
Volunteer & Activity Coordinator Wages-Council on Aging (new line item)	\$0	\$1,000	\$1,000
Assistant Town Acct. (new line item)	\$0	\$1,000	<u>\$1,000</u>
			\$35,341;

and further, to transfer from Water Enterprise Retained Earnings the sum of \$4,060 to the SRF Loan - DW-22-32 – Fees line item in the Water Enterprise Fund budget.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 28: TRANSFER OF FUNDS TO THE TOWN’S STABILIZATION FUND

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to be added to the Town’s Stabilization Fund; or take any other action relating thereto.

MOTION: I, Josh Franklin, move that Article 28 be indefinitely postponed.

Action: Approved by the Majority as declared by the Moderator.

ARTICLE 29: TRANSFER OF FUNDS FOR PAST FISCAL YEAR UNPAID BILLS

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

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

Action: Approved by the Majority as declared by the Moderator.

At 11:29pm, the Moderator asked for a motion to adjourn. It was duly seconded by a majority and the meeting was dissolved.

Action: Approved by the Majority & the meeting was adjourned as declared by the Moderator.

A True Copy, Attest:
Marie E. Felzani, Town Clerk

TOWN PLANNER

The Town Planner's responsibilities over the past year have been facilitating the efforts of the Economic Development Committee, the Affordable Housing Trust, the Planning Board, and exploring energy- and cost- saving initiatives, as well as other grant funding opportunities.

In 2021, the Town of Essex and the Town of Manchester-by-the-Sea jointly participated in the Rapid Recovery Plan (RRP) Program. The RRP Program was a State-funded grant program providing municipalities the opportunity to develop actionable, project-based recovery plans tailored to the unique economic challenges and COVID-19 related impacts to town centers and commercial areas. The RRP Final Report (available on the Town webpage) details key findings and identifies priority projects. The Town Planner secured grant funding for several of these priority projects, and has worked with the Town Administrator, the Board of Selectmen, the Economic Development Committee, and the project consultants in advancing these projects over the past two years:

- Downtown Pedestrian Lighting, awarded \$160,743 through the MassDOT Shared Streets and Spaces program. This project is also being funded through legislative earmark and Town funds, and will be installed in Spring 2024.
- Placemaking Plan, awarded \$25,000 in technical assistance through the DHCD Mass Downtown Initiative funding, completed June 2023 (available on the Town webpage).
- Off-Season Event, awarded \$51,000 through the EOHED Urban Agenda FY2022 funding, completed June 2023.

The Essex Affordable Housing Trust (AHT) held its first meeting in January 2023. The Town Planner has been assisting the AHT with identifying priorities and seeking funding opportunities for research and analysis to inform AHT priorities and goals. AHT meetings are open to the public and are posted on the Town's website.

Over the fall and winter of 2022-2023, the Town Planner worked with a consultant to successfully apply for \$109,499 of funding through the MassDEP GAP III Energy Grant program for various energy efficiency upgrades to the water and wastewater facilities. That project is underway, and is expected to be completed in late winter-early spring 2024. It includes a new, more efficient boiler and transformer at the Water Treatment Plant, as well as installation of efficiency-improving Variable Frequency Drives at two of the Town's sewer pump stations.

The Town Planner has also been supporting the Planning Board in its work to assess, reorganize, and revise the Town's Zoning Bylaws, utilizing two separate grant programs. In Fall 2021, the Town engaged with MAPC to initiate a review and update of the zoning bylaws. This resulted in a

Zoning Diagnostic report (available on the Town's website). The Town and MAPC are now in Phase II, implementing recommendations from the Diagnostic report through work with the Planning Board, outreach to the community, and phased introduction of articles for zoning amendments at Town Meetings. Additionally, the Town Planner has been assisting with applying for certification of Essex's compliance with the recent "3A" zoning requirements.

Respectfully submitted,
TOWN PLANNER
Dana Menon

TREASURER/TAX COLLECTOR

The Treasurer's Office is responsible for the secure and accurate collection of all Town funds. Our principal responsibility is to preserve, protect and manage the financial resources of the Town. We are also responsible for the prudent investment of all Town funds in order to maximize yields while maintaining adequate liquidity and ensuring compliance with Massachusetts General Laws. The Treasurer arranges for adequate funds to cover current obligations and administers these funds to ensure all the Town's obligations (bonds and notes, payroll, vendor bills, etc.) are paid in a timely manner.

The Tax Collector's Office is responsible for billing and collecting real estate taxes, motor vehicle and boat excise taxes, and all betterment fees. Our office also issues the Municipal Lien Certificates required prior to the transfer of real property.

Creating and following policies and procedures has allowed us to stay on track and meet these goals. We reconcile 50 bank/investment accounts and all outstanding taxes on a monthly basis. Our records are compared with the Town Accountant's general ledger each month to identify any variances and make adjustments as needed.

The Treasurer/Tax Collector also serves as the Town's Payroll and Benefits Manager. In addition to working with Town employees on payroll and benefit matters, we also serve as the Town's liaison to Essex Regional Retirement, Boston Mutual Life, Manchester Credit Union, Great-West Financial, and Massachusetts Interlocal Insurance Association.

We encourage residents to use our online payment system to pay their Town bills. We continue to work with City Hall Systems to expand our online payment capabilities, and the majority of taxes and other fees can now be paid electronically. You can access City Hall Systems by visiting our website at www.essexma.org and clicking on the Online Payments button.

Respectfully submitted,
TREASURER/TAX COLLECTOR
Brooke Friedrich

BANK BALANCES

GENERAL FUND:

Petty Cash (All Departments)	\$	845.00
Bank Gloucester	\$	2,177,091.60
Brookline Bank - Investment	\$	100,018.86
Brookline Bank - Investment ICS	\$	65,517.02
Brookline Bank - Money Market	\$	26,140.07
Brookline Bank - Money Market ICS	\$	1,057,432.05
Brookline Bank - Online Payment Account	\$	1,043.74
Brookline Bank - Payroll	\$	6,735.09
Eastern Bank	\$	215,290.70
Mass Municipal Depository Trust	\$	133,607.60
Newburyport Bank	\$	293,784.87
Unibank - Money Market	\$	586,449.73
Unibank - Municipal 7 Day CD	\$	505,867.17
Unibank - Online Payment Account	\$	65,926.67
Unibank - Vendor Account	\$	<u>0.00</u>
Sub-total	\$	5,235,750.17

OTHER FUNDS:

Bank Gloucester - Stabilization	\$	456,723.16
Brookline Bank - Clerk of Works/Tara Road	\$	1,777.30
Brookline Bank - CPA Fund	\$	25,380.74
Brookline Bank - CPA Fund ICS	\$	326,446.61
Brookline Bank - Sewer Fund	\$	25,337.64
Brookline Bank - Sewer Fund ICS	\$	296,657.96
Brookline Bank - Water Fund	\$	25,206.77
Brookline Bank - Water Fund ICS	\$	163,257.59
Newburyport Bank - Robbins Island	\$	3,595,239.81
Newburyport Bank - Southern Conomo Point	\$	165,603.46
Unibank - Ambulance Fund	\$	746,100.29
Unibank - American Rescue Plan	\$	922,326.48
Unibank - Bond 64 Spring St	\$	38,655.75
Unibank - Conservation Fund	\$	21,966.12
Unibank - Conservation Escrow	\$	0.90
Unibank - CPA Fund	\$	719,059.93
Unibank - Cultural Council	\$	2,356.61
Unibank - Frederick Little 64 Spring St	\$	281.00
Unibank - Sewer Money Market	\$	652,049.12
Unibank - Stabilization	\$	595,552.13
Unibank - Stabilization Climate Change	\$	1,002.53
Unibank - Stabilization Conomo Point	\$	151,554.62
Unibank - Stabilization Essex River	\$	41,120.41
Unibank - Stabilization MERSD Apportionment	\$	50,137.46
Unibank - Stabilization Placemaking	\$	5,011.26

Unibank - Stabilization Public Safety Building	\$	41,120.41
Unibank - Stabilization Recreational Capital Improv Fund	\$	115,557.92
Unibank - Stabilization Street Light Maintenance	\$	15,122.63
Unibank - Stabilization Town Building Capital Improv.Fund	\$	120,525.64
Unibank - Stabilization Town Celebrations	\$	45,134.25
Unibank - Stabilization Town Hall/Library Repair & Maintenance	\$	90,814.97
Unibank - Stabilization Vehicle & Major Equip Captl Improv Fund	\$	446,184.30
Unibank - Tower North 73 Eastern Ave	\$	2,005.83
Unibank - Water Money Market	\$	<u>218,187.01</u>
Sub-total	\$	10,123,458.61
TOTAL GENERAL AND OTHER FUNDS	\$	15,359,208.78

TRUST FUND BALANCES

Bartholomew – OPEB Trust

Balance 07/01/22	\$	1,842,143.05
Contribution – Article 18 FTM 11/14/22	\$	200,000.00
Earnings	\$	<u>120,914.05</u>
Balance 06/30/23	\$	2,163,057.10

Unibank - Affordable Housing

Balance 07/01/22	\$	0.00
Donation	\$	1,000.00
Earnings	\$	<u>1.39</u>
Balance 06/30/23	\$	1,001.39

Unibank - L.T. Burnham

Balance 07/01/22	\$	93,906.52
Expenses	\$	1,130.75
Earnings	\$	<u>248.66</u>
Balance 06/30/23	\$	93,024.43

Unibank - Albert E. Cogswell

Balance 07/01/22	\$	73,836.62
Earnings	\$	<u>197.71</u>
Balance 06/30/23	\$	74,034.33

Unibank – Jefferson Coolidge

Balance 07/01/22	\$	36,250.61
Earnings	\$	<u>97.06</u>
Balance 06/30/23	\$	36,347.67

Unibank – Municipal Building Insurance

Balance 07/01/22	\$	25,506.64
Earnings	\$	<u>68.32</u>

Balance 06/30/23	\$	25,574.96
Unibank – Selectmen/WWII Memorial		
Balance 07/01/22	\$	2,630.72
Earnings	\$	<u>7.04</u>
Balance 06/30/23	\$	2,637.76
TOTAL TRUST FUNDS	\$	2,395,677.64

CEMETERY FUNDS

Unibank - Lot Care		
Balance 07/01/22	\$	78,323.05
Income	\$	17,895.00
Cemetery Budget Vote Transfer	(\$	7,600.00)
Earnings	\$	<u>227.71</u>
Balance 06/30/23	\$	88,845.76

Unibank - Perpetual Care		
Balance 07/01/22	\$	258,937.57
Income	\$	7,200.00
Earnings	\$	<u>699.05</u>
Balance 06/30/23	\$	266,836.62

Unibank - Sale of Lots		
Balance 07/01/22	\$	37,777.86
Income	\$	10,400.00
Cemetery Budget Vote Transfer	(\$	5,200.00)
Earnings	\$	<u>101.58</u>
Balance 06/30/22	\$	43,079.44

TOTAL CEMETERY FUNDS	\$	398,761.82
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GRAND TOTAL – ALL FUNDS		\$18,153,648.24
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TOWN OF ESSEX PAYROLL FY 2023

AMBULANCE:		
McNeilly, Amy	\$	102.21
Woodman, Eian	\$	<u>9,471.91</u>
Total Ambulance	\$	9,574.12

ANIMAL CONTROL:		
Corliss, Dianne	\$	1,779.00
Reilly, Amelia	\$	<u>14,817.96</u>
Total Animal Control	\$	16,596.96

ANIMAL HEALTH:	
Stone, Pamela	\$ 6,507.96
Total Animal Health	\$ 6,507.96
BOARD OF ASSESSORS:	
Antell, Michael	\$ 5,132.04
Cairns, Richard	\$ 4,008.53
Cataldo, Charles M	\$ 5,132.04
Harrell, Brenda	\$ 31,246.80
Poulos, Stephen	\$ 7,326.00
Wright, Patricia	\$ 32,977.32
Total Board of Assessors	\$ 85,822.73
BOARD OF HEALTH:	
Keenan, Kellie	\$ 10,630.55
Kirchner, Erin	\$ 83,997.03
Larrabee, Danielle	\$ 1,662.25
Muise, Michelle	\$ 20,510.29
Thomas, Jeffery	\$ 23,549.26
Total Board of Health	\$ 140,349.38
BOARD OF REGISTRARS:	
Cataldo, Vickie	\$ 400.00
Rogers, Patricia	\$ 400.00
Woulfe, Eleanor	\$ 400.00
Total Board of Registrars	\$ 1,200.00
BOARD OF SELECTMEN:	
Bradford, Guy	\$ 1,050.00
Menon, Dana	\$ 28,855.36
Pereen, Ruth	\$ 1,050.00
Phippen, Peter	\$ 1,050.00
Witham, Pamela	\$ 73,599.68
Total Board of Selectmen	\$ 105,605.04
BUILDING INSPECTORS:	
Fiore, Natalie	\$ 1,467.71
Orlando, Paul	\$ 10,007.04
Sanborn, William	\$ 15,285.96
Total Building Inspectors	\$ 26,760.71
CEMETERY DEPARTMENT:	
Souza, John	\$ 4,448.48
Total Cemetery Department	\$ 4,448.48

CONSERVATION COMMISSION:	
Cunningham, Deborah	\$ 20,342.40
Tessein, David	\$ 5,654.25
Total Conservation Commission	\$ 25,996.65

COUNCIL ON AGING:	
Crockett, Kristin	\$ 33,618.00
Leary, Theresa	\$ 20,279.24
Williams, Kimberley	\$ 7,195.50
Total Council on Aging	\$ 61,092.74

ELECTION WORKERS:	
Fitzgibbon, Robert	\$ 94.64
Greene, Karen	\$ 152.64
Hull, Ellen	\$ 117.15
Irwin, Laura	\$ 59.15
McConnell, Michael	\$ 117.15
McKinnon, Kathleen	\$ 899.65
Palm, Jessica	\$ 306.43
Polley, Diane	\$ 59.15
Smith, Robert	\$ 176.30
Total Election Workers	\$ 1,982.26

ELECTRICAL INSPECTOR:	
Shields, John	\$ 6,714.00
Total Electrical Inspector	\$ 6,714.00

FIRE DEPARTMENT:	
Ball, Daniel	\$ 5,341.50
Bateman, John R	\$ 2,137.66
Brewer, Mark	\$ 24,404.17
Carter, Craig	\$ 70.75
Carter, Keith	\$ 2,121.95
Cavender, Robert	\$ 284.88
Cicala, Philip	\$ 29,915.89
Crocker, Samuel	\$ 1,415.47
Dort, Richard	\$ 188.51
Doucette, Dan	\$ 11,245.01
Ellis, Cameron	\$ 31,526.81
Good, Travis	\$ 2,271.05
Hammer, Jason	\$ 449.65
Hassel, Christian	\$ 9,666.99
Heath, Jason	\$ 3,021.33
Hoare, Henry Peter	\$ 3,357.92
Jackson, Corey	\$ 23.27

Kirchner, Erin	\$	2,133.78
Lafata, Joseph	\$	2,107.22
Landry, Gary	\$	1,911.07
Leeds, Barron	\$	4,951.32
McNeilly, James	\$	1,544.71
Neal, Edward S	\$	704.68
Nieberle, Ernest Jr	\$	10,719.84
Ouellette, Nicholas	\$	563.18
Parsons, Kent	\$	3,324.78
Pereen, David	\$	6,283.12
Perrigo, Joan	\$	5,659.29
Pike, Benjamin	\$	47.48
Pinstein, Matthew	\$	19,731.42
Pizzo, Anthony	\$	3,644.81
Powers, Alec	\$	4,367.00
Puopolo, Michael	\$	9,801.10
Reader, Ramie	\$	26,840.73
Roddy, Patrick	\$	41,760.97
Rose, Patrick	\$	1,709.28
Santos, Ryan	\$	3,253.56
Sipple, Joshua	\$	1,219.55
Soucy, Michael	\$	2,881.71
Stavros, George	\$	948.19
Zappa, Filippo	\$	<u>1,816.11</u>
Total Fire Department	\$	285,367.71
FIRE DEPARTMENT – PRIVATE DUTY:		
Brewer, Mark	\$	1,798.00
Cicala, Philip	\$	870.00
Doucette, Dan	\$	377.00
Puopolo, Michael	\$	240.00
Roddy, Patrick	\$	1,972.00
Santos, Ryan	\$	220.00
Woodman, Eian	\$	<u>2,146.00</u>
Total Fire Department - Private Duty	\$	7,623.00
HARBORMASTER:		
Fialho, Daniel	\$	4,671.44
Harrell, Michael	\$	481.98
Karr, Theodore	\$	639.87
Meagher, Kevin	\$	1,360.20
Perry, Gregg	\$	282.54
Perry, Troy	\$	506.91
Wilson, Kenneth	\$	<u>739.59</u>
Total Harbormaster	\$	8,682.53

HIGHWAY DEPARTMENT:

Augustine, Anthony	\$	49,891.17
Burnham, Dennis	\$	67,775.33
Ciluffo, Nicholas	\$	60,740.97
Crompton, Jack	\$	11,732.53
Crompton, Ryan	\$	256.00
Davis, Amanda	\$	62,106.14
Ellis, Mark	\$	44,470.30
Galli, Michael	\$	131,529.44
Mahoney, Sean	\$	<u>63,528.01</u>
Total Highway Department	\$	492,029.89

LIBRARY:

French, Deborah	\$	61,502.03
James, Lauren	\$	2,517.31
Kelly, Carolyn	\$	8,453.88
Shea, Rebecca	\$	23,335.80
Wanner, April	\$	<u>25,884.88</u>
Total Library	\$	121,693.90

PLANNING BOARD:

Heeney, Mary	\$	6,525.19
Seber, Sara	\$	<u>3,384.57</u>
Total Planning Board	\$	9,909.76

PLUMBING INSPECTOR:

Corriere, Richard	\$	<u>6,714.00</u>
Total Plumbing Inspector	\$	6,714.00

POLICE DEPARTMENT:

Bruce, Daniel	\$	133,395.71
Chuilli, Katelynn	\$	3,487.43
Dagle, Mary Elinor	\$	55,062.16
Davis, Ryan	\$	153,245.65
Devaney, Ryan	\$	558.48
Edwards, Alexander	\$	100,996.99
Francis, Paul	\$	142,323.24
Juliano, Michael	\$	128,150.05
Lazarides, Brittney	\$	16,413.04
Morris, Daniel	\$	54,079.53
Munoz, Victor	\$	34,680.38
Romeos, James	\$	57,836.42
Shamshak, Thomas	\$	141,949.34
Vangelist, David	\$	84,642.84
Wheway, Robert	\$	102,315.16
Wonson, Meaghan	\$	<u>30,645.65</u>

Total Police Department	\$ 1,239,782.07
POLICE DEPARTMENT – PRIVATE DUTY:	
Blanco, David	\$ 1,392.00
Bruce, Daniel	\$ 6,372.55
Chuilli, Katelynn	\$ 232.00
Davis, Ryan	\$ 6,040.36
Edwards, Alexander	\$ 971.50
Juliano, Michael	\$ 11,695.33
Lazarides, Brittney	\$ 5,228.00
Morris, Daniel	\$ 11,051.76
Munoz, Victor	\$ 9,073.00
Romeos, James	\$ 1,041.12
Shamshak, Thomas	\$ 9,491.65
Vangelist, David	\$ 11,784.00
Wheway, Robert	\$ 22,822.00
Wonson, Meaghan	\$ 15,750.00
Total Police Department - Private Duty	\$ 112,945.27
RECYCLING DEPARTMENT:	
Good, Brandon	\$ 26,167.21
Sipple, Joshua	\$ 17,549.13
Total Recycling Department	\$ 43,716.34
SHELLFISH DEPARTMENT:	
Knovak, William	\$ 48,090.02
Seminara, Jude	\$ 5,011.32
Wilson, Peter	\$ 3,722.88
Total Shellfish Department	\$ 56,824.22
TOWN ACCOUNTANT:	
Smith, MaryBeth	\$ 2,587.38
Soulard, Jeffrey	\$ 89,622.05
Total Town Accountant	\$ 92,209.43
TOWN ADMINISTRATOR/PERSONNEL OFFICER:	
Zubricki, Brendhan	\$ 174,405.66
Total Town Administrator/Personnel Officer	\$ 174,405.66
TOWN CLERK:	
Cataldo, Vickie	\$ 503.88
Felzani, Marie	\$ 259.84
Mansfield, Theresa	\$ 11,469.08
Thorne, Pamela	\$ 62,641.37
Total Town Clerk	\$ 74,874.17

TOWN CUSTODIAN:	
Bateman, John L	\$ 24,625.72
King, Edward	\$ 12,458.11
Muise, Gerald	\$ 10,022.04
Rodrigues Campos, Marcia	\$ 4,346.88
Rodrigues Soares, Ruana	\$ <u>4,256.32</u>
Total Town Custodian	\$ 55,709.07
TOWN MODERATOR:	
Jones, Jeffrey	\$ <u>100.00</u>
Total Town Moderator	\$ 100.00
TREASURER/TAX COLLECTOR:	
Elwell, Dorothy	\$ 51,089.60
Friedrich, Brooke	\$ <u>71,210.25</u>
Total Treasurer/Tax Collector	\$ 122,299.85
WATER/SEWER DEPARTMENT:	
Bruce, John	\$ 80,682.49
Federico, Jason	\$ 76,274.89
Frithsen, David	\$ 97,853.49
Heitz, Eric	\$ 95,848.30
Muise, Ivan	\$ 71,544.41
Wright, Laura	\$ <u>22,828.57</u>
Total Water/Sewer Department	\$ 445,032.15
GRAND TOTAL – All Departments:	\$ <u>3,842,570.05</u>

EASTERN ESSEX DISTRICT DEPARTMENT OF VETERANS' SERVICES

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

Essex is a member of the Eastern Essex District Department of Veteran Services. The District consists of six towns: Essex, Georgetown, Ipswich, Newbury, Rowley, and West Newbury.

As the new Director of the Veterans' Services Department, I have been very successful in obtaining benefits and answering questions from veterans, surviving spouses, and their families. I am in the process of being accredited with the VA and State, to better serve the veterans in the Eastern Essex District. The Chapter 115 benefit is for low-income veterans/surviving spouses who live in the Town. Our office ensures that the beneficiaries of the benefit meet the eligibility requirements by auditing every month and certifying twice a year. We also work with the veteran/surviving spouse to get alternative ways of receiving other benefits, or obtain gainful employment to reduce the burden on the Town. We also help the veterans and their families on the federal side with filing VA claims.

In addition to benefits assistance and distribution, we are a source of social services. We assist veterans and their families to get resources to help them with personal needs and difficult situations. For some veterans, we are all that they have.

Significant statistics:

VA Awarded Benefits to Essex veterans and/or surviving spouses:		
Veteran Service-Connected Disability:	36	\$ 50,862.59
Dependency & Indemnity Compensation:	5	\$ 8,748.67
District Total:	470	\$828,072.19

Essex has paid out \$11,156.48 in Chapter 115 benefits and gotten reimbursed \$8,367.36. (75% State Reimbursement)

The Veteran Services Department plays an important role in the community and without it, veterans, surviving spouses, and their families would be at a severe disadvantage in obtaining the benefits that they earned. Also, veterans in distress would not be able to access the resources they are in desperate need of. The consistent support that the Town gives these veterans is recognized and appreciated by both the veterans and this Department.

Department staff:

Steve Bohn, District Director/Veteran Service Officer
 Tony Ochoa, Assistant to the Director

Board of Directors:

Michael Flynn, Board Member, Chairman, Essex; Doug Dawes, Board Member, Georgetown; Linda Alexson, Board Member, Ipswich; Sheri David, Board Member, Rowley; Ron Ross, Board Member, West Newbury; Dana Packer, Board Member, Newbury; Karen Summit, Treasurer, Rowley

Respectfully submitted,
Eastern Essex District Dept of Veteran Services
 Steve Bohn, District Director/Veteran Service Officer

ZONING BOARD OF APPEALS

The following summarizes the Zoning Board of Appeals (ZBA) hearings and business for the period July 1, 2021 to June 30, 2022:

The ZBA held hearings on ten (10) applications for variances for proposed residential and business projects. In addition to this work, the ZBA finalized requests submitted in connection with the proposed cell phone tower installation at 73 Eastern Avenue.

The ZBA has had an unprecedented number of applications filed for review and continues work with property owners to allow projects to move forward.

The ZBA would like to thank Ms. Natalie Fiore for her work as Administrative Clerk through October of 2021.

Respectfully submitted,
ESSEX ZONING BOARD OF APPEALS
Edwin Perkins, Chairman
Keith Carter
Michael Davis
Meg Nelson, Alternate
Lisa O'Donnell, Alternate

Staff: Deborah Cunningham
Administrative Clerk

