

TOWN OF ESSEX 2021 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 Charlie D. Baker	(888) 870-7770
Lieutenant Governor Karyn E. Polito	(888) 870-7770
Secretary William Francis Galvin	(800) 392-6090
Auditor Suzanne M. Bump	(617) 727-2075
Treasurer Deborah B. Goldberg	(617) 367-6900
Attorney General Maura Healy	(617) 727-8400
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*



Richard C. Carter

John D. Cushing

Peter Brown Lane

Sarah Jane O'Maley

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TOWN OF ESSEX
ELECTED TOWN OFFICERS 2021-2022

BOARD OF ASSESSORS

Michael Antell	Term Expires 2022
Steve Poulos, Chairman	Term Expires 2023
Michael Cataldo	Term Expires 2024

BOARD OF HEALTH

Dr. Fares Mouchantaf	Term Expires 2022
Dr. David Driscoll, Chair	Term Expires 2023
Sally Ann Rich	Term Expires 2024

BOARD OF LIBRARY TRUSTEES

Beth Cairns	Term Expires 2022
Diane Kotch, Chair	Term Expires 2023
Jennifer Mayer	Term Expires 2024

BOARD OF SELECTMEN/ CONOMO POINT COMMISSIONERS

Ruth R. Pereen, Chairman	Term Expires 2022
Guy Bradford	Term Expires 2023
Peter D. Phippen	Term Expires 2024

CONSTABLES – May 2022

Robert Bradley	William Knovak
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ESSEX HOUSING AUTHORITY

Gregory Cooper (Elected)	Term Expires 2022
Gordon Thompson (Elected)	Term Expires 2023
Margot C. Hammon (Elected)	Term Expires 2024
Beth Cairns (State Appointee*), Chair	Term Expires 2025
Susan Elliott (Tenant Appointee)	Term Expires 2026
Irene Frontiero, Superintendent	

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

PLANNING BOARD

Matthew Greco, Vice Clerk	Term Expires 2022
Samuel Sturgis Crocker V	Term Expires 2023
Michael McConnell	Term Expires 2023
Westley Burnham	Term Expires 2024
Kimberly A. Drake, Chair	Term Expires 2024
Lisa O'Donnell	Term Expires 2025
Shelly Bradbury	Term Expires 2026

SCHOOL COMMITTEE

Sarah Parsons Wolf, Chair Term Expires 2022
Theresa Whitman Term Expires 2023
Katrina Koch-Sundquist Term Expires 2024

TOWN MODERATOR - Jeff Jones, May 2022

APPOINTED TOWN OFFICERS
BOARDS & COMMITTEES 2020-2021

ACTION, INC. REPRESENTATIVE - Courtney Lane, June 30, 2023

ADA COORDINATOR - William Sanborn, June 30, 2022

ANIMAL CONTROL

Amelia Reilly (Animal Control Officer) June 30, 2022
Diane Corliss (Assistant Animal Control Officer) June 30, 2022
ANIMAL HEALTH INSPECTOR - Pamela Stone, February 28, 2022

BOARD OF APPEALS

Margaret M. Nelson, Chair January 31, 2022
Keith Carter January 31, 2023
Michael Davis January 31, 2024
Lisa J. O'Donnell – Alternate January 31, 2022
Edwin Perkins - Alternate January 31, 2022
Board of Appeals Clerk – Natalie Fiore

BOARD OF ASSESSORS'S CLERK – Brenda Harrell

BOARD OF HEALTH AGENT – Erin Kirchner
BOARD OF HEALTH CLERK – Ann White

BOARD OF PUBLIC WORKS

John Filias May, 2022
Paul Rullo, Chair May, 2023
Timothy O'Leary May, 2024
Board of Public Works Superintendent – Michael Galli

BOARD OF REGISTRARS

Eleanor Woulfe June 30, 2022
Vickie Cataldo June 30, 2023
Patricia Rogers June 30, 2024

BD OF SELECTMEN'S/CONOMO PT COMM'S ASSIST – Pamela J. Witham

BUILDING DEPARTMENT

William Sanborn, Building Inspector June 30, 2022
Paul Orlando, Assistant Building Inspector June 30, 2022
Natalie Fiore, Building Inspector's Clerk

CATA REPRESENTATIVE - Laurel Eisenhauer, June 30, 2022

CENSUS LIAISON – Vickie Cataldo

COMMUNITY PRESERVATION COMMITTEE

Alison Taylor June 30, 2022
Michael Burke (Conservation Commission) June 30, 2023
Gregg Cooper (Essex Housing Authority) June 30, 2023
Kim Drake, (Planning Board) June 30, 2023
Dave Frithsen (Water Department) June 30, 2023
Jay Tetzloff (Essex Historical Commission) June 30, 2023
James Witham June 30, 2023

CONSERVATION COMMISSION

Bill Levy June 30, 2022
Laureen Sanderson June 30, 2022
Cliff Ageloff June 30, 2023
Tom Barrieau June 30, 2023
Michael Burke, Chair June 30, 2023
Kevin Cooke June 30, 2024
Ted Marshall June 30, 2024

Conservation Agent – Ken Whittaker
Conservation Commission Clerk – Deborah Cunningham

COUNCIL ON AGING

Gil Frieden June 30, 2022
Amelia Hamlen June 30, 2022
Susan Parady June 30, 2022
Mary Wilhelm June 30, 2022
Dawn Burnham June 30, 2023
Richard Denton June 30, 2023
Beverly Dolinsky June 30, 2023
Diane Polley June 30, 2023
Ralph Hawley June 30, 2024
Kay Joseph, Chair June 30, 2024
Susan Lufkin June 30, 2024

Council on Aging Director – Kristin Crockett
Council on Aging Outreach Coordinator – Theresa Leary

EASTERN NATIONAL VETERANS DISTRICT REPRESENTATIVE

Michael Flynn June 30, 2024

ECONOMIC DEVELOPMENT COMMITTEE

Margaret Eklind	June 30, 2022
Jodi Harris	June 30, 2022
Westley Burnham	June 30, 2024
Michael Cataldo	June 30, 2024
Tina Lane	June 30, 2024
Ryan Madrigal	June 30, 2024
Martha Mazzarino	June 30, 2024
Georgeanne Richards	June 30, 2024
Donna Roy	June 30, 2024

ELECTRICAL INSPECTORS – June 30, 2022

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

ESSEX CULTURAL COUNCIL

Lou Irwin	June 30, 2022
Ann Trudeau	June 30, 2022
Jim Trudeau	June 30, 2022
Janet Carlson	June 30, 2023
Robyn Kanter, Chair	June 30, 2023
Caryn Gallagher	June 30, 2023
Dawn Burnham	June 30, 2025

ESSEX REPRESENTATIVE, 1623 STUDIOS - Lisa O'Donnell, June 30, 2022

FINANCE COMMITTEE

Rob Fitzgibbon	May, 2022
Joshua Franklin	May, 2022
Michael Flynn	May, 2023
Nina McKinnon	May, 2023
Mark Renzi	May, 2023
Benjamin Buttrick, Chairman	May, 2024
Christopher Wolf	May, 2024

FIRE DEPARTMENT BOARD OF ENGINEERS – June 30, 2022

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

FIREFIGHTERS – June 30, 2022

David Preen, Captain	Travis Good, Lieutenant
Christian Hassel, Lieutenant	Cory Jackson, Lieutenant
Joseph Lafata, Lieutenant	David Thompson, Lieutenant
Eian Woodman, Lieutenant	Daniel Ball
John Bateman	Mark Brewer

Craig Carter
Phillip Cicala
Colt Donahue
Daniel Doucette
Michael French
Jason Heath
Cory Jackson
Barry Leeds
James McNeilly
Jonathan O'Bryan
Kent Parsons
Benjamin Pike, EMT
Michael Puopolo
Ryan Santos
George Stavros

Robert Cavender
Samuel Crocker
Richard Dort, Jr.
Daniel Fialho
Jason Hammer
Peter Hoare
Erin Kirchner, EMT
Amy McNeilly
Edward S. Neal
Nicholas Ouellette
Joan Perrigo
Anthony Pizzo
Patrick Roddy
Michael Soucy
Cameron Ellis, Probationary

FOREST FIRE WARDEN – Ramie Reader

HARBORMASTER ASSISTANTS

Brian Buck	June 30, 2022
Michael Espinola	June 30, 2022
Chad Lipinski	June 30, 2022
Ken Wilson	June 30, 2022
Paul Albani	June 30, 2023
Casey Fackre	June 30, 2023
David Landry	June 30, 2023
Bruce Lipinski	June 30, 2023
Kevin Meagher	June 30, 2023
Walter Mears	June 30, 2023
Troy Perry	June 30, 2023
Cooper Riehl	June 30, 2023
Ryan Devaney	June 30, 2024
Michael Harrell	June 30, 2024
Theodore Karr	June 30, 2024
Ainsley McKenna	June 30, 2024

HARBORMASTER – Daniel Fialho

HISTORICAL COMMISSION

Keith Symmes	June 30, 2022
Easton Ehlers	June 30, 2022
Jay Tetzloff	June 30, 2022
Vacancy	June 30, 2023
Nathaniel Crosby (Chairman)	June 30, 2023
Drew Godfrey	June 30, 2024
Justin Kane	June 30, 2024

HOST COMMUNITY AGREEMENT
ADVISORY COMMITTEE – June 30, 2022

Daniel Bruce	Greg Foster
Dean MacFarland	Elizabeth McKeen
Stephen Poulos	Bryan Sanderson
Antonella Muniz, Alternate	

LICENSING CLERK – Pamela J. Witham

LOCAL EMERGENCY PLANNING COMMITTEE

Ramie Reader, Fire Department	June 30, 2022
Ruth R. Preen, Board of Selectmen	June 30, 2022
Paul Francis, Police Department	June 30, 2022
Erin Kirchner, Board of Health	June 30, 2022
Michael Galli, Board of Public Works	June 30, 2022

MASSACHUSETTS AREA PLANNING COUNCIL

Peter Phippen, Representative	June 30, 2022
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NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL

Alva Ingaharro, Representative	December 12, 2021
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OPEN SPACE COMMITTEE

Nancy Dudley	June 30, 2022
Vacancy	June 30, 2022
Lysa Leland	June 30, 2022
Julie Scofield, Chairperson	June 30, 2022

PERSONNEL BOARD - Board of Selectmen

PLANNING BOARD CLERK – Mary Heeney

PLUMBING & GAS INSPECTORS – June 30, 2022

Richard Corriere, Inspector	David Preen, Assistant Inspector
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POLICE OFFICERS (FULL-TIME) – June 30, 2022

Daniel Bruce, Administrative Sergeant	Ryan Davis, Sergeant
Alexander F. Edwards, Detective	Michael C. Juliano
James Romeos	Thomas P. Shamshak, Sergeant
David Vangelist	

POLICE CHIEF – Paul Francis

POLICE OFFICERS (PART-TIME) – June 30, 2022

Mark Brewer	Ryan Devaney
Brittney Lazarides	Matthew Lipinski
Victor Munoz	Robert Wheway
Meaghan Wonson	

SHELLFISH CONSTABLES

William Knovak, Constable	June 30, 2022
Jude Seminara, Deputy Constable	June 30, 2022
Peter Seminara, Deputy Constable	June 30, 2023
Rebecca Visnick, Deputy Constable	June 30, 2023
Peter Wilson, Deputy Constable	June 30, 2023

STRATEGIC PLANNING COMMITTEE – June 30, 2022

John Bediz (Board of Selectmen)	Michael Burke (Cons. Committee)
Westley Burnham (Planning Board)	Annie Cameron (School Committee)
Scott Sheppard (Merchants Group)	Richard Denton (Council on Aging)
Dave Frithsen (Dept of Public Works)	Vacancy (Com Pres Committee)
Mark Renzi (Finance Committee)	Diane Corrao (Shellfish)
Ruth R. Pereen (Board of Selectmen)	Julie Scofield (Open Space)
Matt Coogan (Town Planner) – Ex-Officio Member	
Mark Fine (MAPC Representative) – Ex-Officio Member	
Brendhan Zubricki (Town Administrator) – Ex-Officio Member	

TOWN ACCOUNTANT – Virginia Antell

TOWN ACCOUNTANT’S ASSISTANT – Brooke Friedrich

TOWN ADMINISTRATOR – Brendhan Zubricki

TOWN CLERK – Pamela Thorne

TOWN CLERK, ASSISTANTS – Theresa Mansfield & Dorothy Elwell

TOWN COUNSEL - KP Law, P.C., June 30, 2022

TOWN CUSTODIAN: TOWN HALL/LIBRARY – Ed King

TOWN CUSTODIAN: TOWN PROPERTY – Gerald Muise

TOWN CUSTODIAN: PUBLIC SAFETY BUILDING – John Bateman, Sr.

TOWN PLANNER – Matthew Coogan

TREASURER/TAX COLLECTOR – Jeff Soulard

TREASURER/TAX COLLECTOR’S CLERK - Dorothy Elwell

VETERANS’ GRAVES OFFICER - Blake Story, June 30, 2022

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.

Effects of the COVID-19 Pandemic, the onset of the COVID-19 crisis beginning in March of 2020 has continued to create challenges for municipal government, local businesses, and residents, alike. With the recent advent of vaccines, we have been able to reopen Town buildings, meetings, and events to the public. However, we are still vigilant about the possible need to impose restrictions or make other changes as new variants are discovered and as our circumstances warrant. The Board has continued its dialogue with local business groups to better understand the extreme hardships that businesses are faced with, especially in the hospitality sector. To that end, the Board has been supportive of the efforts of the Town Administrator, the Town Planner, and the Economic Development Committee to remain engaged in grant programs designed to assist businesses with new operating tools, training, promotion, business environment enhancement, and the like.

Regarding Town facilities, we are happy to report that the new public safety facility at 11 John Wise Avenue is operational, with a ceremonial opening and open house held this past September. The roof of the new building has obvious aesthetic defects which could lead to performance and longevity problems in the future. The Board has worked with Town Counsel and various consultants to study the issue and will be pursuing action against the contractor for the project, as all signs point to construction-related issues. The Board has demolished the old public safety building at 24 Martin Street, which could always be rebuilt upon for other municipal purposes in the future. In the short term, the site will be kept as grassy open space and will become home to a new, small display building featuring the Fire Department's antique fire pumper.

In addition, we continue to keep our water and sewer infrastructure on the horizon as capital assets that will soon require maintenance and improvements. Using the comprehensive study of the Town's water supply system as a guide, with assistance from the Town Administrator and the Selectmen, the Board of Public Works has retained the services of an engineering firm to begin the process of modernizing the system. In this first phase of work, American Rescue Plan Act (ARPA) funding from the Federal Government will modernize and improve all three of the Town's public water supply wells. If additional Federal funding is made available, that could also be spent on water system improvements at the Water Filtration Plant or within the water distribution system. In the absence of additional funding, the Town will likely utilize the State Revolving Loan Fund (SRF) to continue to make progress in this area. Also, the Wastewater Department, with assistance from the Town Administrator and the Selectmen, has begun 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 has completed the replacement of the Manchester Memorial Elementary School, which is now fully open. The District's capital planning also continues to include the assessment of and any necessary construction activity with

respect to the Essex Elementary School within the next 5-10 years, once the Memorial School project is complete and the debt service for the Middle-High School has been retired. The District has already completed the replacement of the playground at the Essex Elementary School, which had reached its useful service life.

Plans to replace the bridge over the Essex River on Route 133 are transitioning to actual construction activity. A two-lane, temporary bypass bridge is under construction and the process of demolishing the old bridge will commence as soon as traffic is diverted over the temporary bridge. Eventually, the new, permanent bridge will be put into service and the temporary bridge will be removed.

The Folsom Pavilion at Centennial Grove had to be demolished in the past year, due to its unsafe condition. A group of volunteers is working to use donated materials and some Town funding authorized at the Fall Town Meeting in 2021 to construct a new pavilion in its place.

Another group of volunteers is raising private funding for the complete renovation of the tennis courts at Memorial Park after the courts had to be closed due to unsafe surface conditions. The Fall Town Meeting in 2021 approved up to \$49,999 for the Town to assist this group via the provision of needed materials.

With respect to our natural resources and recreation areas, we have continued to promote the Town's readiness for Essex salt marsh restoration/enhancement and Essex River dredging funding. The Army Corps of Engineers (ACOE) will soon release a report with respect to how dredged materials might be used to restore or enhance our own River system. If the study finds certain techniques to be viable and environmentally-sound, it will help the Town prepare for sea level rise while restoring navigability to our waterways. Regardless if such innovative techniques are eventually approved, we have learned that Congress has awarded over \$4.4M to the ACOE for full maintenance dredging of the Essex River and all permitting associated therewith. We do not yet have a clear timeline for the completion of this work but this news represents a solution to a decades-old problem and we are extremely excited to see work commence. We will also continue to participate in the Northeast Coastal Coalition (NECC), which is a regional group coordinated by Senator Tarr to primarily explore the prospect of all aspects of dredging to provide for improved navigability in area waterways.

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 a 700-foot section of Apple Street in the future, the Town is working through its third grant-funded study of the matter. We plan on applying for additional design and permitting work grants and, eventually, some larger grants that may cover a large portion of construction.

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 agree 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 that end, a major clearing effort was completed in the lower reaches of the brook during the summer of 2021 and a total of \$30,000 in Town and State funding will soon be used to design and permit more complex clearing efforts in the upper reaches of the brook. We expect that we will continue to participate in a coalition of stakeholders for some time to come.

Regarding Conomo Point, long-term property leases will continue to provide the Town with approximately \$550,000 per year in lease payments over the remaining 15 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 should be completed by the end of May, 2022. Coupled with the project that created a small park at the end of the seawall in the past, the seawall project itself will improve the fringe area between Conomo Point Road and the wall itself 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. The Town was then bound to initiate efforts to study the existing zoning bylaw and make recommendations back to Town Meeting within the moratorium period. To that end, we have 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 is presently studying the Town's existing land use patterns and is collecting other background data that will be useful in delivering a general zoning diagnostic. MAPC will assist 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.

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

- With our relatively new, municipally-owned fiber optic connection to the Town of Danvers municipal data center, we have begun to leverage the power of regional information/technology provision. We are in the process of benefitting from a state-of-the-art cybersecurity fabric that is being put in place by Danvers IT staff and which Danvers will professionally manage for us going forward.
- We have upgraded our e-mail system to the Microsoft Outlook 365 platform, which has improved our service and which has provided increased flexibility to system users.
- The Board moved through the final stages of permitting for a new marijuana cultivation and retail operation that will be opening near the Ipswich town line this coming summer.
- The Economic Development Committee (EDC) continues to implement the Town's new Economic Development Plan and will be able to focus more on traditional economic development issues now that the Committee has worked through COVID recovery recommendations.

- The Strategic Planning Committee (SPC) has made great progress with respect to the updating of the Town's Strategic Plan for the next five years. A working draft of the plan has been created and the SPC expects to issue a final version this coming year, after public input has been taken and incorporated.
- We have continued to support the Essex Housing Coalition, an effort coordinated via a technical assistance grant from the Citizens' Housing and Planning Association (CHAPA). The Coalition has done great work on Essex housing demographics and needs and has recommended that the Selectmen consider proposing the formation of an Affordable Housing Trust via Town Meeting action.
- We have supported the procurement and rollout of a new, on-line municipal permitting system with respect to our building, electrical, and plumbing & gas offices. We expect that the system will result in increased permit revenue while providing a much more convenient and expedient experience for the applicant.

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. Preen, Chairman,
 On behalf of Selectmen Peter D. Phippen and Guy D. Bradford

ANIMAL CONTROL OFFICER

In the year 2021, Animal Control received calls on the following:

- Multiple dogs lost, found, and returned to their owners who were quickly located due to licensing.
- Mange in fox most likely due to rodenticide poisoning.
- Multiple species taken to rehab with injuries or lost from the parents.
- Barking complaints.
- We had no dogs hit by motor vehicles this year.
- Multiple deer hit and killed by cars.
- Loose horses – owners notified.
- Snakes in houses, bats in houses.
- Multiple raccoon calls.
- Complaints for dog bites – 1 restraint order issued.

Respectfully submitted,
ANIMAL CONTROL OFFICER
 Amelia Reilly

ANIMAL HEALTH INSPECTOR

In 2021, 10 dogs were quarantined for biting humans, and 28 more dogs were quarantined for biting another dog.

Three animals were sent to the Rabies Lab in Jamaica Plain for rabies testing. All three tests came back negative.

Forty-eight dogs and cats were quarantined for having “wounds of unknown origin”.

Six dogs were reported to have known coyote bites.

Twenty-four barns were inspected and the barn book was sent to the Division of Animal Health in Boston.

Two online courses were taken concerning zoonotic diseases.

Respectfully Submitted,
ANIMAL HEALTH INSPECTOR
Pam Stone, CVT

BOARD OF ASSESSORS

Over the past year, the ongoing pandemic continued to bring a new way of conducting delivery of municipal services. As people continue to “hunker down” at home, they want more from home life and often make revisions to the place where they work and live. They improve their environment and add value to their property. It is the job of the Essex Assessors to keep pace with these changes to maintain the current tax base.

We keep track of changes through Essex building permits and make regular trips to sites under construction. Those masked gentlemen you see around Town are the Essex Assessors taking measurements and adding the information to Essex property cards on file. Over the most recent calendar year, we have conducted over 300 property visits.

The current tax rate for fiscal year 2022 is \$15.70, down from last year’s rate of \$15.80. This is explained by the continually appreciating real estate market in Essex. Over \$7.7 million dollars in new growth came online over the past year. A sign of good fiscal management is the approval of the Essex Assessors’ office after completing a five year audit of Practices and Procedures by the Commonwealth’s Department of Revenue.

More good news for Essex seniors. Changes in the senior taxpayer exemptions were voted in Essex last year to lower the age to 65 along with adjustments to the exemption and guidelines. Please check with the Essex Council on Aging for more information.

During the past year, Michael Antell was elected as an Essex Tax Assessor for a one-year term. We continue to appreciate the support we have from Dick Cairns, as a consultant, and Brenda Harrell for everything she does to keep the office functioning so well.

Due to the Covid-19 virus, the Essex Assessor's office is currently open by phone, fax or e-mail on Monday through Wednesday from 7:30 am to 3:30 pm and Thursday from 8:00 am to 3:00 pm. The Board of Assessors' meetings are held on the first and third Tuesday from 4:00 pm to 5:00 pm. On meeting days, the office is open from 7:30 am to 2:30 pm. All meetings are open to the public, by phone, or in person. We may be reached by phone at 978 768-7831.

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

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 2021, 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. Lianne Cook retired as our Public Health Nurse, and we welcomed Kellie Keenan, a qualified, enthusiastic, and knowledgeable nurse to fill this role. Roberta Cody is our contracted food safety inspector, Erin Kirchner continues as Board of Health Administrator and Ann White remains Board of Health Administrative Clerk.

In 2021, the Board of Health:

- Performed seasonal pre-opening and monthly monitoring and water sampling at 3 public Town swimming areas.
- Investigated 12 nuisance complaints.
- Reviewed 16 Title 5 Inspection reports.
- Reviewed 27 septic system design plans, revisions, or as-builts.
- Witnessed soil testing on 15 existing and proposed lots.
- Performed 45 food service and event inspections.
- Issued 65 Food Service Permits.
- Issued 1 permit for the manufacture of ice cream.
- Licensed 26 Disposal Works Installers.
- Licensed 10 Septage Haulers.
- Issued 14 Keeping of Animals Permits.
- Issued 3 Retail Tobacco Sales Permits.
- Issued 4 Bed and Breakfast/Hotel-Motel/Motor Coach Park Permits.
- Inspected and permitted 1 recreational day camp for children.
- Issued 1 Hot tub Permit.
- Issued 6 Disposal Works Construction Permits.

In partnership with the Greater Cape Ann Community Collaborative, we began offering COVID-19 vaccinations at weekly standing clinics, administering over 1000 doses of adult and pediatric COVID-19 vaccine in Essex. We also administered 160 doses of flu vaccine to residents, Town employees, and homebound individuals. In addition, we continue to offer monthly blood pressure screening clinics at the Senior Center. Finally, in accordance with Massachusetts Department of Public Health requirements, the Board of Health conducted surveillance and/or investigation of the following suspect or confirmed communicable disease events in 2021:

Campylobacteriosis	2
Giardiasis	1
Influenza	7
Lyme Disease	14
Novel Coronavirus	327
Tuberculosis	1

We are proud of the efforts of our staff to continue traditional and innovative work toward the continued health and safety of our community, often donating their personal time to do so. Our Nurse and Administrator continue seminars and meetings to remain current in many of the vast and expanding Board of Health responsibilities.

BOH meeting are generally scheduled for the second and fourth Thursday evenings of each month at 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
Erin Kirchner, Administrator

BOARD OF PUBLIC WORKS

2021 was slated as a year of hope. With all the lockdowns of the past and the development of a COVID vaccine, life as we know started to become more normal. Town offices were opened to the public, parks and recreation were utilized, and kids went back to school.

The Wastewater Department replaced the Master Flow Meter which records gallons of sewer pumped to Gloucester. Due to failure, 53 of the outdated Meyers grinder pumps were replaced by the newer E-One grinder pumps. There is a total of 83 new E-One pumps that have been installed to date. The Waste Water Department responded to 35 Grinder Pump calls which is considerably less than in years past. There were nine sewer connections completed this year for a total of 623.

The Transfer Station took in 1,284 tons of refuse, 23 tons less than last year. Recycling was up 37 tons from the year before. A total of 424 tons were recycled. After skipping a year, the Town offered Household Hazardous Waste Day. A total of 96 cars participated. The Town did experience numerous issues with the Transfer Station this past year. As our solid waste contract

winds down, the Town will have to consider replacing its 37 year old compactor or looking at curbside pick-up for trash removal.

The Water Plant had its share of fiscal challenges this year. The sludge collector in Settling Basin #1 malfunctioned causing the Water Plant to run at less capacity for approximately 12 weeks until parts were available. A Variable Frequency Drive (VFD well drive) at Station #2 was shorted by a lightning storm. A VFD burned out at the Water Plant controlling a high lift pump due to the failure of a cooling fan. A leak in a chemical tank at the Water Plant that stores potassium hydroxide took several weeks to fix. Temporary storage was needed before the tank could be pumped out to allow the repair to be made. There was one water main break on July 27th at Lebaron Road and three water service breaks which the Water Department repaired.

The Highway Department provided its usual maintenance. Regular mowing of grounds, parks, and cemetery's was performed. Several catch basins had to be rebuilt and a few drain pipes were snaked or replaced. The DPW contracted out the paving of sections of Apple and Belcher Streets. A large section of Wood Drive was also paved. 843 Tons of hot top was spread using Chapter 90 funds.

The Cemetery Department performed ten full burials and twelve cremations. The Department continues to straighten head stones and level off sunken grave sites.

Respectfully submitted,
BOARD OF PUBLIC WORKS
John Filias, Chairman
Paul Rullo
Tim O'Leary

BUILDING INSPECTOR

A total of 197 permits were issued during 2021. The following is a breakdown of the number and description of permits issued:

11	Additions
12	Accessory Buildings
9	Demolition
7	Garages
10	New Construction (Residential and Commercial)
0	Remodel
20	Repairs
44	Roofs
9	Solar Panels
75	Other (Which includes Insulation, Sheet Metal, Decks)

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 at the Annual Town Meeting 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 2015 Fall Town Meeting and 2016 ballot. This represents the Town's contribution to the local CPA fund. The second source of funding is from the State Matching Fund collected from a 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 2021 approved the appropriation of the following:
Tennis court repair/replacement at Memorial Park - \$49,999
Chebacco Terrace roof replacement - \$116,687

Recently completed projects:
Veterans Patio at Memorial Park

Current members of the Committee are identified below.

Respectfully Submitted,
COMMUNITY PRESERVATION COMMITTEE
Kimberly Drake, Planning Board (Chair) Gregory Cooper, Housing Authority
Dave Frithsen, Department of Public Works Alison Taylor, Selectmen Appointment
Jay Tetzloff, Historic Preservation James Witham, Selectmen Appointment
Michael Burke, Conservation Commission

CONSERVATION COMMISSION

The following summarizes the Commission's hearings and business for the period July 1, 2020 to June 30, 2021:

- The Commission held hearings on 14 Notices of Intent filed for various projects including, but not limited to, additions, upgraded and new septic systems, and new construction.
- The Commission held hearings on 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 issued one Enforcement Order.
- The Commission reviewed a request for a minor modification to an Order of Conditions.
- The Commission reviewed and approved four Extensions to previously issued Orders of Conditions.
- The Commission issued 11 Certificates of Compliance to close out completed work. The Commission continues to work with applicants with outstanding Orders of Condition to facilitate the issuance of Certificates of Compliance to clear titles.
- The Commission's Agent met with property owners to review proposed work, address complaints and possible violations, and coordinate tree removal of potentially hazardous trees and other matters related to property maintenance.
- Numerous building applications were reviewed by the Commission's Agent.
- Mr. William Levy was appointed to the Commission.

Under the ongoing State of Emergency due to the COVID 19 pandemic, the Commission and its staff continued working through remote access means to handle the work of the Commission. With Town Hall unavailable to the public, the staff worked with property owners to address questions, review building permit applications and schedule hearings. Despite Executive Orders from the Governor's Office authorizing the tolling of time to hold hearings and issue permits, the work of the Commission continued in a timely manner. The Commission resumed in person meetings in June of 2021 but continues to provide remote access.

The Commission members and staff continue to work diligently improving our understanding of, interpreting, and applying the Wetland Protection Act and Rivers Act for the protection of the valuable resources within the Town of Essex. It is the goal of the Conservation Commission and its staff to assist the residents of the Town of Essex in understanding how the Acts apply to their properties and projects.

Respectfully submitted,
ESSEX CONSERVATION COMMISSION

Michael Burke, Chairman
Cliff Ageloff
Thomas Barrieau
Kevin Cooke
William Levy
Edward Marshall
Laureen Sanderson

Staff: Kenneth Whittaker, Agent

Deborah Cunningham
Administrative Clerk

COUNCIL ON AGING

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

First and foremost, Kristin and Tess are so grateful to be part of the Essex community and are overwhelmed by our selection as “Co-Employees of the Year” for the Town of Essex! We are thrilled, and a tiny bit embarrassed, to receive such an honor and sincerely appreciate the recognition of our work. That being said, we certainly don’t do this alone! As always, volunteers are integral to the operations of the Senior Center. Our many volunteers are integral to the success of the Council on Aging, and always fill our center with warmth and a smile. They have contributed more than 1,300 hours to the community! Volunteers help us in a variety of ways, including serving on our Board, answering phones, assisting with programs, delivering groceries, serving meals, friendly phone calls, and more. We always welcome new volunteers, as well as students seeking community service hours. We would specifically like to thank Priscilla Doucette for her many years of service as a COA board member. Congratulations to Gil Frieden, who was recently appointed to our Board. Also, we would like to welcome Kim Williams to the COA staff.

The Council on Aging provides numerous services to our residents over the age of 60, as well as caregivers of older adults. Here is a summary of our accomplishments in 2021.

Social Services: We provided individual assistance to more than 400 people in areas ranging from general information and referral, housing needs, application assistance, COVID vaccine scheduling (200+!), and SHINE Counseling. This represents more than a 100% increase in just three years! As SHINE counselors, Kristin and Tess provide 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 should review coverage annually. Through this program, we successfully saved more than \$40,000 for Essex residents!

Health, Wellness and Recreation: Our physical building remained closed for the first six months of the year. During this time, we provided access to programs via “Zoom” and the Virtual Senior Center. The Cape Ann Virtual Senior Center is a partnership with Senior Care, 1623 Studios (channel 67) and the four Cape Ann communities. We reopened in July with a very successful Ice Cream Social sponsored by the Friends of the Council on Aging. Our on-site programming included the return of our men’s and women’s breakfasts, Balance in Motion classes with Dianna, blood pressure clinics, arts and crafts, drop in programs, office hours with Senator Tarr, office hours with our Veterans’ Services Officer, and several additional events sponsored by the Friends of the Council on Aging. New programs this year include a new fitness class “Fit over Fifty” taught by Essex resident Erin Almeida, “Cooking for 1 or 2” with Dawn Burnham, and a monthly book club.

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 \$2.50 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: Throughout the pandemic, the Council on Aging has focused on providing access to groceries and meals. Our partnerships with the Open Door and Acord food pantries resulted in more than \$40,000 worth of groceries being distributed to many senior households in Essex. We now offer twice a week Grab and Go meals through a partnership with SeniorCare. The Friends of the Council on Aging sponsored a number of special meal events with purchases from many of our local restaurants, including a Spring Fling Meal and Holiday Dinner. Almost 3,000 meals were distributed in 2021!

In 2021, the Council on Aging Board of Directors created a 5 year strategic plan. This plan, which can be found on our website, lays a clear path for continued growth. We are excited to put this plan in action. This year, you can expect to see a number of new programs, including a monthly speaker for our “junior seniors” covering topics such as Social Security, Estate Planning, Downsizing, Lifelong Learning, Leisure, and more.

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 festival, and Annual Boutique successfully raised funds for the Council Programs. The FECOA funded many special dinners, breakfasts, book club, fitness programs, monthly craft classes and more.

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,
COUNCIL ON AGING DIRECTOR
Kristin Crockett

ECONOMIC DEVELOPMENT COMMITTEE

Over the past year, the Economic Development Committee (EDC) has collaborated with other Town committees, staff, and local organizations in working toward achieving the goals laid out in the 2020 Town of Essex Economic Development Plan (full document available on the Town website):

- Assist local businesses that have been hardest hit by the effects of the current pandemic and interruption of day-to-day life.
- Create guidelines to assist businesses in locating and expanding in Essex.
- Attract new businesses to respond to the needs of residents, residents from surrounding communities, and visitors to the area.
- Increase the customer base in Town to support downtown businesses by adding housing and by marketing the village to residents and visitors.
- Enhance the look, feel, and safety of Town to maintain a vibrant and walkable downtown and create a sense of place where all can gather.
- Increase community-building events in Town to create an energetic downtown with a strong sense of community.

- Increase the customer base in Town and support the local workforce by adding a wider range of housing options.
- Work with a consultant to draft a housing production plan.
- Increase capacity for housing planning and production.
- Expand Town capabilities and resources to achieve these goals.

These efforts have included:

- Assisting businesses impacted by COVID in connecting with Town departments to obtain temporary outdoor dining & liquor licenses, facilitating the pivot to take-out meals, and acquisition of Payroll Protection Program.
- Partnering with Manchester by the Sea in the Local Rapid Recovery Planning Program, which culminated in a detailed report identifying several priority Economic Development projects. These included: creating a Placemaking Plan to detail design/build projects in wayfinding, branding, lighting, visitor comfort, off-season events, and business diversification; improving downtown lighting; hiring a grant-funded temporary Economic Development Manager; and off-season events to foster community, arts, and local businesses.

We look forward to continuing our work supporting the Town, residents, and businesses in 2022.

Respectfully submitted,

ECONOMIC DEVELOPMENT COMMITTEE

Jodi Harris, Chairman

Westley Burnham

Michael Cataldo

Margaret Eklind

Tina Lane

Ryan Madrigal

Martha Mazzarina

Georgeanne Richards

Donna Roy

ELECTRICAL INSPECTOR

In 2021, a total of 114 electrical permits were issued:

Air Conditioning	1	New Restaurant	1
Addition	8	Pool	2
Alarm System	7	Remodel	3
Barn	1	Renovation	15
Basement	4	Repair	4
Bathroom	1	Replacement	1
Boiler	3	Rewire	2
Conversion	1	Service Upgrade	8
Cooler	1	Service Upgrade/Shed	1
Dishwasher	2	Solar Panels	9
Furnace	1	Spa	1
Garage	3	Temporary Service	6
Generator	11	Traffic Signal	1
Hot Tub	1	Underground Service	1
Miscellaneous	11	Water Heater	1
New House	2		

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

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

Permit applications are available in the Town Hall during regular business hours, Monday through Thursday.

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

Respectfully submitted,
ELECTRICAL INSPECTOR
John Shields

ESSEX CULTURAL COUNCIL

The Essex Cultural Council held several meetings during FY2021. All of our meetings were held virtually. The Council members reviewed grant applicants and awarded Massachusetts Cultural Council grants. These grants benefitted patrons of the TOHP Burnham Library, The Essex Senior Center, students in the Essex Manchester Regional School District and the local community at large. This past year, we also worked with many of the applicants to adjust their programs due to COVID issues, granting extensions, and approving changes to program content.

Respectfully submitted,
ESSEX CULTURAL COUNCIL
Robyn Kanter, Chair
Dawn Burnham
Janet Carlson

Caryn Gallagher
Louis Irwin

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.

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."

Commission Members

Name	Title	Term Expires	Contact Information
Nathaniel Crosby	Chair	June 30, 2023	617-519-1634 nat.cby@gmail.com
Jay Tetzloff	Secretary CPC Rep	June 30, 2022	612-669-9943 jay.tetzloff@gmail.com
Easton Ehlers	Member	June 30, 2022	
Drew Godfrey	Member	June 30, 2024	
Justin Kane	Member	June 30, 2024	
Keith Symmes	Member	June 30, 2023	

Address

Town Hall
30 Martin Street
Essex, MA 01929
United States
See map: [Google Maps](#)

Meetings:

When: 2nd Friday of the month. All community members are welcome.
Where: Zoom
Time: 8:30 am - 9:30 am

The Essex Historical Commission met regularly in 2021, conducted 1 public hearing, and approved multiple demolition permits, working with building owners to preserve the Town's buildings. The demolition delay was not invoked on any property in 2021.

Notably, the Commission worked with the owners at 1 Kings Court to preserve a turn of the century house by moving it to a new location on the property rather than tearing it down. Look for it on next season's HGTV Series "Farmhouse Fixer."

Sadly in 2021 we lost the Rectory at 50 Main Street when the demolition permit was issued without being forwarded to the EHC. The demolition delay bylaw in this case would likely have resulted in demolition anyway, but with the important process time to research and document the building's provenance first before it was lost forever. The recent approval of funding for an online permitting system should prevent this from ever happening again, and we look forward to assisting the Town where appropriate to configure this new software in 2022.

The EHC continues to actively seek new members to continue building diversity of thought and representation on the Commission as it seeks to preserve this iconic New England coastal town.

Respectfully submitted,

ESSEX HISTORICAL COMMISSION

Nathaniel Crosby, Chair

Jay Tetzloff

Keith Symmes

Drew Godfrey

Justin Kane

Easton Ehlers

FIRE DEPARTMENT

Two thousand twenty-one was a very significant year for the Essex Fire Department. In April, along with the Police Department, we moved into the new Public Safety Building at 11 John Wise Avenue. This new building provides features that were not available at the Memorial Station on Martin Street. A four door 14x14 foot high vehicle bay that accommodates newer, larger vehicles, a conference/training room, locker rooms and showers are some of the enhancements. Perhaps the most important benefit is the work space which enables us to be more organized and efficient.

In the spring of 2021, Chief Daniel Doucette stepped down as Fire Chief because of limited availability due to accepting a position with the Massachusetts Department of Public Health. He had served as Fire Chief since 2009. Deputy Chief Ramie Reader was promoted by the Board of Fire Engineers and confirmed by the Selectmen as Fire Chief in April of 2021. He has been with the Essex Fire Department since 1986. Before becoming Chief, he served as Deputy Chief, Captain, and Lieutenant. Interestingly, Chief Reader is the grandson of the late Ivan Muisse who was the Essex Fire Chief for 25 years. At this time, Ernest Nieberle was promoted to Deputy Chief to replace Chief Reader and David Pereen was promoted to Captain. Also, this year, Sean Reed retired. We thank him for many years of service to the department.

Currently, there are 42 members who respond to both fire and ambulance calls, this includes 11 paramedics and 24 EMTs. This year, the Department responded to 236 fire calls and 246 ambulance calls for a total of 482 calls. In addition, fire inspectors completed many residential fire inspections as well as the quarterly commercial inspections of Town buildings and restaurants.

In 2021 we purchased a new ambulance and received a grant to purchase turn out gear and an EMPG grant for two ice rescue suits and an ice sled.

Members of the Essex Fire Department completed various training classes. School Safety Meetings were attended and fire drills conducted to ensure the safety of our children. Some of the two thousand twenty-one training initiatives include:

- CPR and EMT Continuing Education
- MFA Training
- HVAC Training
- Pump Training
- Search and Rescue Training
- Boat & Boom Training
- Ladder Training
- Forced Entry Training

Once again, the Board of Engineers wishes to thank all members for their hard work this year. We want to thank the 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 (ALS).

Perhaps most importantly, the Department again wants to thank the Essex residents for their support in construction of the new public safety building. We appreciate the sacrifice the townspeople have made in voting for this undertaking and are very grateful to work in a building we can be proud of.

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

HARBORMASTER

2021 remained a busier than usual year on the waterways due to the pandemic. Although certain mandates remained in place, outdoor activities offered those in this region an opportunity to enjoy them. Transient rentals at both Conomo Point and also behind Choate/Hog Island remained steady throughout the summer.

Dated buoys were replaced and more will be replaced in Spring 2022. A Rowing Craft Storage Area at Clammer's Beach was implemented and filled up quickly. My hope is due to the success of this program, other Rowing Craft Storage locations will be offered in other areas of Town, with the blessing of the Board of Selectman. Thank you to First Fabricators of Ipswich for their timely service in regards to the construction and delivery of the high quality racks that were set in place.

Moorings continue to be filled as current owners choose not to renew, and the turning over of moorings will continue to be a top priority in Spring 2022. We will be coming into the 3rd year of the online renewal system. My hope is that year 3 of this system is even more seamless than

last. As with anything new, especially with technology, it takes time to get this to the seamless level we will be at.

The new Public Safety building is a thing of beauty and it is nice to have an office workspace. One new focus will be that of upgrading existing watercraft our Department uses. Funding options will be explored and my hope is to have the replacement vessel within the next few seasons.

Another focus of the Department is the ongoing Dredging Project for the Essex River. My hope is that progress continues to be made on this sizeable project and within the near future, dredging commences within the Essex River. Several challenges have stalled this project and it is seemingly back on pace.

As always, a thank you goes out to both the Police and Fire Departments and the continued assistance they provide not only to the Harbormaster Department, but the Town as a whole. I look forward to serving this community for another season on the waterways of Essex and am hoping for a fun, but safe boating season in 2022.

Respectfully,
HARBORMASTER
Captain Daniel C. Fialho

T.O.H.P. BURNHAM PUBLIC LIBRARY

2021 brought us into the second year of a pandemic. Despite the challenges of the past year, the T.O.H.P. Burnham Library team has demonstrated the ability to adapt to today while preparing for tomorrow. The pandemic inspired us to learn alternative ways to bring resources to our community. Curbside pickup delighted those who walked, biked or drove up for books and other materials. Use of the digital library soared. What a wonderful feeling it was for people to browse the stacks, use computers, make copies, and reconnect when we opened to the public on June 1, 2021!

Our programming was carefully curated and delivered with much success, either online, outside or in person. Some of the offerings when we opened were: A 6 week genealogy class, monthly book group, organizing, wines of Italy, floral arranging, teen art, read to the rescue dog, and a TV cameo on the library with Ted Reinstein from Chronicle. Youth Services Librarian, April, continued stellar weekly story times for children and fun teen events. Collaborating with our neighboring communities on some shared programming helps keeps pricing lower.

Essex by the numbers for the 2021 calendar year: *Total circulations 22,823, Video/DVD circs 2,396, Essex resident library cards 1598, Overdrive e-content circs 3,134, Hoopla e-content circs 1,810, Events 172, attendees 1,740 includes virtual.*

The Mass Board of Library Commissioners introduced free cellular Hotspots which the library is now offering. Libraries serve as a digital equity hub and are critical infrastructure for bridging

digital divides. The library was approved for a Library Incentive Grant, Municipal Equalization Grant, and Non Resident circulation grant from the State totaling \$5,116.

We hope that our resources helped our community get away from it all, even for a few moments. It's no small thing to offer people moments of enjoyment and relaxation during challenging times. We will continue to reflect the changing needs of our community with innovative services while not forgetting the basics. We are here for you no matter what happens when we turn the page.

Respectfully submitted;
LIBRARY DIRECTOR
Deborah French

LICENSING CLERK

A total of 127 licenses and permits were approved by the Board of Selectmen and issued by the Licensing Clerk in 2021. The following is a breakdown of the number and description of licenses and permits issued:

17	Antiques Licenses
0	Auction Permits
2	Automatic Amusement Device Licenses
7	Class II Licenses (Sale of Used Cars)
30	Common Victualler's Licenses
26	Entertainment Licenses - One-Day
3	Entertainment Licenses – Sunday (Annual)
8	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
1	Liquor Licenses – Farmers Series Pouring Permits
5	Liquor Licenses – One Day
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 setting of the Wage & Salary scale prior to last year's Annual Town Meeting.
- Various approvals of individual requests from Town employees under the Personnel Rules & Regulations and union contracts.
- Consideration of requests for new or expanded Town positions. Due to both fiscal conservativeness and the unknown financial effects of the ongoing COVID-19 crisis, most requests have been denied.

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

Respectfully submitted,
ESSEX PERSONNEL BOARD
Ruth R. Preen, Chairman
Peter D. Phippen
Guy D. Bradford

PLANNING BOARD

The Essex Planning Board meets regularly on the first and third Wednesdays of each month. Meetings are typically held in the Town Hall 2nd floor meeting room. On November 17, 2021, the Board transitioned from a 7:30 p.m. meeting start time to 7:00 p.m., which is anticipated to continue. Meeting dates are posted on the Planning Board web page and at the Town Hall. Meetings are open to the public. Individuals with limited mobility may take the elevator at the right side of the stage to access the meeting and office areas as needed.

In response to the COVID-19 Pandemic and the subsequent closure of Town Hall to the public, Planning Board meetings were held remotely through May 2021 and resumed in person at the June 2, 2021 meeting.

Shelly Bradbury was elected to the Board at the 2021 Town Election. We thank William French for his dedicated service during his terms as board member. Following the election, Board Members voted the following: Kimberly Drake, Chair; Lisa O'Donnell, Vice Chair; Shelly Bradbury, Clerk; and Matt Greco, Vice Clerk.

During regularly scheduled meetings, Board Members review matters relating to: building permits; Chapter VI of the Town of Essex Bylaws, Zoning Regulations; the Rules and Regulations Relative to Subdivision Control; potential Warrant Articles for Town Meeting(s); hold informal discussions with members of the public as requested; and develop and implement goals of the Board.

Board Members volunteer as representatives of the Planning Board on other Town Committees including the Strategic Planning Committee, the Housing Coalition, the Community Preservation Committee, and the Economic Development Committee.

The Planning Board is responsible for reviewing Preliminary and Definitive Subdivision Plans, Site Plan Review Applications, ANR Applications, Special Permit Applications and Building Permit Applications. During 2021, the Planning Board reviewed and endorsed 5 ANR's (MGL Chapter 81 approval not required), conducted 4 Site Plan Reviews, granted 2 Special Permits, and held 3 Public Hearings.

Public Hearings were held for BB Botanics (242 John Wise Avenue) for a special permit to operate a marijuana dispensary and cultivation business; for Tower North (65 and 73 Eastern Avenue) for a special permit to construct a monopole cell tower; and for proposed bylaw amendments for the May Annual Town meeting.

Amendments to the Zoning Bylaw approved at 2021 Annual Town meeting included the creation and acceptance of the Downtown Zoning District and a temporary moratorium on business and industrial use conversions.

The Town has received a grant from the Metropolitan Area Planning Council (MAPC) to review the zoning bylaws and current land use status within the Town and to provide suggestions for improvement. It is anticipated that this activity will result in the ability for the public to actively participate in discussions relative to potential modifications to the bylaws. The Town website will include links to all public forums and presentations resulting from this activity.

Town Bylaws, meeting agenda and minutes, contact information, hours of operation, application forms, links to special permit applications, and MAPC planning activities are posted on the Town website. The [Guide to Obtaining Permits in Essex](#) is posted to assist applicants with the permitting process.

Respectfully submitted,
CHAIRMAN, ESSEX PLANNING BOARD
Kimberly Drake, Chair

PLUMBING & GAS INSPECTOR

One hundred and fifty-two Plumbing & Gas Permits were issued in 2021:

- Eighty-four Gas Permits and
- Sixty-eight 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

The year 2021 continued to challenge the Department as we navigated the ever-evolving COVID-19 concerns, all while tasked with meeting the mandate(s) of the Massachusetts Act Relative to Justice, Equity and Accountability in Law Enforcement, otherwise known as Criminal Justice Reform. The Department saw part-time/reserve officers start to leave law enforcement all together, at a time when the effects of COVID-19 were taking their toll on staffing numbers. Over the years the Department has come to depend very heavily upon part-time/reserve officers to fill vacant shifts. Being a department with just (9) full-time officers, including the Chief of Police, as well as just (7) part-time/reserve officers, filling shifts 24 hours a day, 7 days a week has become very difficult. Though this reform mandates a very comprehensive list of changes to the way we conduct business in law enforcement, being an accredited agency is very helpful. Through accreditation we have policies and procedures, as well as operational systems in place that have been very helpful in complying with this mandate, which is an ongoing process.

Challenges aside, the year 2021 certainly had a number of positive occurrences for the Police Department. I feel I can speak for all of the men and women of the Department, when I say one of the high points of 2021 was moving into our new Public Safety Building. For me this has been a long time coming and I cannot thank the good people of Essex enough. We began the transition to the new building on April 1st, moving furnishings, equipment and files. From there it was a matter of setting up our systems, training staff on the security systems, use of new booking/detention areas, fire evacuation, etc. We've been operating out of the building since late spring, and have found that we operate much more efficiently and safely, with all the proper systems in place.

As many know, the Essex Police Department is one of just 98 accredited agencies out of over 350 in the State. We began the process by enrolling in a program with the Massachusetts Police Accreditation Commission in the Spring of 2007, first becoming certified in 2015, and then achieving accreditation status in 2019. To maintain accreditation status, we are required to complete a comprehensive re-assessment every 3 years, and we were up for re-assessment this past fall. This review of our policies and procedures, records keeping systems, physical facilities, cruisers, etc., would be the first time since becoming a part of the program that we would have to show compliance with all 326 standards, and we would no longer be able to waive standards related to our lack of an adequate facility, or detention area. Sergeant Dan Bruce, our

Accreditation Manager, had organized our re-assessment, bringing in Officers of all ranks from participating departments, for the October 12th-14th assessment.

As is customary, assessments are expected to take 3 days, as it is a very comprehensive process. By all accounts the process went very well, in fact what traditionally takes well into the third day, took just 1 and a 1/2 days to complete. I feel this speaks volumes to the work and dedication that went into preparing for this assessment. Like most departments that were up for re-assessment this year, we await the final award vote from the commission, as the meeting schedule had been tentative due to COVID and will now be held virtually on February 28th.

Training has always been a priority for our officers, and with the changes that are taking place in law enforcement almost daily, we are being tasked with taking on much more training. We are still doing much of our training online through the Municipal Police Institute (MPI), as well as through the Municipal Police Training Committee's ACADIS portal. We are now able to attend training in-person as well, which is imperative for our practical training requirements. In the fall, full-time officers attended 16 hours of Advanced Roadside Impaired Driving Enforcement (ARIDE) training, which was held right in our training facility in the Public Safety Building. After successful completion of this training, officers became certified in the next level of detection of operating impaired due to drugs and alcohol. The following is a summary of some of the other training that officers received in 2021:

Legal updates & Liability	Police Reform Act
First Responder-CPR/AED	Firearms Qualification Training
Implicit Bias	LE Officer Mental Wellness
LE Officer Suicide Prevention	Responsibilities related to Pandemics
Human Trafficking	Defensive Tactics/Use of Force
Responding to Emergencies Involving the Mentally Ill	

With the help of Town Administrator Brendhan Zubricki, we were able to secure a grant for a drone through MIIA, our insurance provider. Each year MIIA provides a \$10,000.00 grant to the Town in which specific needs are addressed for one or more of the Town departments. For this year's grant, I requested that we research the idea of using the grant for a drone with a video camera, as well as an FLIR camera, which detects heat differences and displays them as images. The idea came to mind after having three separate incidents in which we had to call the Massachusetts State Police Airwing (helicopter) unit to Town to help locate missing persons. All incidents were brought to a successful conclusion. It should be noted that the drone can be utilized for a variety of tasks, by several departments in Town, making this a fiscally responsible purchase. At this time, Detective Alex Edwards and Firefighter George Stavros will oversee the deployment of the drone, and others have expressed interest in operating the drone as well, going forward.

We've recently been advised that we have received another 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 is a great way to dispose of expired and unused narcotics, keeping them out of the hands of the wrong individuals. The idea behind the kiosk is to supplement our Annual Drug Takeback Day, and is available and accessible 24 hours a day, 7 days a week. We have also recently applied for a grant with the Executive Office of Public Safety and Security (EOPSS)

which is being offered to all police departments in the State to acquire Automated External Defibrillators (AED). The grant is for at least one at \$2500.00 each. We have requested 2, and await approval. We'll continue to seek out grants to supplement our needs and remain fiscally responsible.

In closing, I'd like to once again say thank you to the citizens of Essex, and all those who played a role in making the Essex Public Safety Building a reality. I would like to thank the men and women of the Essex Police Department and Administrative Assistant Mary-Elinor Dagle for all they do, especially in such challenging times. I would also 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 Essex DPW, the Finance Committee and all town employees, board members and committee members, as well as the residents themselves, for supporting the work of the Essex Police Department.

Respectfully submitted,
POLICE CHIEF
 Paul D. Francis

2021 ANNUAL STATISTICS ESSEX POLICE DEPARTMENT

911 FALSE/DISCONNECT/ABANDONED	320
AGENCY ASSIST	47
ALARM	106
ANIMAL COMPLAINT	148
ARREST/SUMMONS	79
BOLO	4
BREAKING AND ENTERING	3
CITIZEN ASSIST	623
COMMUNITY POLICING	17
DEPARTMENT EQUIPMENT/DAMAGE	37
DETAIL	121
DISTURBANCE	73
DISABLED MOTOR VEHICLE	47
DOMESTIC	17
DIRECTED PATROL	4,815
MV COMPLAINT/ERRATIC OPER.	74
FIRE ALARM	75
FIRE BRUSH	6
FIRE INVESTIGATION	10
FIRE STRUCTURE	3
FIRE OTHER	26
FIRE VEHICLE	0
FRAUD/SCAM	43
FIRE/WIRES DOWN	19

FIRE HAZMAT	0
HARASSMENT	14
JUVENILE ISSUE	8
MEDICAL AID	281
MVA NO PERSONAL INJURY	55
MVA WITH INJURY	18
OFFICER INJURED/SICK	28
PARKING COMPLAINT/ENFORCEMENT	186
PROPERTY CHECK	198
POLICE CARSEAT INSTALL	7
POLICE INVESTIGATION/FOLLOW UP	33
POLICE MV LOCKOUT	6
POLICE OFFICER COMPLAINT	5
PAPERWORK SERVICE/ATTEMPT	44
PROPERTY LOST/FOUND/HELD/RETURNED	52
REPOSSESSION	3
SELECTIVE ENFORCEMENT	989
SEX OFFENSE/RAPE	1
SOLICITOR REG/COMPLAINT	32
MV STOP	853
SUSPICIOUS ACTIVITY	137
TRAFFIC HAZARD	63
THEFT	13
THREATS	5
TRANSPORT	14
TRESPASSING	6
UTILITY REQUEST	127
PROPERTY DAMAGE/VANDALISM	23
VIOLATION OF ORDER	2
WATERCRAFT INCIDENT	13
WELFARE CHECK	68
LTC/FID	70
TOTAL	10,067

MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT

The last two years have been ones of change, uncertainty, and resiliency. Although the pandemic continued to play a prominent role throughout 2021, MERSD's priority goal was to reinstate and maintain in-person learning and to minimize risk to the health and safety of all in attendance. While continuing with masking and distancing, all other school programs, operations, and student activities resumed and continued, some with modifications, through the Omicron surge. I am thankful for the hard work and dedication of the faculty and staff who strive every day to support the social, emotional, and intellectual growth of our students, and grateful to the entire MERSD community for their flexibility and support throughout the pandemic.

This fall, MERSD celebrated the completion of two large capital projects, the Memorial Elementary School and the Essex Elementary playground. Through the oversight of the Memorial School Building Committee and the collaborative efforts of the Project Team, the Memorial School building project remained on time and on budget. The result is a state of the art building, designed to meet LEED Silver certification standards and provide a flexible learning environment that supports interactive student-centered learning. The new Essex Elementary playground replaced the beloved Eagle’s Nest and was designed to capture its spirit while promoting diversity of experiences, inclusiveness, and of course fun for all! I am proud to say that each project was a collaborative effort between school and community, from inception to completion. Both projects are community assets. Looking ahead, MERSD is moving forward with a facilities assessment of Essex Elementary School (EES) and working collaboratively with our town partners to formalize a timeline for submitting a statement of interest to the Massachusetts School Building Authority (MSBA) to pursue replacement or renovation of EES.

In the fall of 2021, MERSD completed a multi-year planning process with the launch of its Strategic Plan. The [strategic plan](#) consists of a district mission, vision, core values, and strategic priorities. This document guides the development of the District and school-based improvement plans and, ultimately, the framework for the development of teacher goals and objectives.

Mission

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.

Vision

MERSD, with the partnership and support of member communities, will provide educational opportunities and resources so that all students can realize their individual, unique, and highest potential, achieve academic excellence, value integrity and honesty, and become intellectually curious and critical thinkers.

Core Values

- **Student Centered**
We believe schools must establish a safe environment that supports the development of all students. Schools must engage all aspects of a child’s development, including knowledge, a sense of self, emotional well-being, physical health, and skills and strategies to negotiate an ever-changing and unpredictable world.
- **Student Achievement**
We believe MERSD should foster a learning environment that encourages academic achievement, social and emotional freedom and engagement, collaboration and creative problem-solving; the skills to confront new ideas with both rigor and sensitivity, and the awareness to and ability to

extend the skills beyond the academic core to include experiential learning, the arts, cultural awareness, and physical and social emotional health.

- **Equity**
We believe our schools must strive to create a just and equitable environment that respects individual differences and the diversity of our communities, country, and world.
- **Family & Community Partnerships**
Schools are a reflection of their communities. We believe that providing a quality education that prepares our students for an unpredictable world is a shared responsibility, fostered by partnerships among the schools, families, educational non-profits, businesses and the community-at-large.
- **Resources**
We believe the District and our community partners should collaborate to provide the necessary funding to equip our students with the essential critical thinking, analytic, communication, and problem-solving skills they need to be productive, contributing members of our local and global communities and deliver on the promise of our students' potential.

Vision of the Graduate

- Empathetic Global Citizen
- Responsible Collaborator
- Critical Thinker
- Effective Communicator
- Personally Accountable
- Social/Emotional Awareness
- Innovative and Creative

Theory of Action

- ***If we***
 - *Keep students at the center of decision making and practice*
 - *Cultivate a collaborative and inclusive culture*
 - *Articulate the relationship between social emotional well-being and student achievement*
 - *Engage in two-way communication with our community*
- ***Then...***
 - *Students will realize their individual, unique, and highest potential, achieve academic excellence, value integrity and honesty, and become intellectually curious and critical thinkers.*

Strategic Initiatives Priorities

- *Establish and foster an authentic Pre-K-12 learning environment.*
- *Integrate social emotional learning into all aspects of the school day.*

- *Celebrate and nurture an inclusive and diverse school culture that recognizes the contributions and uniqueness of each learner.*
- *Maintain a sustainable multi-year operational budget and capital improvement plan.*

The communities of Essex and Manchester have a strong reputation for their commitment to high-quality schools, and our continued success 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 Essex and Manchester for their continued support.

SUPERINTENDENT OF SCHOOLS

Pamela Beaudoin

FINANCE & OPERATIONS

MERSD’s School Committee goals include the objective to develop and deliver a fiscally responsible budget that supports our Mission, Vision, Core Values, and Strategic Initiatives, maintains educational quality, and recognizes the confines of Proposition 2 ½.

MERSD’s operational budget is managed each year to deliver stable and predictable growth in spending and assessment (i.e., cost to member towns) each year, balancing program needs and town funding constraints associated with Proposition 2 ½. Over the past five years, spending and assessment increases have been fairly consistent, averaging 3.2% for both metrics.

At minimum, MERSD strives to achieve “Level Services”, or, in other words, the same level of program currently in place. When program enhancements are necessary, MERSD has opted to fund them by finding cost reduction opportunities in other areas of the budget whenever possible. Over time, however, this balance has become more challenging, and in the past several years, the District has fallen short of a Level Services budget, having had to implement staffing reductions to ensure that budgetary growth fits within the levy limit.

Planning for a Revenue Correction in 2023-2024

The challenge begins with the cost of Level Services, which typically grows at 3.5% - 4.0% annually for most school districts, beyond the limits of Proposition 2.5. This puts MERSD and other districts in a cycle of annual reductions to meet budgetary goals. The result over time is a cumulative “Level Services deficit” that must be addressed every 7-10 years with either a revenue correction (e.g. override) or more substantial program reductions. A revenue correction last occurred for MERSD in FY2016, when Manchester passed an override and Essex used extra revenues to raise the contribution for MERSD.

Using its ongoing process of multi-year budgeting, MERSD and its member towns have begun planning for another such correction, most likely for the fiscal 2024 budget cycle, which begins next year. As of the 2022-2023 fiscal year, the gap between Level Services and the 3.5% target assessment growth rate for member towns was approximately \$985K. Given the magnitude of this gap, MERSD would need to substantially cut its program if town-voted revenue corrections are not successful. With staffing and benefits accounting for roughly 85% of spending at MERSD and comparable school systems, these reductions would take the form of increases in class size

and reduction in electives, which would clearly conflict with MERSD's School Committee goals and the expectations of many community members.

Use of "Rainy Day" Reserve Funds

In recent years, in order to minimize additional program reductions, MERSD has begun to use rainy day, "reserve" funds as a temporary revenue source. This helps to keep taxpayer costs below the levy limit while multi-year, sustainable budgeting planning continues with member towns.

Reserve funds, however, are one-time in nature, and an important source of emergency funding for capital repairs (including, most recently, COVID-19 response, see below), and as such, continuing use of reserve funds is neither sustainable nor considered best practice. Given the size of the current Level Services funding gap, MERSD would exhaust its reserves in 1 to 2 years, if a town override vote is not successful, and as such, the School Committee is currently contemplating ways to reduce spending and program to minimize this risk. Although MERSD currently has sufficient reserve funds, certain capital projects, such as athletic turf field replacement have had to be deferred, until it is clear that both towns will support a revenue correction.

Keeping reserve balances healthy also saves taxpayers money, by lowering the cost of interest associated with building project borrowing, by signaling to potential lenders that MERSD is a low-risk borrower. MERSD's credit rating was recently upgraded to AA+ (one step below the highest possible AAA rating) by S&P, who cited the strong financial position of both Manchester-by-the-Sea and Essex, as well as MERSD's multiple years of positive budgetary results and healthy financial reserves. As a result of this favorable credit rating, MERSD was able to secure initial funding for the Memorial Elementary School building project of \$35 million at a 3.289% interest rate, and a second round of \$3.2 million at 1.71%. This represents significant savings from the estimated 5.0% rating presented to voters in the fall of 2018, when the construction project was approved, saving taxpayers more than \$17 million or \$577K per year over the life of the bonds. Taxpayer cost for this project has also been offset by \$10 million in contributions from the Massachusetts School Building Authority, with eligibility for up to \$12 million total. At this time, the project is on track to be completed with budgetary savings.

Healthy reserves will also be important as MERSD shifts its focus over the next several years to renovation and/or replacement of Essex Elementary (now 65 years old), which will require input and approval from voters, and additional potential borrowing. In the meantime, MERSD has been partnering with the Town of Essex to implement \$470K in energy efficiency improvements through the State Green Communities Grant Program over the past four years, at no cost to taxpayers, which will help to extend the life of the school while awaiting longer-term direction and plan.

MERSD's strong credit rating has also helped MERSD to reduce the cost to taxpayers of the 2008-2010 Middle High School construction project by enabling the District to refinance \$17.5 million of outstanding debt at lower interest rates, generating savings of more than \$2 million over the life of the bonds, or roughly \$130K per year.

Fiscal Discipline and Level Services Challenges

Fiscal discipline has been a consistent priority for MERSD, leading to consistent, stable and low growth in spending and “assessment” (i.e., the cost to taxpayers).

Despite a five-year average annual growth rate in spending of 3.2%, there are structural, recurring reasons why Level Services generally exceeds the limits of Proposition 2 ½. Staffing, which accounts for nearly 65% of MERSD’s spending, typically grows at 3.0-4.0%, accounting for annual cost of living increases (2.0-2.5%), and any additional contractually obligated payments for increased years of service or staff’s educational attainment. MERSD uses statewide data to ensure that compensation levels are fair and in line with other districts. According to the Department of Elementary and Secondary Education, MERSD ranked 92 among all districts in Massachusetts in the category of average teacher salary, despite consistent recognition for MERSD’s award-winning academic and ‘whole child’ program.

MERSD’s next largest area of spending is mandated health insurance. With average annual medical trend growth rates in the public marketplace of 6-8%, health insurance, which accounts for 20% of MERSD’s budget, naturally pressures Level Services spending growth upward each year as well. An unusual challenge occurred in 2018, when MERSD absorbed a 28% increase in health insurance rates after its budget had been set, with a two-year total cost increase in that time frame of \$1.5 million. Since then, MERSD has negotiated changes to its benefits offerings to make them more affordable, resulting in below-average growth in costs. Cost of retiree healthcare, however, is mandated by State law, and MERSD now covers more retirees (168) than active employees (165). This expense area is expected to grow 14% (\$152K) in FY2023. Through negotiations with its teachers’ association, MERSD has set aside \$4 million to address mandated future retiree health care (aka Other Post-Employment Benefits, or OPEB), which can be used to offset the cost to taxpayers in any given fiscal year.

Although much smaller in total size (4% of total), mandated spending on out-of-district tuition and transportation for special education students is another area that can grow beyond the limits of Proposition 2 ½. In recent years, MERSD has developed many in-district special education programs to help manage potential spikes in costs, saving more than \$1.7 million annually. For students whose needs cannot be met in District, however, the cost is much higher than average, with 9 students whose individual placement cost is expected to exceed \$100K in FY2023. Out of District placements can be difficult to predict when associated with move-ins (i.e., new residents). Transportation is also mandated for these out-of-district placements and the cost of these services has risen significantly for all school districts in recent years, leading to \$216K (46%) increase in a single year. Recognizing this Statewide fiscal challenge, a portion of these 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.

Aside from staffing, benefits and out-of-district costs, most other areas of MERSD’s budget are level funded each year (i.e., close to 0% growth) in order to offset growth in mandated, non-discretionary spending.

Addressing COVID Costs without Added Cost to Taxpayers

Statewide, school reopening and safety measures in response to the COVID-19 pandemic have been costly. Since the outset of the pandemic, MERSD has spent more than \$1.8 million to keep the schools running safely, with no additional costs or assessments passed on to taxpayers. Costs have included facility improvements (e.g. air filtration, sanitization, touch free installations), personal protective equipment (e.g. masks, gloves, etc.), instructional technology and technical support for remote operations for students and staff, and additional temporary staffing (during the 2020-2021 school year only) to facilitate safe distancing between students.

Having stable reserves allowed MERSD to incur these costs without delaying reopening, and without a special tax assessment to its member communities. Since that time, MERSD has received commitments for just over \$1 million from the federal CARES program and Department of Elementary and Secondary Education COVID grants. Additionally, MERSD has partnered with the towns of Manchester and Essex to utilize their remaining, unspent CARES funding for up to \$400K in additional reimbursements. A portion of the facility and PPE costs (between \$100-200K) are also eligible for reimbursement from FEMA, leaving MERSD to cover an estimated \$200K from reserve funds.

DIRECTOR OF FINANCE AND OPERATIONS

Avi Urbas

CURRICULUM, INSTRUCTION, & TECHNOLOGY

The Manchester Essex Regional School District continues to refine and expand instructional practices for teaching and learning at all levels. This has been an exciting year as we returned to in-person learning. We spent significant time this fall assessing the impact hybrid learning had on our students from both an academic and a social emotional perspective. Through this process, we were able to identify the needs of our students and the appropriate interventions to support those needs.

We also learned that there were positives that emerged from the challenges of the pandemic. First and foremost, we have observed great resilience in the students of the Manchester Essex Regional Schools; their adaptability has been an inspiration. We are also capitalizing on all we learned about educational technology during hybrid learning. This was an area of great growth for our teachers and students alike, and the benefits have been far reaching. As a District, we are committed to continued support for the integration of technology to enhance teaching and learning.

Diversity, Equity and Inclusion

As the season of complexities continue to challenge us to find innovative ways to support the growth and development of our students and the larger community, the Manchester Essex Regional Schools have a tremendous opportunity to lead. In alignment with MERSD's Strategic Plan core value of *creating a just and equitable environment that respects individual differences and the diversity of, our communities, country, and world*, MERSD has begun a relationship with leadership consultant, Michael Eatman from Culture7.co. Mr. Eatman is guiding us in the implementation of the five components of Cultural Competence: Awareness, Attitude,

Knowledge, Skills, and Practices. The learning experiences endeavor to support educators in becoming more aware, intentional, and purposeful as they engage the school community.

As a result of the training program, participants will have a greater awareness of their own cultural beliefs, behaviors, and those of their colleagues. In addition, they will learn practices that can intercept perspectives that negatively impact community growth. Finally, staff will have a greater appreciation for and commitment to their responsibilities as leaders in shaping an inclusive learning community for students and adults alike.

In addition, they will learn practices that can intercept perspectives that negatively impact community growth. Finally, staff will have a greater appreciation for and commitment to their responsibilities as leaders in shaping an inclusive learning community for students and adults alike.

The District continues to implement RULER strategies from Yale's Center for Emotional Intelligence in conjunction with our work around Cultural Competence.

Implementing the Science of Reading

Over the last 2 years, Manchester Essex participated in a regional initiative focusing on training administrators and literacy coaches on research-and evidence-based instructional practices in a series entitled The Science of Reading. This Northshore Leadership Series was focused on leveraging the Science of Reading research to support the development and implementation of school-wide research-based reading practices across schools and districts.

After a K-5 ELA review process, the District adopted *Wonders*, an evidence-and research-based literacy program. To support the implementation of the new program and the integration of the science of reading into classroom practice, teachers of grades K-5 and elementary school administrators are using professional texts to anchor collaborations. During early release days, teachers from Essex and Manchester Memorial Elementary Schools have been using a study group format for this professional development.

Anchor Texts:

- *Shifting the Balance, 6 Ways to Bring the Science of Reading into the Balanced Literacy Classroom*, by: Jan Burkins and Kari Yates.
- *The New Art and Science of Teaching Reading*, by: Julia Simms and Robert Marzano.

Data Driven 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*. To that end, the District will ensure high quality tiered instruction across academic, behavioral, and social emotional domains and provide an inclusive environment that utilizes the concepts of Universal Design for Learning to foster equitable access for all students.

A multi-tiered system of support offers a comprehensive continuum of systematic, evidence-based practices to ensure a proactive response to students' needs. Data collection and progress monitoring are integral in guiding decision making. Using data to build consistent equitable structures and processes that allow for informed decision making has been a focus this year.

INTERIM DIRECTOR OF CURRICULUM & INSTRUCTIONAL TECHNOLOGY

Angela Bik

STUDENT SERVICES ANNUAL REPORT

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.

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 2018-2019, and yielded no findings of non-compliance. The District has completed preparations for the next Tiered Focused Monitoring site visit from DESE, which will take place in March 2022.

The District routinely conducts screenings of children in order to identify potential disability-related needs; approximately two hundred thirty (230) students, 18% of the student population, receive special education services. Seventy-three (73) children, PK-12, were referred for an initial special education evaluation in 2020-2021. Special education services range from classroom support and related services (OT, PT, 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, communication, and neurological disabilities; Intensive Reading and Written Language (IRWL) for students with dyslexia; and Social and Academic Integrated Learning (SAIL) for students with social-emotional disabilities and/or high functioning autism.

In addition to special education, the District provides accommodations for sixty-four (64) students eligible for Section 504, a Federal regulation that protects individuals with disabilities from discrimination in education and employment. Seven (7) English Language Learners (ELs) receive direct instructional services through the District and eight (8) 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.

DIRECTOR OF STUDENT SERVICES

Allison Collins

ESSEX ELEMENTARY SCHOOL

Essex Elementary School enrolled 225 students in kindergarten through grade 5. The K-5 classrooms average approximately 20 students per class. EES maintains a wide range of support services including reading, math, guidance, special education, and health services. Beyond the academics, elementary students receive instruction in art, music, physical education, computer applications, and Spanish.

In March of 2020, schools closed abruptly due to a worldwide pandemic. Teachers quickly switched over to instructing students remotely. Students remained out of school for the rest of the school of the year. Over the summer, school districts were charged with coming up with a plan for remote and in person learning that would meet the guidelines set forth by the State. These plans were presented to the School Committee and the decision was made to open school in a fully remote model that followed the structure of a typical school day. School opened following this remote model on September 16. The School Committee then voted to bring K-2 students back into the building on October 20 and students in grades 3-5 back on October 27. Staff at EES worked diligently to construct and implement a plan to maintain 6 ft. of social distance between all staff and students. This resulted in a hybrid model where half of the students would be in school on Tuesdays and Wednesdays and the other half would be in school on Thursdays and Fridays. All students worked remotely 3 days a week. This model continued until June 2021. The hybrid model required teachers to teach students on the screen and in the classroom simultaneously. Safety protocols were put into place per State guidelines and clearly taught to all students during the first week of school. This involved sanitizing hands when entering school and when coming and going from classrooms, walking one way in hallways, eating at an individual desk in the cafeteria, maintaining 6 ft. distance in the classroom, at PE and recess, and waiting outside the restroom if it is already in use by one student. All of these precautions followed the strict State guidelines and students adapted well to this new learning environment. Then, as school re-opened in September 2021, ALL students returned to their classrooms for the first time in a year and a half. Many safety protocols were put into place so that staff and students were safe to all be back in school together. Furniture that had been put in storage was returned to classrooms, but we still focused on keeping students 3 ft. apart throughout the day. All staff and students were required to wear masks when in doors. The first day of school was AMAZING as happy students returned to school 5 days a week!

The Department of Elementary and Secondary Education scheduled MCAS for the late spring of 2021; with results becoming available in the fall of 2021. We were pleased to find that our data as compared to previous years did not show any glaring changes that we anticipated due to remote instruction.

This is a summary of the results in MCAS based on our analysis:

- EES is above State average in all subject areas.
- Grades 3 and 5 improved in ELA. (Current grades 4 and 6).
- No students Not Meeting Expectations in grade 3 ELA.
- Grade 3 ELA improved by 9% this year, while overall state average decreased by 6%.
- Grade 5 ELA improved by 3% this year, while overall state average decreased by 5%.

- Grade 5 Math decreased by 2%, while the trend across the state showed overall decrease by 16%.
- Grades 3 and 4 (current grades 4 and 5) have shown decrease in Math MCAS scores, which follows trend across the state.

We look forward to assessing students again in the spring to determine progress made this year. Based on data from the MERSD benchmark assessments, we determined that students in kindergarten and grade 1 needed support in the areas of reading and math. Reading teachers have been deployed to focus intervention on these particular grades to close the gap in specific skill areas. We will continue to monitor these students' progress and provide them with targeted intervention.

EES is proud to share the new playground with the community.

We look forward to the paths and shrubbery being completed by the spring of 2022 when we hope to host a formal ribbon cutting ceremony!

In closing, the sense of community that exists at Essex Elementary School is second to none. This was demonstrated so clearly as we fully re-entered school in September. Parents, students, and staff were overjoyed to see one another again and the community fully supported our efforts. During a typical year, the PTO does an outstanding job of raising monies for our school. The Spaulding Education Fund contributes by funding grants for enriching and innovative initiatives. In closing, EES provides an excellent quality of education for our students in a warm, nurturing environment where every staff member is invested in teaching the whole child.

ESSEX ELEMENTARY SCHOOL PRINCIPAL

Jennifer M. Roberts, Ed.D.

MANCHESTER MEMORIAL ELEMENTARY SCHOOL

Manchester Memorial Elementary School (MMES) has 306 students enrolled in Pre-K through grade 5 this school year. MMES houses the MERSD Integrated Pre-K, the MERSD SAIL, and the MERSD IRWL programs for students who reside in Manchester and Essex. These programs service students from both towns who qualify for these specialized services. In grades K-5, classrooms average roughly 17.5 students per class.

MMES offers all of its students a wide range of activities and academics in our effort to educate the "whole" child. MMES consistently performs among the top schools in the State on the Massachusetts Comprehensive Assessment System (MCAS). All students participate in weekly classes in wellness (physical education/health), music, art, library/research, and technology. Additionally, students also study foreign languages (Spanish and French) in grades 1-5. Students in the upper grades have the opportunity to take instrumental music lessons during the school day and participate in the MERSD elementary band. Students can also join our before-school chorus program where they perform with the band at 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.

The 2021-2022 school year marked a time of many noticeable changes to the school. Most notably is the opening of the brand-new, state-of-the-art school building and grounds. The design themes of the building include a “sea glass” color scheme along with a “making learning visible” design concept. Students enjoy learning in many flexible spaces throughout the building so that their experiences can extend outside of the four walls of their classroom. You can often observe students leaning in breakout groups in hallways, working on collaborative projects in the project rooms, or enjoying enrichment performances on the learning platform in the main lobby (“The Hub”). The building was designed with many safety and security features including enhanced sight lines, security cameras, and automated walls that can be initiated with the push of a button. The school grounds feature a memorial garden, a rooftop outdoor classroom, garden beds, and three play structures. Our staff and students feel very thankful to have such a wonderful learning environment to learn and grow each day!

The school has also seen a number of recent changes in the area of teaching and learning at the school. This year, our students enjoyed a full, in-person learning experience after last year’s combination of remote, hybrid, and in-person learning (due to COVID-19). The school is in its second year of implementing a new ELA curriculum program, *Wonders*. Assessments, intervention, and the ELA scope and sequence consistency is a focus area this year for grades K-5. This work is a collaborative undertaking between both elementary schools to ensure that students have an equitable experience across the District.

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

MEMORIAL ELEMENTARY SCHOOL PRINCIPAL
John Willis

MANCHESTER ESSEX REGIONAL MIDDLE SCHOOL

January 2021 marked the return to in-person school during COVID. On January 12, 2021, half of the middle school student body returned to classrooms while the other half continued to learn remotely. Students followed a two-day in, two-day out of school structure, with the fourth day being remote for all. Teaching and learning followed a “hyflex” model, meaning teachers taught students who were in the classroom while simultaneously teaching students at home remotely in real time. While this presented quite a challenge for students and teachers alike, all were able to stay the course until all students returned for in-person learning in April.

In order to provide students with extra social-emotional support, the Middle School developed small advisory groups, which met daily. Utilizing almost every adult in the building, advisory groups of approximately nine students to one adult met virtually at the end of every school day. The purpose of these meetings was to provide students with a trusted adult who could connect with them and keep an eye on their overall social and emotional health. Teacher office hours were also implemented in order to provide students with as needed time for extra, one-on-one academic support from all classroom teachers. February 2020 marked another COVID milestone

as the Middle School began providing once-a-week COVID surveillance testing for all students and staff.

Despite having to wear masks, students were very happy to be back to school and learning in person.

In the fall of 2021, the Manchester Essex Regional Middle School welcomed approximately 284 students in Grades 6-8 back to school. Our annual RULER/Project Adventure off-site activities included Grade 6 (previously only Grades 7 and 8 met offsite) at the Camp Spindrift Project Adventure courses in Gloucester, MA. During these experiences, all students connected with their peers through exercises focused on developing strong teams and a collaborative culture.

Once students and teachers established rituals and routines and efforts geared towards developing strong cultures were well underway, the important work of introducing and revisiting safety protocols began. Faculty, staff, and students participated in schoolwide, annual safety training including ALICE and Anti-Bullying developed by the Massachusetts Aggression Reduction Center (MARCC). Middle School parents were also invited to a presentation by Dr. Elizabeth Englander, of MARCC, on helping kids reduce screens and social media and increase friendships.

Curriculum and instruction continued to be an area of focus in the fall as the Middle School prepared to launch a pilot of the i-Ready assessment tool. i-Ready is an interactive online learning environment designed to assess students and provide individualized instruction based on each student's unique needs. i-Ready also provides essential tools and information in helping teachers make data-informed decisions about curriculum and instruction. The Middle School Principal continued her collaborative work with the High School Principal on MERSD's Vision of the Graduate. MERSD's Vision of the Graduate will continue to be a cornerstone to the Middle School's ongoing focus on Social and Emotional Learning and Diversity, Equity & Inclusion.

Manchester Essex Regional Middle School is an outstanding place for middle school students to learn, grow, and explore; we are thankful for fantastic teachers and a supportive parent/guardian community. We look forward to being on the other side of the global pandemic. In the meantime, we will continue to provide our students with the best learning experience possible.

MANCHESTER ESSEX REGIONAL MIDDLE SCHOOL PRINCIPAL

Joanne Maino

MANCHESTER ESSEX REGIONAL HIGH SCHOOL

Manchester Essex Regional High School continues to provide all students with a broad-based curricular experience. The curriculum promotes the development of skills focused on creating, evaluating, and analyzing in an effort to prepare students for the global society ahead of them. During the 2020-2021 school year, faculty and staff worked to implement and measure the Vision of the Graduate, which was developed during the prior school year.

The students at Manchester Essex Regional High School continue to achieve at high levels. Ninety-four percent of the Class of 2021 moved on to post-secondary academic options. Two hundred sixty-eight students took Advanced Placement courses during the 2020-2021 school year. Those students took 391 AP courses ending exams with 78% of the students scoring 3 – 5 (levels that are deemed acceptable for college credit). Four students were named as Commended Students by the National Merit Scholarship Board for their academic promise and performance on the PSAT.

The School Council at the high school level had a productive year. During the 2020-2021 school year, the Council prepared for the NEASC (New England Association of Schools and Colleges) Decennial Accreditation visit in the fall of 2021. The accreditation team visited MERHS in November of 2021. They observed classes and met with a variety of stakeholder groups. The team was impressed with the progress made by MERHS in relation to the implementation of the Vision of the Graduate, increased focus on student centered learning and authentic assessment.

Students continue to participate in a large variety of co-curricular, extra-curricular, and athletic programs. Athletes during the winter of 2021 were not allowed to participate in tournament play due to the pandemic. During February and March, a fourth “wedge” season was added to the athletic program. This season allowed for football and indoor track to compete, as both had been previously cancelled due to the pandemic. However, the indoor track team raced outdoors. During the spring season, the State tournament resumed. Baseball and Girls’ Lacrosse took part in the State tournament. Unfortunately, both were eliminated in early rounds.

Throughout the school year, students participated in community service, taking part in several toy, clothing, and food drives. Debate and DECA continued to find success in competition even though competing virtually. Robotics did not have the opportunity to compete in the FIRST Robotics competition due to cancellation resulting from the pandemic.

Senior week activities looked different in 2021. Students were able to attend their prom. Other senior week activities were cancelled. For the first time, Baccalaureate was held outside. Graduation was held on the traditional first Friday of June on Hyland Field.

During the fall of 2021, students fully returned to school, but were required to wear masks at all times. All other aspects of the academic and extracurricular program returned to their traditional formats.

MANCHESTER ESSEX REGIONAL HIGH SCHOOL PRINCIPAL
Patricia Puglisi

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 38 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.

Twenty-four career, technical, and agricultural programs are available to students from member communities whereas students from surrounding communities select from 7 agricultural areas. Enrollment at ENSATS is 1,655 for the 2021-2022 school year. Moreover, over 1,384 students applied for 450 openings in our current 9th grade. Our school was designed for 1,500 students and is currently organized into two academies.

As of October 15, 2021, there was a total of 16 students from the Town of Essex attending ENSATS: Grade 9 – 5, Grade 10 – 5, Grade 11 – 6, and Grade 12 – 0.

East Academy

Advanced Manufacturing, Arboriculture, Companion Animals, Design & Media Communications, Engineering, Technology, Information Technology Services, Natural & Environmental Science, Equine Studied, Landscaping, Sustainable Horticulture, Veterinary Science.

West Academy

Automotive Collision-Repair & Refinishing, Automotive Technology, Biotechnology, Carpentry, Cosmetology, Construction Craft Laborer, Culinary Arts, Dental Assisting, Electrical, Health Assisting, HVAC-R, Masonry, Plumbing.

As with all schools in the Commonwealth, we had to adjust our practice due to a worldwide pandemic. Opening this school year, 100% of our students attend school in person. Mask and distancing protocols remain in place. We continue to work with community leaders in reducing the spread of the virus.

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 68 additional students in our CTE/After Dark Partnership Program into high demand career areas as a model for Governor Baker's Career Technical Initiative. These students are from Beverly, Salem, Swampscott, Peabody, and Marblehead.

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. Our graduates enter the workforce with industry recognized credentials and hours toward professional licensure, which gives them an advantage and adds to future readiness. Business, industry, and labor representatives serve on our Program Advisory Committees to ensure that we meet all industry standards.

Over 705 of our students enroll in 2- or 4-year institutions with many earning articulated credit at state community colleges. The remaining 30% of students enroll in approved apprenticeship programs or directly enter the workforce upon graduation.

Several of our programs offer valued services to the residents of our communities, including the Maple Street Bistro and Café, the Salon, Pet Grooming, Automotive and Auto Collision Repair, and Blooming Designs & Mare. Angell at Essex provides veterinary services on our campus.

Essex Tech provides students with extracurricular activities, including SkillsUSA, FFA, and DECA organizations that encourage students to explore and develop additional employability skills across their career and technical disciplines.

We continue to expand our NightHawks Adult Education Program offering industry training with credentialing including Advanced Manufacturing, HVAC, Carpentry, Construction Craft Laborer, Electrical, Plumbing, and Welding to meet the needs of a high demand workforce. As part of the Baker-Polito's Career Technical Institute (CTI) initiative, we received nearly \$1M in competitive grant funding to develop and implement these programs. We work in collaboration with our MassHire Career Centers to provide Career Readiness and our employers to hire these highly skilled candidates

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

SCHOOL REPRESENTATIVE
Christopher Grant

SHELLFISH CONSTABLE

First, I would like to thank my two assistant wardens: Peter Wilson and Jude Seminara. Without their dedicated efforts, this year would not have run so smoothly.

During the year 2021, many things did happen to our local shellfish industry.

Some of the good things were a stable amount of shellfish stock to harvest, high prices for your harvested shellfish, very little rain fall closures, no red tide, and also, no neoplasia. In the future, I can see why this good run should not continue.

Also, I contacted the Massachusetts Oyster Project people, with the Selectmen's approval. We have successfully planted over 10,000 baby oyster seed at various locations throughout Essex Bay. This has a double benefit. The oysters will help to improve the water quality, as they are filter feeders. Also, they can and will help to stabilize the river banks from erosion. Plus, they are also good eating.

I would like to conclude by saying "All Shellfish Department Vehicles are up and running fine at this time."

I look forward to serving the local Essex Shellfish industry once again in 2022. With team work, we can all make it safe and profitable for everyone involved.

Respectfully submitted,
SHELLFISH CONSTABLE
William J. Knovak

STRATEGIC PLANNING COMMITTEE

The SPC was formed in 2015 by the Board of Selectmen. The committee is comprised of members from established Town Boards, Commissions, and representatives from key stakeholder groups. These members represent a broad variety of viewpoints.

The goal of the Strategic Plan is to provide a road map for the future of Essex. This map would identify and maintain the character of Essex and develop long term plans for maintaining the Town's character while adapting to a changing world and identifying opportunities' to improve the community.

The plan is a living document that will be reviewed and revised every 5 years. The Committee has been meeting monthly beginning in the Spring of 2021 to develop the new version of the plan. The Committee is currently in the process of reviewing and revising the plan to create a report. When the final draft is complete, it will be shared with the public to allow opportunity for public comment and input.

Respectfully Submitted,
STRATEGIC PLANNING COMMITTEE,
Michael Burke, Chairman

TOWN ACCOUNTANT

The following reports of the accounts of the Town of Essex for the Fiscal Year 2021 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, 2021, which reflect FY2021 operations, are:

General Fund	\$ 2,883,343
Water Enterprise	\$ 202,549
Sewer Enterprise	\$ 184,419 (Additional Reserve for Debt Service \$1,739,475)

Respectfully Submitted,
TOWN ACCOUNTANT
Virginia Antell

FUND EQUITY JUNE 30, 2021

General Fund	\$ 3,546,121
Water Fund	312,681
Water Filtration Project	9,818
Sewer Enterprise Fund	2,293,692

Special Revenue Fund Equity:

Ambulance Fund	\$ 252,907
Insurance and Restitution less than \$20,000	10,397
St. 2016 c187, S8 Com Transportation Fund	833
Centennial Grove Revolving	3,599
Sale of Real Estate Fund	3,196,020
Community Preservation Act - Voted 5/14/2007	784,640
Library State Aid	20,042
State Grant - Extended Polling Hours	158
Early Voting Grant Program	843
Waterways Improvement	32,859
Wetland Protection	38,635
Cultural Council	7,504
Mass Cultural Council - Cultural District Grant	4,929
Chapter 40, S 53G Consulting Fee Deposits	4,062
Police - Cruiser Gift	5,000
Fire Department Gift	2,339
Police Gift	579
Town Property Gift (e.g. Pocket Parks) 9/26/2016	101
Essex Holiday Festival	3,036
Harbormaster Gift	975
War Memorial Restoration	2,136
Council on Aging - Gift Fund	5,258
EYC Park Improvement Fund	2,456
Ballfield Gift Fund	5,931
Youth Department Gift Fund	183
Board of Health - Gifts	84
BOH Nurse Wages/Spl Rev Chapter 44, S 53E1/2	10,813
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
Septic Title V	160,000
Senior Care Outreach Grant	1,100
Mass Assoc. of CoA - Falls Prevention	67
CARES Act - Fed Grant	208,219
MA Environ MVP Action Grant 3609 \$15,000	1,324
MA Environ MVP Action Grant 3603 \$60,000	50
EOEEA-BU Sediment Transport Project	(24,441)
EOPSS Grant - Pedestrian & Bicycle Safety	989
Beverly & AGH Com Collaborative Grant 2019	4,753

Town Technology Fund -Peg 53F 3/4	67,396	
Fire Dept. Radio Grant Match	310	
14,341	3,590	
Dam & Seawall Repair-Construction Grant	537,300	
American Rescue Plan Act	198,820	
MAPC LED Streetlight Rapid Retrofit Grant	(6,870)	
COVID-19 FEMA Reimbursement 75%	(30,493)	
FY2020 Safety	(7,200)	
EMPG Grant	2,358	
DCR Volunteer Fire Assistance Grant	1,875	
Div. of Ecological Restoration Apple St Culvert	(4,028)	
CC Grant Age and Dementia	8,964	
Cemetery Lot Sale	31,902	
Community Preservation Act - voted 5/14/2007	<u>659,582</u>	
Total Special Revenue Funds		\$ 6,254,082
Capital Funds:		
Boardwalk - DCR/Seaport Grant	\$ 23,123	
Conomo Point Waterfront Access	43,818	
Municipal Safety Building	<u>2,547,878</u>	
Total Capital Funds		\$ 2,614,820
Trust Funds:		
Conservation Fund	\$ 21,582	
Municipal Building Trust Fund	25,497	
Cogswell Trust	73,836	
TJ Coolidge Trust	36,235	
WW II Honor Roll (1986) aka Selectmen's Trust	2,630	
Burnham Trust \$91,317.92 Non Expendable	93,892	
Cemetery Lot Care	40,585	
Cemetery Perpetual Care –Un-expendable	248,679	
Cemetery Perpetual Care - Expendable	32	
OPEB Liab. TR (GASB 43,45) 2009 ATM #21	1,608,753	
Stabilization - Public Safety Bldg 2020 ATM #33	21,006	
Stabilization - Essex River Bay Match 2020 ATM/#32	21,006	
Stabilization - Street Lights Man/Maint 2018 ATM #18	6,080	
Stabilization - Conomo Pt Maint/Imp 2018 FTM #10	108,629	
Stabilization - Town Hall/Lib Maint 2017 FTM #20	70,560	
Stabilization - Town Bldgs Cap Imp 2014 ATM #28	79,187	
Stabilization - Recreational Cap Imp 2014 ATM #28	107,227	
Stabilization - Town History Cele 2020 ATM #33	25,009	
Stabilization - Vehicles & Equip 2014 ATM #28	45,055	
Stabilization	<u>1,042,161</u>	
Total Trust Funds		\$ <u>3,677,641</u>
Total Fund Equity		<u>\$ 18,708,855</u>

DEBT SCHEDULE JUNE 30, 2021

Outstanding Maturing Debt:

Town Hall Renovations	\$	240,000	
Public Safety Building		11,350,000	
Water Treatment Plant		0	
Water Storage Tank		39,000	
Septic Title V		116,295	
Sewer Bond		286,000	
Sewer MWPAT		<u>5,404,592</u>	
Total Bonds Payable			\$ 17,435,887

Permanent Notes:

Water Mains	\$	<u>41,000</u>	
Total Permanent Notes			\$ <u>41,000</u>

Total Long Term Debt Payable \$ 17,476,887

CASH RECEIPTS

JULY 1, 2020 - JUNE 30, 2021

TAXES AND EXCISE

Personal Property	\$	247,657	
Real Estate		14,874,172	
Tax Title		2,751	
Motor Vehicle		796,526	
Boat Excise		10,726	
Room Occupancy		14,398	
Meals Tax		159,800	
Penalties and Interest		<u>45,266</u>	
			\$ 16,151,296

CHARGES FOR SERVICES

Municipal Lien Fees	\$	4,775	
Other Departmental		10,413	
Private Detail Administrative fees		6,526	
Auto Laws - Court Fees		8,680	
Appeals Board		1,211	
Boat Launching Fees		4,140	
Mooring Fees		36,879	
Parking Tickets		10,175	
Applicants Escrow Deposits for Consultant		6,720	
Planning Board		4,800	
Conomo Point Rentals		507,183	
Transfer Station		<u>173,420</u>	
			\$ 774,922

LICENSES AND PERMITS

Alcohol	\$	27,500	
Marijuana Licenses		1,500	
Board of Health - Gas- Plumbing		8,240	
Building		122,865	
Clam		34,068	
Dog Licenses		14,565	
Electrical		21,370	
Firearms Permits		2,675	
Fire Department Permits		25,600	
Other Licenses		13,841	
Licensing Board		5,005	
Title 5		9,475	
		<hr/>	
	\$		286,704

OTHER

Earnings on Investments	\$	47,426	
Earnings on Sale of Real Estate Fund		4,386	
Fines and Forfeitures		2,600	
Special Assessments		3,864	
Proceeds from Sale of Conomo Point		188,325	
		<hr/>	
	\$		246,601

FEDERAL & STATE REVENUE

American Rescue Plan Act	\$	198,818	
Cultural Council		4,900	
CPA State Match		51,319	
Council on Aging Grants		9,036	
Election Grants		6,531	
FEMA thru State COVID-19		357,721	
EOPSS - Jag Grant Revenue		37,685	
Dam and Seawall Grant Receipts		4,519	
MAPC Grants		22,864	
Div of Ecological Restoration - Apple St		31,310	
Library - LIG/MEG		5,117	
Police Grants - EOPPS Ped/Bicycle		3,959	
EMPG Grant - Fire Station Furniture		5,400	
FEMA Firefighters Grant		2,927	
Chapter 90 Receipts		176,333	
		<hr/>	
	\$		918,439

CHERRY SHEET REVENUE

Cherry Sheet Assessments	\$	(32,426)	
Elderly and Veterans Abatements/Exemptions		2,008	
Loss of Taxes, State Land		1,900	
Government Assistance		259,986	
Veterans Benefits		<u>15,075</u>	
			\$ 246,543

SPECIAL REVENUE FUNDS

Ambulance	\$	110,930	
Commonwealth Network		109	
Board of Health - Public Nurse, Revolving		2,279	
Cemetery Lot Sales		10,816	
Centennial Grove Revolving		980	
Comcast Cable		20,082	
Community Preservation Fund		189,722	
Fire - Gifts		2,150	
Holiday Festival Gifts		1,015	
Police - Gifts (\$5,000 Cruiser, \$350 Misc.)		5,350	
Sale of Real Estate Fund		23,424	
Septic Repair Program - Loans		35,096	
Wetlands Protection		<u>4,962</u>	
			\$ 406,915

TRUST FUNDS

Burnham Trust	\$	53	
Cemetery Lot Care		15,450	
Cemetery Perpetual Care		10,937	
Cogswell Trust		42	
Coolidge Trust		20	
Conservation Fund		13	
Municipal Building Trust		14	
O.P.E.B. Trust		663,714	
WWII Honor Roll Trust/Selectmen TR		1	
Stabilization - Town Public Safety Building		21,006	
Stabilization - Essex River Bay Match		21,006	
Stabilization - Town History Celebrations		25,008	
Stabilization Street Lights Maintenance/Mgmt		3,006	
Stabilization-Conomo Point		20,068	
Stabilization - Town Hall/Library		20,034	
Stabilization-Town Buildings Cap Imp		20,051	
Stabilization - Recreation		20,055	
Stabilization-Vehicles and Major Equipment		20,020	
Stabilization Fund		<u>106,087</u>	
			\$ 966,585

WATER ENTERPRISE FUND

Water Rates	\$	833,867	
Tax Title		0	
Other Charges		10,922	
Penalties and Interest		7,610	
Investment Income		253	
Water Lien Revenue		15,269	
Water Lien Comm Interest		1,518	
Water Betterment Principal		3,080	
Water Betterment Interest		<u>784</u>	
			\$ 873,303

SEWER ENTERPRISE FUND

Sewer Rates	\$	991,641	
Tax Title		0	
Connections and Other Charges		54,578	
Penalties and Interest		10,582	
Investment Income		726	
Sewer Betterment Principal		760,343	
Sewer Betterment Interest		91,315	
Sewer Lien		21,315	
Sewer Lien Interest		2,182	
Un-apportioned Sewer Betterment Revenue		<u>79,607</u>	
			\$ <u>2,012,289</u>

TOTAL REVENUE \$ 22,883,597

TOTAL CASH RECEIPTS \$ 22,883,597

FY2021 Appropriation Report

<u>Account Description</u>	<u>FY2020 Forward</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	-	120.00	100.00	20.00	-	20.00
Selectmen's Assistant	-	64,179.00	64,179.00	-	-	-
Town Planner	-	18,994.00	15,918.00	3,076.00	-	3,076.00
Selectmen Stipend	-	3,000.00	3,000.00	-	-	-
Selectmen's TempSalary	-	1,200.00	-	1,200.00	-	1,200.00
Sick/Vac Pay	-	5,500.00	-	5,500.00	-	5,500.00
Procurement/Advertising	-	1,200.00	357.75	842.25	-	842.25
Town Meeting A/V Services	-	5,000.00	3,040.00	1,960.00	-	1,960.00
Town Events	-	5,000.00	-	5,000.00	-	5,000.00
Advertise Town Resources	-	500.00	-	500.00	-	500.00
Office Supplies	-	900.00	707.94	192.06	-	192.06
Dues & Meetings	-	2,000.00	822.00	1,178.00	-	1,178.00
FTM 10/3/20 #17 Unpaid Bill	273.00	-	273.00	-	-	-
ATM 2016 #22 Demo & Fence Allen Property	25,000.00	-	-	25,000.00	25,000.00	-
FTM 11/18/13 #3 Federal Channel Study	3,002.00	-	-	3,002.00	3,002.00	-
Dam and Seawall Grant	15,490.63	-	5,408.65	10,081.98	10,081.98	-
Selectmen Total	43,765.63	107,473.00	93,706.34	57,532.29	38,083.98	19,448.31
Town Administrator	-	145,490.00	145,490.00	-	-	-
Sick Leave Buyback	-	3,730.00	3,730.00	-	-	-
Seminar Fees	-	750.00	185.00	565.00	-	565.00
Expenses	-	1,000.00	433.20	566.80	-	566.80
Travel	-	2,250.00	-	2,250.00	-	2,250.00
Dues & Memberships	-	1,050.00	526.97	523.03	-	523.03
Town Administrator Total	-	154,270.00	150,365.17	3,904.83	-	3,904.83

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Finance Com Expenses	-	410.00	160.00	250.00	-	250.00
Finance Com Reserve Fund	-	70,000.00	-	70,000.00	-	70,000.00
Finance Committee Total	-	70,410.00	160.00	70,250.00	-	70,250.00
Town Accountant	-	88,910.00	88,910.00	-	-	-
Town Accountant's Assistant	-	10,847.00	8,552.20	2,294.80	-	2,294.80
Sick Leave Buyback	-	863.00	862.44	0.56	-	0.56
Stipend CH41 Sec 108P	-	1,000.00	1,000.00	-	-	-
Seminar Fees	-	1,100.00	115.00	985.00	-	985.00
Audit & GASB	-	67,350.00	39,468.43	27,881.57	27,881.57	-
Software Support Fee	-	15,000.00	14,534.54	465.46	-	465.46
Office Supplies	-	2,000.00	757.63	1,242.37	-	1,242.37
Travel	-	1,000.00	-	1,000.00	-	1,000.00
Dues & Memberships	-	175.00	110.00	65.00	-	65.00
Prior Year Encumb Audit Fee	15,306.41	-	15,306.41	-	-	-
Town Accountant Total	15,306.41	188,245.00	169,616.65	33,934.76	27,881.57	6,053.19
Assessors' Clerical	-	47,375.00	47,375.00	-	-	-
Misc Part-Time Salaries	-	10,200.00	4,675.39	5,524.61	-	5,524.61
Assessors' Stipend	-	16,906.00	16,376.01	529.99	-	529.99
Software Support	-	6,710.00	6,700.00	10.00	-	10.00
Mapping	-	15,000.00	5,500.00	9,500.00	-	9,500.00
Bookbinding	-	200.00	-	200.00	-	200.00
Consulting Services	-	35,734.00	33,700.00	2,034.00	-	2,034.00
Legal Expense	-	1,500.00	-	1,500.00	-	1,500.00
Office Supplies	-	2,500.00	2,491.48	8.52	-	8.52
Dues & Memberships	-	300.00	200.00	100.00	-	100.00
Assessors Total	-	136,425.00	117,017.88	19,407.12	-	19,407.12
Treasurer/Collector	-	73,000.00	73,000.00	-	-	-
Assistant Treasurer/Collector	-	14,581.00	749.44	13,831.56	-	13,831.56
Collector Clerical	-	48,978.00	48,978.00	-	-	-

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Sick Leave Buyback	-	1,245.00	-	1,245.00	-	1,245.00
Seminar Fees	-	700.00	-	700.00	-	700.00
Payroll Processing	-	9,125.00	6,230.66	2,894.34	-	2,894.34
Financial Advisory Services	-	4,000.00	2,550.00	1,450.00	-	1,450.00
Legal Expense	-	5,000.00	5,000.00	-	-	-
Tax Title Expense	-	6,500.00	5,170.00	1,330.00	-	1,330.00
Software Support Fee	-	6,000.00	6,000.00	-	-	-
Postage	-	10,000.00	8,085.79	1,914.21	-	1,914.21
Office Supplies/Equipment	-	7,000.00	4,709.70	2,290.30	-	2,290.30
Travel	-	800.00	-	800.00	-	800.00
Dues & Memberships	-	300.00	50.00	250.00	-	250.00
Int Property Tax Abatements	-	1,000.00	-	1,000.00	-	1,000.00
Treasurer/Collector Total	-	188,229.00	160,523.59	27,705.41	-	27,705.41
Legal Expense	-	60,000.00	40,386.41	19,613.59	-	19,613.59
Conomo Point Legal Expense	-	5,000.00	1,824.00	3,176.00	-	3,176.00
Waste Water Legal Expense	-	5,000.00	-	5,000.00	-	5,000.00
Legal Total	-	70,000.00	42,210.41	27,789.59	-	27,789.59
Personnel Officer Salary	-	16,165.00	16,165.00	-	-	-
Personnel Board Expenses	-	500.00	175.00	325.00	-	325.00
Personel Total	-	16,665.00	16,340.00	325.00	-	325.00
IT Hosting	-	8,200.00	7,253.40	946.60	-	946.60
Fiber Optic Network (PEG)	-	5,500.00	3,850.00	1,650.00	-	1,650.00
Website Support/Maint	-	5,500.00	4,129.17	1,370.83	-	1,370.83
Internet and e-mail Service	-	5,500.00	4,098.52	1,401.48	-	1,401.48
Reg Dispatch Connectivity	-	8,000.00	7,217.50	782.50	-	782.50
User Testing & Diagnostics	-	6,650.00	6,650.00	-	-	-
Network Equip & Maint	-	4,000.00	2,025.04	1,974.96	-	1,974.96
FTM 11/19/19 #16 Fiber Optic Interconnect	200.00	-	-	200.00	-	200.00

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
FTM 11/19/19 #17						
Computer Equipment	388.73	-	-	388.73	-	388.73
ATM 5/15/21 #23						
Email Migration	7,000.00	-	6,000.00	1,000.00	-	1,000.00
Technology Total	7,588.73	43,350.00	41,223.63	9,715.10	-	9,715.10
Town Clerk Salary	-	59,303.00	59,303.00	-	-	-
Town Clerk's Assistant	-	11,710.00	4,954.13	6,755.87	-	6,755.87
Training Expense	-	200.00	25.00	175.00	-	175.00
Copy Machine	-	500.00	-	500.00	-	500.00
Office Supplies	-	725.00	663.00	62.00	-	62.00
Archival Management	-	200.00	-	200.00	-	200.00
Parking Tickets	-	2,550.00	2,460.26	89.74	-	89.74
Dog Licenses	-	525.00	437.94	87.06	-	87.06
Dues & Memberships	-	200.00	87.00	113.00	-	113.00
Town Clerk Total	-	75,913.00	67,930.33	7,982.67	-	7,982.67
Election Wages	-	7,303.00	3,549.17	3,753.83	-	3,753.83
Ballots	-	2,000.00	1,959.18	40.82	-	40.82
Town Meeting Expenses	-	274.00	192.15	81.85	-	81.85
Election Expenses	-	5,500.00	4,230.42	1,269.58	-	1,269.58
Election Totals	-	15,077.00	9,930.92	5,146.08	-	5,146.08
Registrars' Stipends	-	1,350.00	1,331.50	18.50	-	18.50
Registrars' Printing	-	600.00	375.00	225.00	-	225.00
Registrars' Supplies	-	2,500.00	1,735.99	764.01	-	764.01
Registrars Total	-	4,450.00	3,442.49	1,007.51	-	1,007.51
Licensing Board Clerical	-	2,978.00	2,978.00	-	-	-
Licensing Board Expenses	-	175.00	175.00	-	-	-
Licensing Board Total	-	3,153.00	3,153.00	-	-	-

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Conservation Agent Wages	-	9,322.00	8,960.64	361.36	-	361.36
Clerical Wages	-	18,495.00	18,494.46	0.54	-	0.54
Software Maintenance	-	500.00	-	500.00	-	500.00
Telephone	-	300.00	300.00	-	-	-
Expenses	-	1,500.00	1,404.17	95.83	-	95.83
Dues & Memberships	-	750.00	328.00	422.00	-	422.00
Conservation Com Totals	-	30,867.00	29,487.27	1,379.73	-	1,379.73
Clerical Wages	-	13,892.00	11,715.52	2,176.48	-	2,176.48
Notices	-	1,500.00	1,298.50	201.50	-	201.50
Technology	-	350.00	-	350.00	-	350.00
Expenses	-	500.00	58.81	441.19	-	441.19
Planning Board Totals	-	16,242.00	13,072.83	3,169.17	-	3,169.17
Clerical Wages	-	1,513.00	685.23	827.77	-	827.77
Expenses	-	2,500.00	1,352.00	1,148.00	-	1,148.00
Zoning Board Totals	-	4,013.00	2,037.23	1,975.77	-	1,975.77
Conomo Point Clerical	-	2,978.00	2,978.00	-	-	-
Conomo Pt Comm Stipend	-	150.00	150.00	-	-	-
Conomo Point Expenses	-	10,000.00	3,080.00	6,920.00	-	6,920.00
FTM 11/13/17 #2 Conomo Point Management	19,186.56	-	16,000.00	3,186.56	3,186.56	-
ATM 2020 #28 Conomo Pt Seawall Grant Match	22,500.00	-	-	22,500.00	22,500.00	-
ATM 2012 #4 Improvements Southern Conomo Pt.	1,417.71	-	-	1,417.71	1,417.71	-
ATM 2014 #14 Conomo Pt Road Improvements	14,311.47	-	-	14,311.47	14,311.47	-
Conomo Point Totals	57,415.74	13,128.00	22,208.00	48,335.74	41,415.74	6,920.00

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Custodian Town Property	-	21,579.00	21,250.81	328.19	-	328.19
Custodian Public Safety Bldg	-	8,500.00	1,901.82	6,598.18	-	6,598.18
Custodian Town Hall/Library	-	20,777.42	10,170.62	10,606.80	-	10,606.80
Town Hall Electricitiy	-	18,787.00	15,729.30	3,057.70	-	3,057.70
Heating Fuel/Natural Gas	-	6,213.00	3,210.97	3,002.03	-	3,002.03
Generator Fuel	-	600.00	-	600.00	-	600.00
Water	-	850.00	429.82	420.18	-	420.18
Sewer Usage	-	1,700.00	494.19	1,205.81	-	1,205.81
Clock Maintenance	-	500.00	-	500.00	-	500.00
Office Machines	-	3,000.00	423.04	2,576.96	-	2,576.96
G.I.S. - Mapping Services	-	1,125.00	1,125.00	-	-	-
Panic Alarm Monitoring	-	610.00	-	610.00	-	610.00
Elevator Phone Monitoring	-	400.00	400.00	-	-	-
Elevator Inspect/Maintenance	-	6,000.00	4,684.36	1,315.64	-	1,315.64
HVAC Maintenance	-	1,000.00	1,000.00	-	-	-
Sprinkler System Maintenance	-	500.00	-	500.00	-	500.00
Telephone (Copper Lines)	-	4,250.00	3,627.49	622.51	-	622.51
Telephone (VOIP)	-	14,556.00	14,555.63	0.37	-	0.37
Office Supplies	-	3,500.00	2,937.69	562.31	-	562.31
Town Property Expenses	-	27,425.00	23,466.43	3,958.57	-	3,958.57
Fire Alarm Monitor/Test	-	900.00	900.00	-	-	-
Generator Maintenance	-	1,100.00	1,100.00	-	-	-
Greenhead Fly Program	-	3,750.00	3,120.00	630.00	-	630.00
Blanket Liability Insurance	-	127,594.00	114,175.40	13,418.60	-	13,418.60
ATM 2017 #27 Purchase of Street Lights	4,469.85	-	-	4,469.85	4,469.85	-
ATM 2016 #25, FTM 2016 #4 Town Hall Furnishings	10,159.69	-	-	10,159.69	10,159.69	-
FTM 2018 #1 Repairs Grove Cottage	1,622.00	-	-	1,622.00	1,622.00	-
ATM 2019 #23 Pavement Markings/Signage	55,000.00	-	14,565.00	40,435.00	40,435.00	-

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
FTM 2015 #17 Town Hall						
Tree Replacements	1,850.00	-	-	1,850.00	1,850.00	-
FTM 2015 #16 Repair/Replace						
Folsom Pavilion	8,375.00	-	-	8,375.00	8,375.00	-
Town Property Totals	81,476.54	275,216.42	239,267.57	117,425.39	66,911.54	50,513.85
Town Reports	-	4,000.00	3,027.69	972.31	-	972.31
Town Reports Totals	-	4,000.00	3,027.69	972.31	-	972.31
Police Chief Salary	-	110,770.00	110,769.92	0.08	-	0.08
Police Officer Salaries	-	538,133.00	529,939.32	8,193.68	-	8,193.68
Police Clerk Salary	-	41,208.00	41,179.64	28.36	-	28.36
Part-Time Police Salaries	-	162,025.00	153,900.40	8,124.60	-	8,124.60
Over Time Extra Investigation	-	11,440.00	3,495.32	7,944.68	-	7,944.68
Shift Coverage Over Time	-	49,344.00	43,177.82	6,166.18	-	6,166.18
Incidental Over Time	-	30,800.00	21,754.99	9,045.01	-	9,045.01
Community Policing Over Time	-	6,240.00	5,818.49	421.51	-	421.51
Prisoner Callout Over Time	-	8,320.00	6,887.41	1,432.59	-	1,432.59
Night Differential	-	28,647.00	26,330.00	2,317.00	-	2,317.00
Holiday Over Time	-	23,280.00	21,161.73	2,118.27	-	2,118.27
Court Detail Over Time	-	8,960.00	4,295.18	4,664.82	-	4,664.82
Sick Leave Buyback	-	10,182.00	9,385.72	796.28	-	796.28
Educational Stipend	-	98,564.00	95,456.03	3,107.97	-	3,107.97
Inservice Training	-	28,800.00	23,683.97	5,116.03	-	5,116.03
Police Ambulance Training	-	1,560.00	-	1,560.00	-	1,560.00
Firearms Training Expenses	-	12,882.00	12,589.99	292.01	-	292.01
Ambulance Training Expenses	-	1,000.00	1,000.00	-	-	-
Inservice Training Expenses	-	5,000.00	4,929.69	70.31	-	70.31
Vehicle Maintenance	-	16,495.00	14,601.48	1,893.52	-	1,893.52
Police Trailer Maintenance	-	500.00	134.45	365.55	-	365.55
Police Seminar Fees	-	1,000.00	1,000.00	-	-	-
Drug & Alcohol Testing	-	5,005.00	5,005.00	-	-	-

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Police Telephone	-	800.00	491.38	308.62	-	308.62
Police Beeper/Radio Repairs	-	4,500.00	2,895.00	1,605.00	-	1,605.00
Bapern	-	1,900.00	1,900.00	-	-	-
Police Office Supplies	-	5,000.00	3,502.88	1,497.12	-	1,497.12
Police Vehicle Fuel	-	21,790.00	19,141.71	2,648.29	-	2,648.29
Police Supplies	-	9,500.00	7,137.64	2,362.36	-	2,362.36
Police Uniforms, Allow & Vests (ex)	-	18,000.00	15,631.12	2,368.88	-	2,368.88
Police Travel Expense	-	200.00	87.01	112.99	-	112.99
Police Dues & Memberships	-	3,000.00	2,759.00	241.00	-	241.00
FTM 2018 #1 Police						
VOIP Telephone	2,995.89	-	-	2,995.89	2,995.89	-
Police Prisoner Processing	773.73	-	-	773.73	773.73	-
ATM 2021 #19 Purchase						
2 Police Cruisers	97,502.00	-	-	97,502.00	97,502.00	-
FTM 2019 #9 Police Cruiser	10,128.33	-	10,128.33	-	-	-
ATM 2020 #21 Police						
Digital Radio System	10,000.00	-	9,981.00	19.00	-	19.00
Police Department Totals	121,399.95	1,264,845.00	1,210,151.62	176,093.33	101,271.62	74,821.71
ECO Salaries	-	500.00	-	500.00	-	500.00
ECO Office Expenses	-	2,500.00	2,097.98	402.02	-	402.02
ECO Department Totals	-	3,000.00	2,097.98	902.02	-	902.02
Fire Chief	-	7,950.00	7,950.00	-	-	-
Fire Clerical Salary	-	10,828.00	10,828.00	-	-	-
Fire Fighter Salaries	-	150,527.00	126,478.81	24,048.19	-	24,048.19
Fire Engineers' Salaries	-	3,093.00	3,092.00	1.00	-	1.00
Fire Training Salaries	-	22,807.00	11,838.39	10,968.61	-	10,968.61
Fire Training Expense	-	4,700.00	736.72	3,963.28	-	3,963.28
Fire Dept Electricity	-	27,509.12	20,692.38	6,816.74	-	6,816.74
Heating Oil/Natural Gas	-	6,500.00	5,584.03	915.97	-	915.97
Water Usage	-	1,200.00	840.33	359.67	-	359.67

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Sewer Usage	-	2,000.00	1,685.28	314.72	-	314.72
Repair & Maintenance	-	5,500.00	4,743.94	756.06	-	756.06
Ladder/Hose Testing	-	6,000.00	4,568.50	1,431.50	-	1,431.50
Fire Equipment						
Repair & Maintenance	-	13,823.68	13,481.49	342.19	-	342.19
Forest Fire Equip	-	2,622.76	2,234.94	387.82	-	387.82
Telephone	-	2,110.00	2,108.27	1.73	-	1.73
Fire Dept Pagers	-	4,290.00	2,594.73	1,695.27	-	1,695.27
Propane Gas	-	727.24	727.24	-	-	-
Office Supplies	-	1,400.00	445.42	954.58	-	954.58
Fire Dept	-	5,776.32	5,192.88	583.44	-	583.44
Other Expenses	-	9,925.00	8,618.47	1,306.53	-	1,306.53
Fire Prevention	-	573.00	573.00	-	-	-
Fire Dept Uniforms	-	15,567.88	15,299.88	268.00	-	268.00
Dues & Memberships	-	2,775.00	2,775.00	-	-	-
Fire Department Total	-	308,205.00	253,089.70	55,115.30	-	55,115.30
Ambulance Salaries	-	57,622.93	17,380.09	40,242.84	-	40,242.84
Ambulance Training Salaries	-	30,196.07	30,196.07	-	-	-
Ambulance Training	-	6,000.00	5,470.50	529.50	-	529.50
Ambulance Repair & Maint	-	3,050.00	2,251.29	798.71	-	798.71
Third Party Amb Billing	-	11,600.00	10,587.30	1,012.70	-	1,012.70
Ambulance Supplies	-	6,950.00	6,785.15	164.85	-	164.85
Affiliation and License Fees	-	3,000.00	2,130.60	869.40	-	869.40
ATM 2020 #27 Purchase						
Ambulance	250,000.00	-	232,080.46	17,919.54	17,919.54	-
Ambulance Total	250,000.00	118,419.00	306,881.46	61,537.54	17,919.54	43,618.00
Building Inspector	-	14,693.00	14,693.00	-	-	-
AssistBuilding Inspector	-	10,420.58	10,420.58	-	-	-
Building Inspector Clerical	-	5,466.00	1,920.41	3,545.59	-	3,545.59

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Building Inspector Training	-	950.00	-	950.00	-	950.00
Building Inspector Expenses	-	1,300.00	722.45	577.55	-	577.55
Building Inspector Total	-	32,829.58	27,756.44	5,073.14	-	5,073.14
Plumbing Inspector Salary	-	6,453.00	6,453.00	-	-	-
Plumbing Inspector Expenses	-	200.00	-	200.00	-	200.00
Plumbing Inspector Total	-	6,653.00	6,453.00	200.00	-	200.00
Electrical Inspector Salary	-	6,453.00	6,453.00	-	-	-
Electrical Inspector Expenses	-	150.00	-	150.00	-	150.00
Electrical Inspector Total	-	6,603.00	6,453.00	150.00	-	150.00
Emergency Mgt Stipend	-	300.00	300.00	-	-	-
Emergency Mgt Expenses	-	1,300.00	-	1,300.00	-	1,300.00
Dues & Memberships	-	150.00	-	150.00	-	150.00
Emergency Management Total	-	1,750.00	300.00	1,450.00	-	1,450.00
Animal Health Inspector	-	6,255.00	6,255.00	-	-	-
Animal Health Inspector Total	-	6,255.00	6,255.00	-	-	-
Animal Control Officer	-	14,243.00	14,243.00	-	-	-
Assist Animal Control Officer	-	1,710.00	1,710.00	-	-	-
Animal Control Expenses	-	1,400.00	459.79	940.21	-	940.21
Animal Control Total	-	17,353.00	16,412.79	940.21	-	940.21
Harbormaster Salary	-	25,000.00	5,875.20	19,124.80	-	19,124.80
Town Landing Ramp Attendant	-	4,245.00	1,054.06	3,190.94	-	3,190.94
Assistant Harbormasters	-	13,546.00	7,561.92	5,984.08	-	5,984.08
Training	-	1,500.00	814.47	685.53	-	685.53
Harbormaster Boat Repairs	-	9,000.00	4,148.51	4,851.49	-	4,851.49
Pier & Float Maintenance	-	2,000.00	258.53	1,741.47	-	1,741.47
Drug & Alcohol Testing	-	1,000.00	-	1,000.00	-	1,000.00

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Mooring Permit Expenses	-	6,000.00	2,709.15	3,290.85	-	3,290.85
Harbormaster Fuel & Oil	-	4,600.00	1,690.34	2,909.66	-	2,909.66
Buoys	-	4,000.00	3,988.55	11.45	-	11.45
Uniform Allowance	-	2,800.00	1,616.52	1,183.48	-	1,183.48
Incidental Fees and Expenses	-	4,000.00	3,666.58	333.42	-	333.42
Harbormaster Total	-	77,691.00	33,383.83	44,307.17	-	44,307.17
Shellfish Constable Salary	-	46,501.00	46,501.00	-	-	-
Shellfish Deputy Salary	-	9,373.00	8,783.51	589.49	-	589.49
Vehicle Maintenance	-	1,500.00	367.56	1,132.44	-	1,132.44
Boat Repairs	-	2,000.00	228.89	1,771.11	-	1,771.11
Boat & Truck Fuel	-	5,000.00	904.07	4,095.93	-	4,095.93
Misc Expenses	-	425.00	219.91	205.09	-	205.09
Uniform Allowance	-	125.00	73.00	52.00	-	52.00
Dues & Memberships	-	200.00	-	200.00	-	200.00
Shellfish Total	-	65,124.00	57,077.94	8,046.06	-	8,046.06
Manch/Essex Reg Assessmt	-	8,364,966.00	8,364,966.00	-	-	-
MERSD Total	-	8,364,966.00	8,364,966.00	-	-	-
Essex NS Agric & Tech School	-	237,681.00	235,527.00	2,154.00	-	2,154.00
Essex NS Agric & Tech Total	-	237,681.00	235,527.00	2,154.00	-	2,154.00
Superintendent Salary	-	92,937.00	92,313.20	623.80	-	623.80
Clerical Wages	-	32,928.00	30,318.71	2,609.29	-	2,609.29
Laborer Wages	-	43,765.00	39,318.76	4,446.24	-	4,446.24
Foreman Wages	-	66,127.00	65,620.24	506.76	-	506.76
Operator Wages	-	139,197.00	137,188.13	2,008.87	-	2,008.87
Stormwater Compliance	-	100.00	-	100.00	-	100.00
Ground Maintenance	-	17,000.00	812.00	16,188.00	-	16,188.00
Overtime	-	6,834.00	6,570.76	263.24	-	263.24
Sick Leave Buyback	-	1,500.00	1,500.00	-	-	-

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Electricity	-	4,800.00	2,682.86	2,117.14	-	2,117.14
Water Usage	-	1,500.00	1,137.92	362.08	-	362.08
Truck Maintenance	-	15,000.00	14,960.92	39.08	-	39.08
Small Equipment Repair	-	2,300.00	722.42	1,577.58	-	1,577.58
Bridge Inspection and Repair	-	3,000.00	-	3,000.00	-	3,000.00
Seminar Fees	-	1,000.00	222.75	777.25	-	777.25
Monitoring Wells	-	5,500.00	3,900.00	1,600.00	-	1,600.00
Stormwater Compliance Exp	-	50,000.00	48,300.00	1,700.00	-	1,700.00
Drug & Alcohol Testing	-	700.00	465.00	235.00	-	235.00
Tree Removal	-	16,450.00	16,450.00	-	-	-
Telephone	-	2,500.00	2,296.13	203.87	-	203.87
Building Fuel	-	6,500.00	6,027.14	472.86	-	472.86
Office Supplies	-	2,500.00	2,050.31	449.69	-	449.69
Gounds Maintenance	-	9,500.00	8,784.79	715.21	-	715.21
Playground Maintenance	-	8,000.00	7,228.85	771.15	-	771.15
Truck Fuel	-	17,000.00	12,140.87	4,859.13	-	4,859.13
Highway Maintenance	-	85,000.00	74,988.38	10,011.62	9,325.00	686.62
Tools & Supplies	-	3,133.35	3,133.35	-	-	-
Other Maintenance	-	7,100.00	7,064.62	35.38	-	35.38
Clothing Allowance	-	3,016.65	3,000.00	16.65	-	16.65
Dues & Memberships	-	800.00	246.41	553.59	-	553.59
FTM 2019 #20 MS4						
Stormwater Compliance	50,000.00	-	-	50,000.00	-	50,000.00
Encumbered Highway Grounds Ma	5,000.00	-	5,000.00	-	-	-
Highway Total	55,000.00	645,688.00	594,444.52	106,243.48	9,325.00	96,918.48
Snow Removal Over Time	-	16,643.79	15,395.77	1,248.02	-	1,248.02
Snow Removal Contractors	-	17,285.00	17,285.00	-	-	-
Snow Removal Other Expenses	-	52,672.21	52,672.21	-	-	-
Snow and Ice Total	-	86,601.00	85,352.98	1,248.02	-	1,248.02

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Street Lighting	-	12,000.00	9,158.07	2,841.93	-	2,841.93
Maintenance and Repair	-	3,000.00	1,968.08	1,031.92	-	1,031.92
Street Lighting Total	-	15,000.00	11,126.15	3,873.85	-	3,873.85
Recycling Coordinator Wages	-	27,259.00	24,223.02	3,035.98	-	3,035.98
Electricity	-	3,200.00	1,337.24	1,862.76	-	1,862.76
Trash Contract	-	110,000.00	90,090.68	19,909.32	-	19,909.32
Recycling Contract	-	45,000.00	44,408.80	591.20	-	591.20
Hazardous Waste Disposal	-	5,500.00	5,500.00	-	-	-
Inspection Services	-	4,000.00	850.00	3,150.00	-	3,150.00
Telephone	-	420.00	370.65	49.35	-	49.35
Sticker Printing	-	725.00	725.00	-	-	-
Maintenance	-	5,000.00	3,261.05	1,738.95	-	1,738.95
Prior Yr Encumb Trash Contract	7,000.00	-	5,782.00	1,218.00	-	1,218.00
Recycling Total	7,000.00	201,104.00	176,548.44	31,555.56	-	31,555.56
Cemetery Wages	-	44,286.00	42,462.00	1,824.00	-	1,824.00
Clerical Wages	-	4,061.00	4,045.08	15.92	-	15.92
Part-Time Wages	-	14,800.00	10,645.50	4,154.50	-	4,154.50
Over Time	-	2,500.00	1,548.72	951.28	-	951.28
Electricity	-	390.00	128.56	261.44	-	261.44
Repair & Maintenance	-	2,700.00	2,699.62	0.38	-	0.38
Gas and Fuel	-	1,727.30	-	1,727.30	-	1,727.30
Materials	-	2,472.70	2,472.70	-	-	-
Small Equipment	-	2,000.00	1,568.45	431.55	-	431.55
ATM 2018 #11 Cemetery Map	-	2,150.00	-	2,150.00	-	2,150.00
Cemetery Total	-	77,087.00	65,570.63	11,516.37	-	11,516.37
Sanitarian/Administrator	-	73,605.00	73,605.00	-	-	-
Clerical Wages	-	50,822.00	50,586.94	235.06	-	235.06
Nurse Wages	-	11,401.00	8,531.40	2,869.60	-	2,869.60
OSHA Coordinator Stipend	-	7,217.00	7,217.00	-	-	-

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
OSHA Training	-	2,500.00	-	2,500.00	-	2,500.00
Seminar Fees	-	850.00	-	850.00	-	850.00
Advertising	-	450.00	403.50	46.50	-	46.50
Contracted Services	-	6,650.00	3,408.50	3,241.50	-	3,241.50
Water Testing	-	700.00	527.00	173.00	-	173.00
OSHA Drug & Medical Screening	-	1,000.00	-	1,000.00	-	1,000.00
Postage	-	550.00	511.25	38.75	-	38.75
Office Supplies	-	1,475.00	376.37	1,098.63	-	1,098.63
OSHA General Expense	-	3,000.00	-	3,000.00	-	3,000.00
Expenses	-	1,150.00	1,098.34	51.66	-	51.66
Travel	-	1,900.00	204.18	1,695.82	-	1,695.82
Dues & Memberships	-	500.00	367.55	132.45	-	132.45
Board of Health Total	-	163,770.00	146,837.03	16,932.97	-	16,932.97
Social Service Agencies	-	2,500.00	2,500.00	-	-	-
Social Service Total	-	2,500.00	2,500.00	-	-	-
Director, Part Time	-	31,573.00	31,364.01	208.99	-	208.99
Outreach/Coordinator	-	17,403.00	17,168.42	234.58	-	234.58
Clerical, Part Time	-	6,240.00	75.00	6,165.00	-	6,165.00
Van Driver Wages	-	740.00	-	740.00	-	740.00
COA Transportation	-	28,500.00	28,500.00	-	-	-
Utilities	-	6,325.00	4,852.64	1,472.36	-	1,472.36
Bldg Maintenance & Expenses	-	12,025.00	11,916.80	108.20	-	108.20
COA Expenses	-	9,475.00	9,357.17	117.83	-	117.83
ATM 2020 #26 Sr Ctr Flooring	21,000.00	-	18,160.00	2,840.00	-	2,840.00
Encumbered Prior FY Maint	700.00	-	-	700.00	-	700.00
Prior Yr Encumb Other Exps	650.00	-	595.00	55.00	-	55.00
Council on Aging Total	22,350.00	112,281.00	121,989.04	12,641.96	-	12,641.96

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Regional Assessment	-	17,436.00	17,415.90	20.10	-	20.10
Ordinary Benefits	-	54,500.00	13,832.27	40,667.73	-	40,667.73
Veterans Benefits Total	-	71,936.00	31,248.17	40,687.83	-	40,687.83
Sanitation Facilities	-	3,500.00	2,179.71	1,320.29	-	1,320.29
Grove Maintenance	-	2,200.00	2,200.00	-	-	-
ATM 2017 #23 Centennial Grove Master Plan	35,000.00	-	-	35,000.00	35,000.00	-
Centennial Grove Total	35,000.00	5,700.00	4,379.71	36,320.29	35,000.00	1,320.29
Library Director	-	58,336.00	58,234.89	101.11	-	101.11
Staff Wages	-	59,301.00	34,380.89	24,920.11	-	24,920.11
Copier	-	850.00	295.00	555.00	-	555.00
Telephone	-	850.00	750.44	99.56	-	99.56
Office Supplies	-	1,800.00	952.70	847.30	-	847.30
Technology	-	2,400.00	1,491.90	908.10	-	908.10
Library Programming	-	2,500.00	2,442.49	57.51	-	57.51
Materials	-	50,000.00	31,698.70	18,301.30	-	18,301.30
Travel	-	350.00	229.26	120.74	-	120.74
MVLC Membership	-	13,861.00	13,770.00	91.00	-	91.00
Library Total	-	190,248.00	144,246.27	46,001.73	-	46,001.73
Printing	-	500.00	-	500.00	-	500.00
Historical Com Admin Expenses	-	1,000.00	92.75	907.25	-	907.25
Historical Commission Total	-	1,500.00	92.75	1,407.25	-	1,407.25
Memorial Day Expenses	-	900.00	670.67	229.33	-	229.33
Memorial Day Total	-	900.00	670.67	229.33	-	229.33
Bond Principal	-	60,000.00	60,000.00	-	-	-
Maturing Dbt Public Safety Bldg	-	350,000.00	350,000.00	-	-	-

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
MERSD Debt - Principal	-	836,816.61	836,816.61	-	-	-
ATM 2017 #5 Septic Debt	-	20,860.00	20,860.00	-	-	-
Bond Principal Total	-	1,267,676.61	1,267,676.61	-	-	-
Bond Interest	-	7,200.00	7,200.00	-	-	-
MERSD Debt - Interest	-	615,116.39	605,279.14	9,837.25	-	9,837.25
Interest Short Term Note	-	4,414.70	-	4,414.70	-	4,414.70
Maturing Int Public Safety Bldg	-	258,595.30	258,595.30	-	-	-
CWT-17-31 Article	-	5,167.00	-	5,167.00	-	5,167.00
Bond Interest Total	-	890,493.39	871,074.44	19,418.95	-	19,418.95
Retirement Bd Assessment	-	557,417.00	547,428.90	9,988.10	-	9,988.10
Retirement Total	-	557,417.00	547,428.90	9,988.10	-	9,988.10
Workers Comp	-	32,449.00	15,505.60	16,943.40	-	16,943.40
Unemployment Claims	-	1,000.00	-	1,000.00	-	1,000.00
Workers Comp/Unemp Total	-	33,449.00	15,505.60	17,943.40	-	17,943.40
Health Insurance	-	695,000.00	574,251.00	120,749.00	-	120,749.00
Health Insurance Total	-	695,000.00	574,251.00	120,749.00	-	120,749.00
FICA	-	82,900.00	76,265.71	6,634.29	-	6,634.29
FICA Total	-	82,900.00	76,265.71	6,634.29	-	6,634.29
Sub Total General Fund	696,303.00	17,029,872.00	16,448,835.38	1,277,339.62	337,808.99	939,530.63
COMMUNITY PRESERVATION FUND						
FTM 2015 #12 Spring Street						
Fence Add'l	3,170.00	-	-	3,170.00	3,170.00	-
ATM 2020 #30 Hearse House						
Preservation Repairs	11,600.00	-	2,845.00	8,755.00	8,755.00	-

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
ATM 2020 #30 Housing Auth Exterior Walkway	27,331.00	-	-	27,331.00	27,331.00	-
ATM 2020 #30 School House Climate Control	9,000.00	-	-	9,000.00	9,000.00	-
FTM 2015 #12 Preserve Town Hall Vault Items	8,790.94	-	-	8,790.94	8,790.94	-
ATM 2020 #30 First Congregational Grant	100,000.00	-	100,000.00	-	-	-
CPC Administrative Expenses	-	10,939.00	3,180.58	7,758.42	-	7,758.42
ATM 2020 #24 Housing Auth Painting Compl.	1,911.50	-	-	1,911.50	1,911.50	-
ATM 2018 #23 School House	11,181.00	-	9,957.00	1,224.00	1,224.00	-
Sub Total Com Preservation Act	172,984.44	10,939.00	115,982.58	67,940.86	60,182.44	7,758.42
CAPITAL PROJECTS						
Chapter 90 Expenses	-	176,633.00	176,633.00	-	-	-
Boardwalk - DCT/Seaport Grant	23,123.37	-	-	23,123.37	23,123.37	-
Town Hall Repairs	1,765.23	-	1,765.23	-	-	-
ATM 2016 #10 Conomo Point Waterfront Access	43,818.22	-	-	43,818.22	43,818.22	-
Municipal Safety Building	11,786,708.29	-	9,238,830.56	2,547,877.73	2,547,877.73	-
Sub Total Capital Projects	11,855,415.11	176,633.00	9,417,228.79	2,614,819.32	2,614,819.32	-
WATER ENTERPRISE						
Superintendent Salary	-	15,490.00	15,300.46	189.54	-	189.54
Chief Operator Salary	-	54,514.83	53,945.90	568.93	-	568.93
Clerical Wages	-	22,827.17	22,827.17	-	-	-
Part-Time Wages	-	2,626.71	2,626.71	-	-	-
Operator/Tech Wages	-	40,116.04	40,116.04	-	-	-
Operator Wages	-	147,328.96	146,958.78	370.18	-	370.18
Over Time	-	25,203.29	25,159.08	44.21	-	44.21
Sick Leave Buyback	-	4,000.00	2,971.70	1,028.30	-	1,028.30

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Health Insurance	-	46,638.00	31,810.92	14,827.08	-	14,827.08
Workers' Comp	-	6,511.00	6,511.00	-	-	-
Retirement Board Assessment	-	65,579.00	64,403.40	1,175.60	-	1,175.60
FICA	-	4,900.00	4,876.70	23.30	-	23.30
Electricity	-	64,000.00	41,679.15	22,320.85	-	22,320.85
Vehicle Maintenance	-	2,000.00	2,000.00	-	-	-
Sludge Removal	-	14,500.00	13,749.26	750.74	-	750.74
Seminar Fees	-	3,000.00	-	3,000.00	-	3,000.00
Drug & Alcohol Testing	-	300.00	257.50	42.50	-	42.50
Well Cleaning	-	27,782.50	27,782.50	-	-	-
EPA & State Manditory Testing	-	4,800.00	4,292.89	507.11	-	507.11
Contracted Services	-	7,031.52	7,031.52	-	-	-
Backflow Testing	-	2,200.00	1,520.00	680.00	-	680.00
Water Well Leak Detection	-	3,000.00	-	3,000.00	-	3,000.00
Telephone	-	3,000.00	2,657.30	342.70	-	342.70
Fuel	-	7,000.00	6,514.88	485.12	-	485.12
Office Supplies	-	6,500.00	6,488.87	11.13	-	11.13
Vehicle Fuel	-	6,500.00	5,668.09	831.91	-	831.91
Tools & Supplies	-	4,526.68	4,526.68	-	-	-
Chemicals	-	77,159.30	66,022.72	11,136.58	-	11,136.58
Lab Supplies	-	4,000.00	4,000.00	-	-	-
Other Maintenance	-	42,000.00	21,840.68	20,159.32	-	20,159.32
Materials	-	3,800.00	3,659.99	140.01	-	140.01
Meter Reading Units	-	1,500.00	1,462.50	37.50	-	37.50
Pipe Fittings & Meters	-	9,200.00	8,818.03	381.97	-	381.97
Clothing Allowance	-	1,500.00	1,500.00	-	-	-
Clear Well Cleaning	-	5,000.00	5,000.00	-	-	-
Dues & Memberships	-	3,000.00	2,711.00	289.00	-	289.00
Liability Insurance	-	23,554.00	23,554.00	-	-	-
Bond Principal	-	30,000.00	30,000.00	-	-	-
Bond Interest	-	1,370.00	1,370.00	-	-	-
Principal and Interest on Short Term	-	13,186.00	13,185.88	0.12	-	0.12

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
ATM 2017 #14 Water System						
Disinfection Study	70,000.00	-	9,932.03	60,067.97	60,067.97	-
FTM 2019 #19 Water Plant						
Roof	55,000.00	-	40,406.65	14,593.35	14,593.35	-
ATM 2021 #17 Water System						
Engineering	-	20,000.00	-	20,000.00	20,000.00	-
Encumb Prior FY Chemicals	5,075.00	-	5,075.00	-	-	-
Sub Total Water Enterprise	130,075.00	827,145.00	780,214.98	177,005.02	94,661.32	82,343.70

Sewer Enterprise

Superintendent Salary	-	15,482.96	15,300.46	182.50	-	182.50
Sewer Chief Operator	-	36,600.00	35,457.90	1,142.10	-	1,142.10
Clerical Wages	-	21,202.00	21,188.42	13.58	-	13.58
Plant Syst II/Waste Water Tech	-	40,108.04	40,108.04	-	-	-
Operator/Tech Salary	-	39,100.00	38,622.60	477.40	-	477.40
Over Time	-	16,449.00	12,110.67	4,338.33	-	4,338.33
Sick Leave Buyback	-	1,650.00	1,602.85	47.15	-	47.15
Health Insurance	-	34,578.00	26,965.44	7,612.56	-	7,612.56
Workers Compensation	-	2,884.00	1,316.00	1,568.00	-	1,568.00
Retirement Board Assessment	-	32,790.00	32,201.70	588.30	-	588.30
FICA	-	2,600.00	2,436.10	163.90	-	163.90
Electricity	-	40,850.00	34,200.75	6,649.25	-	6,649.25
Vehicle Maintenance	-	1,800.00	1,800.00	-	-	-
Seminar Fees	-	800.00	-	800.00	-	800.00
Drug & Alcohol Testing	-	240.00	102.50	137.50	-	137.50
Gloucester Usage Charge	-	488,800.00	420,728.68	68,071.32	-	68,071.32
Backflow Testing	-	800.00	-	800.00	-	800.00
Telephone	-	1,800.00	1,702.06	97.94	-	97.94
Fuel	-	4,700.00	4,000.06	699.94	-	699.94
Office Supps/SCADA Software	-	8,200.00	5,259.31	2,940.69	-	2,940.69
Vehicle Fuel	-	3,500.00	2,127.97	1,372.03	-	1,372.03
Tools & Supplies	-	8,500.00	7,765.42	734.58	-	734.58

<u>Account Description</u>	<u>FY2020 Forward</u>	<u>Final Budget</u>	<u>Transactions</u>	<u>Ending Balance</u>	<u>Encumbrance</u>	<u>Closed Balance</u>
Chemicals	-	6,000.00	6,000.00	-	-	-
Other Maintenance	-	110,150.00	110,064.40	85.60	-	85.60
Materials	-	2,500.00	2,440.60	59.40	-	59.40
Clothing Allowance	-	500.00	500.00	-	-	-
Dues & Memberships	-	200.00	90.00	110.00	-	110.00
Liability Insurance	-	4,430.00	3,037.00	1,393.00	-	1,393.00
I/I Requirements	-	30,000.00	29,999.86	0.14	-	0.14
MWPAT Debt Adm & Orig Fees	-	9,105.00	9,104.43	0.57	-	0.57
Bond Principal	-	1,202,530.00	1,202,529.85	0.15	-	0.15
Bond Interest	-	27,827.00	27,826.33	0.67	-	0.67
Sewer Sysem Repair	31,643.89	-	31,643.89	-	-	-
FTM 2020 #5 Sewer System						
Repair/Upgrades	-	200,000.00	101,099.15	98,900.85	98,900.85	-
ATM 2021 #7 Sewer Grinder						
Pump Sta #4	-	45,000.00	-	45,000.00	45,000.00	-
Enc. Wastewater Prior FY Exp						
Contract w/Glouc.	-	125,000.00	124,987.17	12.83	-	12.83
Sub Total Sewer Enterprise	31,643.89	2,566,676.00	2,354,319.61	244,000.28	143,900.85	100,099.43
GRAND TOTAL - ALL FUNDS	12,886,421.44	20,611,265.00	29,116,581.34	4,381,105.10	3,251,372.92	1,129,732.18

Combined Balance Sheet, June 30, 2021 (Unaudited)

<u>ASSETS</u>	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Enterprise</u>	<u>Trust & Agency</u>	<u>Long-Term Debt</u>	<u>Totals</u>
Cash and Cash Equivalents	4,053,285.92	7,134,621.80	2,624,637.65	2,606,373.22	2,163,255.52		18,582,174.11
Receivables:							
Personal Property Taxes	3,599.59						3,599.59
Real Estate Taxes	294,709.39	3,318.49					298,027.88
Allowance for Abatements & Exemptions	(140,197.11)						(140,197.11)
Tax Liens	457,866.07	847.00		17,431.64			476,144.71
Tax in Litigation	331,502.89	1,329.87		62,963.34			395,796.10
Motor Vehicle Excise	133,439.94						133,439.94
Other Excises	4,430.00						4,430.00
User Fees				136,418.51			136,418.51
Departmental		64,392.38			31,510.89		95,903.27
Special Assessments	14,907.91	260,133.42		3,931,108.83			4,206,150.16
Other Receivables		380,000.00					380,000.00
Foreclosures/Possessions	446,634.46						446,634.46
Amounts to be Provided - Payment of Bonds						17,476,887.00	17,476,887.00
Total Assets	5,600,179.06	7,844,642.96	2,624,637.65	6,754,295.54	2,194,766.41	17,476,887.00	42,495,408.62
<u>LIABILITIES</u>							
Warrants Payable	479,187.96						479,187.96
Withholdings	13,289.76						13,289.76
Other Liabilities	14,644.85						14,644.85
Deferred Revenue:							
Real & Personal Property Taxes	158,154.81	3,275.55					161,430.36
Tax Liens	457,866.07	847.00		17,431.64			476,144.71
Tax in Litigation	331,502.89	1,329.87		62,963.34			395,796.10
Foreclosures/Possessions	446,634.46						446,634.46
Motor Vehicle Excise	133,438.61						133,438.61
Other Excises	4,430.00						4,430.00
User Fees				136,418.64			136,418.64
Departmental					31,510.89		31,510.89
Special Assessments	14,907.91	260,133.42		3,931,108.83			4,206,150.16
Other Receivables		444,392.38					444,392.38
Agency Funds					(29,385.19)		(29,385.19)
Bonds Payable						17,476,887.00	17,476,887.00
Total Liabilities	2,054,057.32	709,978.22	0.00	4,147,922.45	2,125.70	17,476,887.00	24,390,970.69
<u>FUND EQUITY</u>							
Reserved for Encumbrances	434,406.72			269,370.21			703,776.93
Reserved for Continuing Appropriations		819,046.03					819,046.03
Reserved for Expenditures	25,000.00			200,000.00			225,000.00
Reserved for Petty Cash	795.00			50.00			845.00
Fund Balance Reserved for Debt/Sewer Betterments				1,749,985.00			1,749,985.00
Undesignated Fund Balance	3,085,920.02	6,315,618.71	2,624,637.65	386,967.88			12,413,144.26
Unreserved Retained Earnings					2,192,640.71		2,192,640.71
Total Fund Equity	3,546,121.74	7,134,664.74	2,624,637.65	2,606,373.09	2,192,640.71	0.00	18,104,437.93
Total Liabilities and Fund Equity	5,600,179.06	7,844,642.96	2,624,637.65	6,754,295.54	2,194,766.41	17,476,887.00	42,495,408.62

TOWN CLERK, PARKING CLERK, & BOARD OF REGISTRARS

The Town Clerk's office oversaw one Election and two Town Meetings in 2021; the May Annual Town Election was the last election held at the Memorial Fire Station, 24 Martin Street, prior to its demolition. The Board of Selectmen voted on July 26, 2021 to move all future elections to the new Public Safety Building, 11 John Wise Avenue.

Theresa Mansfield, who was a member of the Board of Registrars, was appointed as the Assistant Town Clerk in 2021. Patricia Rogers was appointed as a member of the Board of Registrars.

The 2020 Federal Census statistics were published in 2021 which showed a 4.9% increase in population from 2010 (an increase of 171 Essex residents to a total of 3,675). Comparatively, the state of Massachusetts population increased by 7.4% from 2010. Essex also continued to remain a single precinct for voting purposes and will remain in its current political districts.

Business Certificates (d/b/a Registration): 49 Certificates issued

Dog Licensing:

734 Dog Licenses issued

3 Kennel Licenses issued

Raffle Permits: 0 Permit issued

Resident Parking Stickers Issued for 2021 Cycle (Valid 9/1/2020-8/31/2021)

443 Resident Stickers issued, of those:

- 395 Resident
- 48 Senior

Shellfish Licensing

95 Commercial Shellfish Permits issued, of those:

- 67 Commercial Permits
- 20 Senior Permits
- 8 Student Permits

99 Resident Annual Recreational Shellfish Permits issued (81 Clam, 18 Oyster)

17 Non-resident Annual Recreational Shellfish Permits issued

6 Non-resident Daily Recreational Shellfish Permits issued

5 Sea Worm and Eel Permits issued

Vital Records

36 Births – 16 Female, 20 Male

33 Deaths

20 Marriage Certificates

Respectfully submitted,

TOWN CLERK; PARKING CLERK; CHAIR, BOARD OF REGISTRARS

Pamela Thorne

*Annual Town Meeting
May 15, 2021
Minutes*

The May 15, 2021 Annual Town Meeting of the Town of Essex, held outside at the Essex Elementary School, 12 Story Street, was called to order at 1:00 p.m. by Moderator Jeffrey D. Jones. A quorum of 286 voters was present for the meeting. Because of the Coronavirus pandemic, the annual town meeting was postponed from May 3, 2021 to May 15, 2021 so that the meeting could be safely held outside.

The following people were appointed as Tellers: Ann Buckley, Ann Cameron, Matthew Casey, Vickie Cataldo, Rebecca Jones, Erin Kirchner, James Lewiecki, Theresa Mansfield, Kathleen McKinnon and Elle Woulfe.

There were no objections to the Tellers appointed.

The Moderator then called for the attendance to recite the Pledge of Allegiance. A moment of silence was observed in memorium of those Town officials who have passed since the last Town Meeting:

Richard C. Carter
John D. Cushing
Sarah Jane O'Maley

The Moderator thanked the following individuals for their service to the Town:

Anne Cameron – Regional School Committee
Daniel Doucette – Fire Chief
William French – Planning Board
Chris Grant – North Shore Agricultural and Technical School Representative

Awards were given to the following employees:

Years of Service Awards:

- Dave Frithsen - 20 Years
- Joseph Lafata - 30 Years
- David Preen - 30 Years
- Dan Doucette - 35 Years
- Michael French - 35 Years

Employee of the Year – Erin Kirchner

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

Action: *Approved Unanimously declared by the Moderator*

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 by the Majority declared by the Moderator*

ARTICLE 3: FY22 WAGE AND SALARY SCALE

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

MOTION: Guy D. Bradford moved that the Town vote to approve the Wage and Salary scale for fiscal year 2022 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 4: FY2022 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 2022 in accordance with the recommendations of the Personnel Board Report, a copy of which is on file in the Town Clerk's office and on the Town's website at <https://www.essexma.org>, and is incorporated herein by reference; or take any other action relating thereto.

MOTION: Guy D. Bradford 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 2022 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 5: FY2022 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 2022 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 \$20,905 for the purpose of making necessary payments to the

Massachusetts Clean Water Trust during fiscal year 2022 in accordance with the terms of repayment for Community Septic Management Program loan funds. The motion was duly seconded.

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

ARTICLE 6: FINANCE COMMITTEE REPORT – FY2022 APPROPRIATION

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: Benjamin Buttrick moved that the Town vote to appropriate the sum of \$8,608,954 as follows: a) raise by taxation the sum of \$2,195,692 for debt repayment, principal and interest; b) transfer from the Cemetery Sale of Lots Fund the sum of \$4,800 to the Cemetery Budget; c) transfer from the Cemetery Lot Care Fund the sum of \$5,425 to the Cemetery Budget; d) transfer from the Town Technology Fund the sum of **\$9,520** to the Town IT Budget, e) transfer from the Ambulance Fund the sum of \$50,000 to the Ambulance Budget; f) transfer from the Street Lighting Fund the sum of \$3,000 to the Street Lighting Maintenance and Repair Budget; and g) to raise by taxation the sum of \$6,340,517 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; and further, to authorize the Board of Selectmen to deny payment of any expenditure, with fair warning to the affected departments, should it be necessary to exercise fiscal constraint in the face of revenue reductions resulting from the ongoing COVID-19 crisis or any other reason, all in accordance with the Board's authority under Section 52 of Chapter 41 of the General Laws. The motion was duly seconded.

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

ARTICLE 7: FY2021 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 2021; or take any other action relating thereto.

MOTION: John Filias moved that the Town vote to transfer from Sewer Enterprise Fund free cash the sum of \$45,000 to the Maintenance line item of the fiscal year 2021 Sewer Enterprise Fund Budget. The motion was duly seconded.

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

ARTICLE 8: FY2022 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 2022; or take any other action relating thereto.

MOTION: John Filias moved that the Town vote to appropriate the sum of \$2,180,568 for the Sewer fiscal year 2022 Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$910,708 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 – \$940,949 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 by the Majority declared by the Moderator*

ARTICLE 9: FY2021 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 2021; or take any other action relating thereto.

MOTION: John Filias moved that Article 9 be indefinitely postponed. The motion was duly seconded.

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

ARTICLE 10: FY2022 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 2022; or take any other action relating thereto.

MOTION: John Filias moved that the Town vote to appropriate the sum of \$798,781 for the fiscal year 2022 Water Enterprise Fund Budget as follows: a) debt repayment, principal and interest – the sum of \$12,364 from water betterments and the sum of \$10,970 from departmental receipts; and b) funds to be allocated between the salaries and expenses of the Water Department – \$775,447 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 by the Majority declared by the Moderator*

ARTICLE 11: FY2022 ASSESSMENT FOR MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT

To see if the Town will vote to approve the Gross Operating and Maintenance Budget of the Manchester-Essex Regional School District, and raise and appropriate or transfer from available funds a sum of money for the Town's assessment from the District - said sum to be calculated solely in accordance with the "Agreement Between the Towns of Essex and Manchester-by-the-Sea, Massachusetts with Respect to the Formation of a Regional School District", as most recently amended, by invoking and approving the provision found in paragraph four of Massachusetts General Laws chapter 71, section 16B allowing District members "to reallocate the sum of their required local contributions to the district in accordance with the regional agreement", for the fiscal year beginning July first, two thousand twenty-one; or take any other action relating thereto.

MOTION: Sarah Wolf moved that the Town vote to raise and appropriate the sum of \$8,695,830 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-one. The motion was duly seconded.

Action: *Approved by the Majority by count of 160 Yes 88 No*

ARTICLE 12: FY2022 ASSESSMENT FOR ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to pay the Town’s share of the operating and capital costs of the Essex North Shore Agricultural and Technical School District for the fiscal year commencing July 1, 2021; or take any other action relating thereto.

MOTION: Ruth R. Pereen moved that the Town vote to raise and appropriate the sum of \$218,080 to pay the Town’s share of the operating and capital costs of the Essex North Shore Agricultural and Technical School District for the fiscal year commencing July 1, 2021. The motion was duly seconded.

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

ARTICLE 13: DOWNTOWN ZONING DISTRICT BYLAW

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

6-15 Essex Downtown Zoning District.

6-15.1. Purpose:

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

6-15.2. Establishment:

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

6-15.3. Definitions:

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

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

6-15.4. Permitted Principal Uses:

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

6-15.5 Table of Dimensional Requirements

Table 1:

Principal Buildings	Residential Single and Two Family	Residential Multi-Family	Business	Motel and Hotel	Industrial, Class A	Industrial, Class B	Mixed-Use
Minimum Lot Area (sq. ft.)	10,000 sq. ft.	10,000 sq. ft.	10,000 sq. ft.	90,000 sq. ft.	Not permitted	10,000 sq. ft.	10,000 sq. ft.
Minimum Lot Frontage (feet)	75 ft.	75 ft.	75 ft.	200 ft.		75 ft.	75 ft.
Minimum Lot Depth (feet)	100 ft.	100 ft.	100 ft.			100 ft.	100 ft.
Minimum Front Yard, All Buildings	0-25 ft. Note #1	50 ft.	0-25 ft. Note #1	100 ft.		50 ft. (>10,000 sq. ft.)	0-25 ft. Note #1
Minimum Lot Width (feet)	75 ft.	75 ft.	75 ft.			75 ft.	75 ft.
Minimum Side Yard	6 ft. Note #2	30 ft.	6 ft. Note #2	50 ft.		30 ft.	6 ft. Note #2

Minimum Rear Yard	30 ft.	30 ft.	30 ft.	100 ft.		30 ft.	30 ft.
Maximum Building Height (feet)	35 ft. Note #3	35 ft.	35 ft. Note #3			35 ft. Note #3	35 ft. Note #3
Maximum Lot Coverage; Structures	50 % Note #4, 5	50 % Note #4,5	50% Note #4,5	50% Note#4,5		50 % Note #4,5	50% Note #4,5
As of Right with Site Plan Review/Special Permit	As of Right with Site Plan Review	3-4 units As of Right; 5 or more units with Special Permit	As of Right with Site Plan Review	Special Permit		As of Right with Site Plan Review	As of Right with Site Plan Review; 4 or more residential units with Special permit

Accessory Buildings / Structures:

Residential and Mixed use only

Prohibited in front yard

Max number per Lot 2 (Two)

Max Height 15 feet

Minimum Side yard 5 feet

Minimum Rear Yard 5 feet

Note #1: If the adjacent buildings are setback at a distance other than the minimum front yard requirement of 0-ft, but not more than 25 feet, infill buildings shall match the setback from the front lot line of the immediately adjacent buildings. If the setbacks do not match, the infill building may match one or the other, or an average of the two adjacent building setbacks, but in no instance shall any building have a front yard setback of more than 25 feet.

Note #2: If a side yard includes a driveway or parking space, the Minimum Side Yard dimension shall be increased from 6 ft. to 14 ft., consistent with 6-6 Off-Street Parking and Loading requirements.

Note #3: Maximum Building Height for new Mixed-Use development 40 ft., Approval of greater than 35 ft. subject to Special Permit.

Note #4: Lots larger than 60,000 sq. ft. will be required to maintain Maximum Lot Coverage of structures at the current standard of 25%.

Note #5: Max. Lot Coverage: Structures and impervious surfaces allowed to 75% of area, Lots larger than 60,000 sq. ft. allowed up to 50% of area.

6-15.5. Parking Requirements:

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

6-15.6. Permitted Accessory Structures:

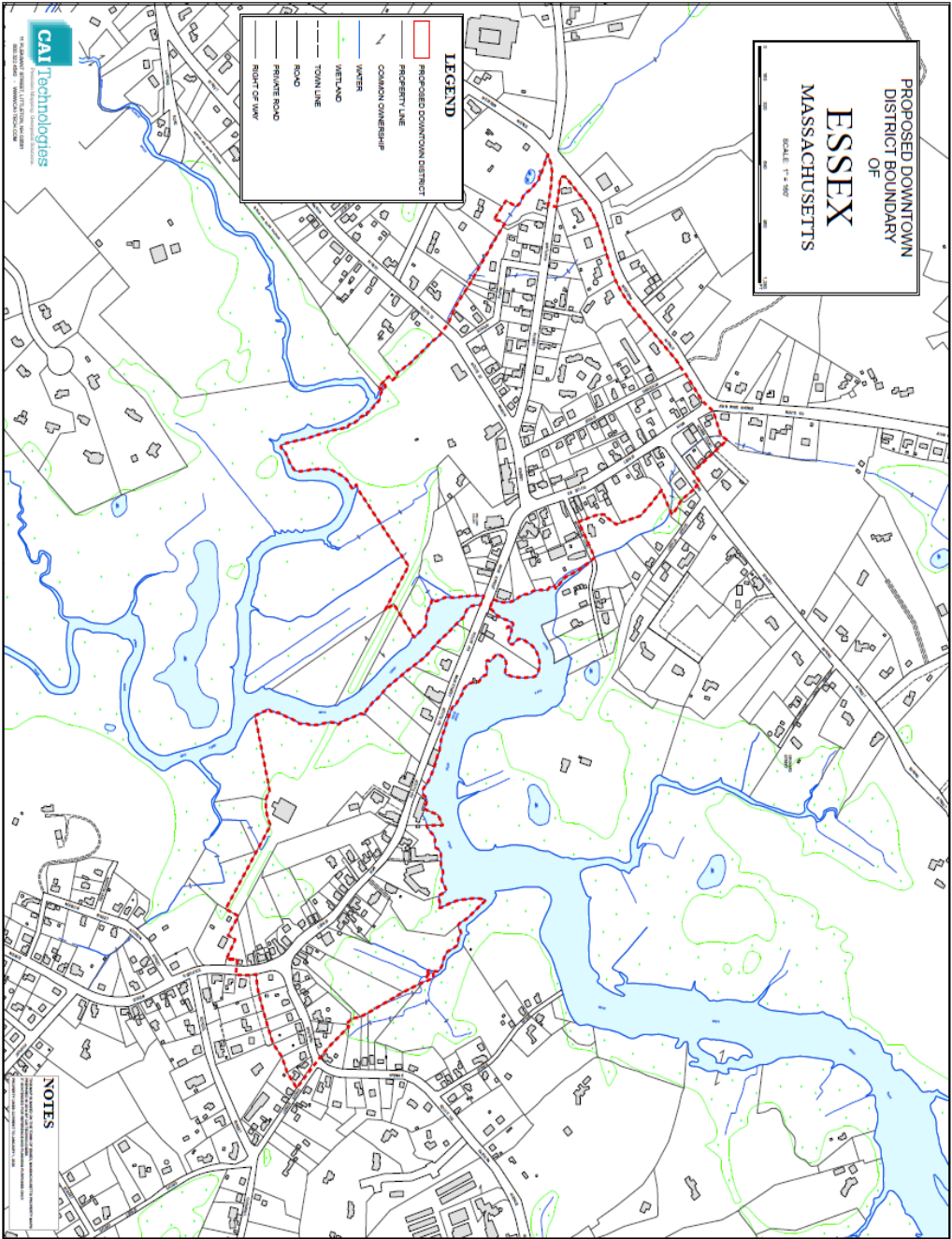
- A. Accessory Buildings or Structures – Accessory Buildings or Structures are permitted as of right, subject to the following limitations:
 - a. A maximum of two Accessory Buildings and/or Structures per lot;
 - b. Maximum permitted height of 15 feet.
 - c. Minimum side or rear yard setback of 5 feet.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

6-15.7. Regulation of Nonconforming Lots, Structures:

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

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

6-15.8 Map of Essex Downtown Zoning District



MOTION #1:

Westley Burnham moved that the Town vote to amend Chapter VI of the Town's Zoning Bylaws by adding new section, 6-15, titled "Essex Downtown Zoning District", as set forth in Article 13 of the Annual Town Meeting Warrant, with the following change:

That Section 6-15.6. Permitted Accessory Structures, subsection A. Accessory Buildings or Structures, subsection b., which reads as follows in the Annual Town Meeting Warrant: "b. maximum permitted height of 15 feet", be changed to read "b. maximum permitted height of 25 feet."

The motion was duly seconded.

MOTION #2: Edward Neal moved that Article 13 be amended by deleting Winthrop St., Maple St., Pickering St. and the east side of Western Ave from the District Map within the article and the provisions thereof and give discretion to the Town Clerk to redraw the District Map accordingly. The motion was duly seconded.

MOTION #3: John Guerin moved to amend Article 13 as indicated below:

6-15.7. Regulation of Nonconforming Lots, Structures:

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

A. Special Permit Changes:

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

B. Variance Changes:

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

The motion was duly seconded.

Action Motion #3: *Approved by more than 2/3 Majority declared by the Moderator*
Action Motion #2: *Approved by more than 2/3 Majority declared by the Moderator*
Action Motion #1: *Approved by more than 2/3 Majority declared by the Moderator*

ARTICLE 14: ZONING BYLAW – TEMPORARY MORATORIUM ON BUSINESS AND INDUSTRIAL CONVERSIONS

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

Temporary Moratorium on Business and Industrial Conversions

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

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

MOTION: Ruth R. Pereen moved that the town vote to amend Chapter VI of the Town’s Zoning Bylaws by adding a new section titled “Temporary Moratorium on Business and Industrial Conversions”, as set forth in Article 14 of the Annual Town Meeting Warrant, and to authorize the Town Clerk to assign such numbering as is appropriate to bring said bylaw into conformance with the existing codification. The motion was duly seconded.

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

ARTICLE 15: ZONING BYLAW PROPOSAL – PERSONAL WIRELESS SERVICE FACILITIES (Citizen Petition)

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

6-16 Personal Wireless Service Facilities (Pwsf)

6-16.1 Purpose: The Federal Telecommunications Act of 1996, 47 U.S.C. §332 (c) (7) preserves the authority of municipalities to regulate the placement, construction and modification of personal wireless service facilities (PWSFs), but provides that municipalities shall not unreasonably discriminate among providers of functionally equivalent services and shall not prohibit or have the effect of prohibiting the provision of personal wireless service facilities.

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

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

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

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

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

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

Carrier: A company that provides wireless services.

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

Elevation: The measurement of height above mean sea level.

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

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

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

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

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

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

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

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

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

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

professional, that higher signal strengths or alternative QoS metrics are required to enable such Carrier to provide Service Coverage within the specific geographic area in question.

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

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

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

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

- (i) For towers other than towers in the public rights of way, it increases the height of the tower by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet, whichever is greater; for other eligible support structures, it increases the height of the structure by more than 10% or more than ten feet, whichever is greater;
- (ii) For towers other than towers in the public rights of way, it involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet;
- (iii) For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public rights-of-way and base stations, it involves installation of any new equipment cabinets on the ground if there are no preexisting

ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure;

- (iv) It entails any excavation or deployment outside the current site;
- (v) It would defeat the concealment elements of the eligible support structure; or
- (vi) It does not comply with conditions associated with the siting of the construction or modification of the eligible support structure or base station equipment, provided however that this limitation does not apply to any modification that is non-compliant only in a manner that would not exceed the thresholds identified above.

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

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

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

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

6-16.3 Special Permit Required; Review Criteria; Exemptions

6-16.3.1 Special Permit Requirement

- a. No PWSF shall be erected, constructed, installed or operated without first obtaining a special permit from the Planning Board. A special permit is required for new tower construction (or Substantial Change of a preexisting tower) and for all new wireless communications facilities (or Substantial Change of a preexisting facility) to be mounted on a tower or structure.
- b. Promptly upon filing, completed applications for special permits under this Subsection 6-16 (a completed special permit application hereunder shall be referred to as an “Application,” and a party by or on behalf of whom an application is submitted shall be referred to herein as an “Applicant”) shall be transmitted for review to the Board of Health and Conservation Commission, which bodies shall submit their written recommendations within 30 days of the filing of the Application.
- c. A public hearing shall be opened within forty-five (45) days of the filing of the Application, provided that the Planning Board shall take action on an Application in accordance with any applicable deadlines set forth under federal and state law, unless such times are extended by written agreement with the Applicant.

6-16.3.2 Personal Wireless Service Facilities General Requirements

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

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

6-16.3.3 Co-location requirements

- a. An Application for a new (non-co-located) Tower shall not be approved unless the Planning Board finds that the wireless communications facility planned for the proposed Tower cannot be accommodated on an existing or approved Tower or structure due to one of the following reasons:
 1. The proposed antennas and equipment would exceed the structural or spatial capacity of the existing or approved tower or facility, as documented by a qualified engineer (consultant) licensed to practice in the Commonwealth of Massachusetts, and the existing or approved tower cannot be reinforced, modified, or replaced to accommodate planned or equivalent equipment, at a reasonable cost, to provide coverage and capacity comparable to that of the proposed facility.
 2. The proposed antennas and equipment would cause interference materially impacting the usefulness of other existing or permitted equipment at the existing or approved tower or facility as documented by a qualified engineer (consultant) licensed to practice in the Commonwealth of Massachusetts and such interference cannot be prevented at a reasonable cost.
 3. The proposed antennas and equipment, along or together with existing facilities, equipment, or antennas, would create RFI in violation of federal standards or requirements

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

6-16.3.4 Modifications to existing facilities and existing special permits

- a. Notwithstanding anything contained in the Zoning Bylaw to the contrary, an Eligible Facilities Request that does not Substantially Change the physical dimensions of the facility shall be allowed by right (subject to issuance of a building permit) provided the following procedures are adhered to. Any Applicant seeking a determination that an Eligible Facilities Request does not Substantially Change the dimensions of the facility shall submit an Application along with written documentation sufficient to support its claim to the Building Commissioner. The Building Commissioner shall review and respond to such a request within sixty (60) days of the filing of the Application, provided that this time for response may be tolled where the Applicant has failed to satisfactorily support its claim and additional documentation is requested in writing by the Building Commissioner.
- b. Any alteration of or addition to a previously approved PWSF that does not satisfy Section A, above, shall require an additional special permit. Such alterations and additions may include, but are not limited to, the following:
 1. A change in the number of buildings or facilities permitted on the site;
 2. Changes in technology used by the wireless communications facility;
 3. An addition or change of any external equipment or an increase in the height of the tower, including profile of additional antennas, not specified in the original Application;
 4. Change in ownership; or
 5. Co-location of new equipment

6-16.3.5 Additional Requirements and Certain Limited Exemptions

- a. Only freestanding monopole Towers shall be allowed to be erected as new Towers, with internally or closely ("flush") mounted antenna panels (with appropriate allowance for antenna tilting to meet coverage objectives consistent with minimizing adverse visual impact of the antennas), unless such mounting would compromise irreconcilably the potential for co-location. Lattice style towers and similar facilities requiring three or more legs and/or guy wires for support are prohibited. To the maximum extent practicable, PWSFs shall conceal equipment, cables, and antennas within architectural surfaces that are ordinary and consistent with the context of the PWSFs Essex environs,

such as steeples, concealed-antenna monopoles, flagpoles, smokestacks, faux chimneys and cupolas.

- b. No Tower shall be located closer than two (2) miles from any other Tower.
- c. No Tower shall exceed one hundred twenty (120) feet in height, as measured from the ground level at the base of the Tower, or ten (10) feet below the FAA height which requires permanent lighting, whichever height is lower.
- d. Towers shall be set back from the front, rear and side property lines a distance equal to at least one hundred twenty-five (125) percent of the height of the Tower.
- e. Towers shall be set back at least one hundred fifty (150) feet from the boundary of all wetlands resource areas, as defined under state law and the Town's bylaws, including without limitation certified vernal pools, water bodies and others.
- f. All Towers shall be located a minimum of five hundred (500) feet from the nearest residential structure. This paragraph shall not apply to radio, telecommunications, cellular, PCS and television facilities, located inside an existing structure where the Wireless Communications Facilities are Camouflaged.
- g. Accessory buildings shall be set back from the front, rear and side property lines a minimum of fifty (50) feet. Accessory buildings shall be of a common design and color. A maximum of six (6) accessory buildings, each limited to two hundred forty (240) square feet in area and a maximum of ten (10) feet in height may be permitted per Tower.
- h. Lighting shall be limited to that needed for maintenance and emergencies.
- i. Where feasible, Towers shall be located within established wooded areas, with a minimum radius of at least one hundred twenty (120) feet measured from the base of the Tower to the edge of the woods. This paragraph shall not apply to radio, telecommunications, cellular, PCS and television facilities, located inside an existing structure where the facilities are Camouflaged.
- j. All Towers and accessory buildings shall be removed by the record owner of the real property upon which it is located, within ninety (90) days of the abandonment or discontinuance of the specially permitted use.
- k. Each provision of this section shall be constructed so that if any provision is held invalid for any reason, the remaining sections shall continue in full force and effect.
- l. Co-location. PWSFs shall be designed to accommodate the maximum number of users technologically practicable. Shared use of freestanding, building mounted, or indoor PWSFs by commercial carriers is required unless such shared use is shown to be not technologically practicable. The intent of this requirement is to reduce the number of separate Towers required to ensure adequate coverage within the Town and avoid significant gaps in coverage.
- m. All owners and operators of land used in whole or in part for a PWSF and all owners and operators of such PWSF shall, as a continuing condition of installing, constructing, erecting and using a PWSF, permit other public utilities or FCC-licensed commercial entities seeking to operate a PWSF to install, erect, mount and use compatible Wireless Communications Facility equipment and fixtures on the equipment mounting structure on reasonable commercial terms; provided, however, that such co-location does not materially interfere with the transmission and/or reception of communication signals to or from the existing PWSF, and provided that there are no structural or other physical

limitations that make it impracticable to accommodate the proposed additional PWSF or equipment/fixtures.

- n. Removal of Abandoned PWSF. The owner of a PWSF shall annually, no later than January 15, file a written declaration with the Planning Board certifying the continuing safe operation of the PWSF in accordance with this Zoning By-law and other applicable law. Any PWSF for which the PWSF owner fails to so file such certification shall be deemed abandoned. In addition, any PWSF that is not operational for a continuous period of twelve (12) months shall be considered abandoned, and the PWSF shall be removed by the owner of the PWSF, and the site restored to its original condition, within ninety (90) days of such abandonment. If such PWSF is not removed within ninety (90) days, such PWSF shall be deemed to be in violation of this zoning bylaw and the appropriate enforcement authority may begin proceedings to enforce and/or cause removal. If there are two or more users of a single PWSF, then this provision shall not become effective until all users cease using the PWSF. In the event that the owner of the PWSF fails to timely remove an abandoned PWSF, the Town may proceed in removing the PWSF at the expense of the owner of the PWSF.
- o. The top of the proposed antenna facility shall be made available to the Town for municipal public safety antenna use at no charge to the Town.
- p. Protection of scenic character: Proposed PWSFs shall not unreasonably interfere with any scenic views, paying particular attention to such views from the downtown business area, public parks, natural scenic vistas or historic buildings or districts. Towers shall, when possible, be sited off ridgelines and where their visual impact is least detrimental to scenic views and areas. In determining whether the proposed tower will have an undue adverse impact on the scenic beauty of a ridge or hillside, the Planning Board shall consider, among other things, the following:
 - 1. The period of time during which the proposed tower will be viewed by the traveling public on a public highway, public trail, or public body of water;
 - 2. The frequency of the view of the proposed tower by the traveling public;
 - 3. The degree to which the view of the tower is screened by existing vegetation, the topography of the land, and existing structures;
 - 4. Background features in the line of sight to the proposed tower that obscure the facility or make it more conspicuous;
 - 5. The distance of the tower from the viewing vantage point and the proportion of the facility that is visible above the skyline;
 - 6. The number of travelers or vehicles traveling on a public highway, public trail, or public body of water at or near the critical vantage point; and
 - 7. The sensitivity or unique value of the particular view affected by the proposed tower.
- q. The Planning Board may require the Applicant to fly or raise a three-foot-diameter balloon at the maximum height of the proposed facility at a location within 50 horizontal feet of the center of the proposed facility. The Applicant shall provide photographs of the balloon test taken from at least four vantage points previously designated by the Planning Board.
- r. Lighting, bulk, height, glare. All wireless communications facilities, including towers and antennas, shall be designed and constructed so as to minimize the visual impact of the height and mass of said tower. Materials utilized for the exterior of any structure

shall be of a type, color, and style so as to minimize glare and blend into the environment. Towers shall not be artificially illuminated.

- s. Transmitter building. Facilities buildings shall be built to accommodate all anticipated tenants on a tower.
- t. Landscaping and screening. The base of the tower as well as the building accessory to the tower shall be screened from view by a suitable vegetation screen that is consistent with existing vegetation. A planted or existing vegetative screen shall be maintained. Existing on-site vegetation outside the immediate site for the wireless facility shall be preserved or improved. Disturbance to existing topography shall be minimized unless disturbance is demonstrated to result in less visual impact on the facility from surrounding properties and other vantage points.
- u. Height limitations. In order to protect public safety and to preserve the scenic, rural character and appearance of Essex, antennas and all related facilities shall not exceed 120 feet.
- v. Fencing and signage; insurance. The area around the tower shall be completely fenced for security to a height of eight feet and gated. Use of multiple strands of barbed wire is required. A painted sign no greater than two square feet stating the name of the facility's owner and a twenty-four-hour emergency number shall be posted on the entry gate. In addition, "No Trespassing" and any other mandated warning signs shall be posted and maintained at the site. No commercial signs or lettering shall be placed on a tower. The tower must be equipped with an anticlimbing device. The wireless communications facility owner shall maintain adequate insurance on all wireless communications facilities.
- w. Utilities. All utilities must be routed underground via conduit from a public road to the site where feasible.
- x. Access road. Vehicle access to the site shall be required and shall conform to all Conservation Commission guidelines and be at least 18 feet wide. A sturdy, posted, swinging, lockable gate must be installed which is more than 15 feet and less than 30 feet off the public road upon which said access is situated, A Knox box or keys shall be provided to a designated Town official for municipal access. Finish grade must be approved by the Director of Public Works. Easements shall be provided to the Town of Essex for access and removal in the case of facility/tower abandonment.
- y. Emergency power. Emergency power shall emit no more than 50 decibels over ambient noise level at all property lines.
- z. Noise. Noise at the site perimeter from the operation of any machinery or equipment shall be minimized.
- aa. Property consideration. An Applicant shall demonstrate that all municipally owned property in the geographic area was considered.
- bb. Distance of tower or repeaters. No repeater shall be located less than 25 feet nor more than 70 feet above ground. No tower or personal wireless service facility, with the exception of repeaters, shall be located within any of the following prohibited areas:
 - 1. On or within 100 feet horizontally of any Massachusetts or federally regulated wetland resource area;
 - 2. A Massachusetts certified vernal pool;
 - 3. Within 200 feet of any existing permanently occupied residential dwelling; or

4. Within 200 feet of an existing property line unless incorporated within an existing building, tower, or steeple.
- cc. Documentation. Engineering and environmental assessment impact as well as FAA notice of determination of no hazard of flight zone shall be submitted with any Application.
- dd. Exemptions: The following types of communications facilities are exempt from this section, provided that any change from such excluded use to a use not excluded by this section shall require a special permit:
 1. Amateur radio towers used in accordance with the terms of any amateur radio service license issued by the Federal Communications Commission, provided that: (a) the tower is not used or licensed for any commercial purpose; (b) the tower has a cost or replacement value of less than \$10,000.00; and (c) the tower must be removed if the use is discontinued for one year.
 2. Facilities used by the Town of Essex for the purpose of public safety.
 3. Citizen band radio, and short-wave (ham) radio towers for private or municipal use are excluded from the provisions of this section.
- ee. No PWSF shall be erected or installed except in full compliance with the provisions of this Subsection 6-16.

6-16.3.6 Special Permit Application Process

- a. All Applications shall be made and filed on the appropriate Application form provided by the Planning Board. For an Application to be considered complete, it shall comply with the Rules and Regulations Governing Granting of Special Permits, and shall also provide nine copies of the following information, along with all other information required pursuant to this Section 6-16:
 1. A visual impact analysis shall be conducted from all historical or scenic sites within one (1) mile of the proposed facility. The visual impact analysis shall include a color photograph or accurate rendition of the proposed Tower with its antenna and/or panels. A rendition shall also be prepared providing eight (8) view lines in a one (1) mile radius from the site, shown beginning at true north and continuing clockwise at forty-five (45) degree intervals.
 2. A description of the Tower and the technical, economic and other reasons for the proposed location, height and design. Construction drawings for the proposed facility shall be evaluated, approved and stamped by a Massachusetts-registered professional engineer, hired by the Town of Essex or the Essex Planning Board and paid for by the Applicant.
 3. Confirmation that the monopole complies with all applicable Federal and State standards, including, but not limited to, the Federal Aviation Administration, Federal Communications Commission, Massachusetts Aeronautics Commission and the Massachusetts Department of Public Health.
 4. A description of the capacity of the Tower, including the number and type of panels, antenna and/or transmitter receivers that it can accommodate and the basis for these calculations.
 5. Written documentation that the Applicant has examined all wireless facility sites in the Town of Essex and abutting towns within five miles of any boundary of the Town to determine whether those existing sites can be used to provide "Adequate

Coverage”, as defined above, and/or capacity to the Town of Essex. The documentation shall include, for each facility site listed, the exact location (in longitude and latitude), ground elevation, height of the facility, output frequency, number of channels, power input, and maximum output per channel. Potential adjustments to these sites, including changes in antenna type, orientation, gain, and height or power output, shall be specified.

6. The documentation shall also analyze the feasibility of utilizing outdoor distributed antenna systems (ODAS) repeaters, in conjunction with all facility sites in Essex and abutting towns, to provide adequate coverage and/or capacity to the Town of Essex. [For purposes of this section, repeaters shall mean a small receiver/relay transmitter of not more than twenty (20) watts output designed to provide service to areas which are not able to receive adequate coverage directly from a base station.] Radial plots of all potential repeaters and/or facility sites, as they exist and as adjusted, shall also be provided.
7. No later than fourteen (14) days prior to the public hearing on the Application, the Applicant shall arrange to locate a crane, or an alternative temporary structure approved by the Planning Board, at the site in a manner that replicates the exact height and location of the proposed Tower. The crane or structure shall remain in position for no less than three (3) days, for at least twelve hours per day. The dates and location of the siting shall be advertised in a newspaper of general circulation in the Town at least fourteen (14) days before the siting, and notice shall be sent to owners of abutting property and abutters thereto.
8. The Applicant shall submit a radio frequency coverage analysis utilizing data from a licensed wireless carrier proposing to use the antenna structure. The analysis must identify existing coverage with the site parameters used and a separate analysis with the addition of the proposed antenna structure. The coverage from the proposed structure must depict coverage in twenty foot height increments starting from the top of the structure down.
9. The Applicant shall provide proof that at the proposed site the Applicant will be in compliance with all FCC regulations, standards, and requirements, and includes a statement that the Applicant commits to continue to maintain compliance with all FCC regulations, standards, and requirements regarding both radiofrequency interference (RFI) and radiofrequency radiation (RFR). The Town of Essex may hire independent engineers to perform evaluations of compliance with the FCC regulations, standards, and requirements on an annual basis at unannounced times. The Town may allocate to the Applicant any reasonable expenses incurred or authorized by it in retaining independent engineers to perform these evaluations.
10. To the extent required by the National Environmental Policy Act (NEPA) and as administered by the FCC, a complete environmental assessment (EA) draft or final report describing the probable impacts of the proposed facility shall be submitted to the Planning Board.
11. A report from qualified and licensed professional engineers (consultants) that:
 - (a) Describes the facility height, design, and elevation not to exceed 120 feet.
 - (b) Documents the height above grade for all proposed mounting positions for antennas to be co-located on a wireless communications tower or facility and the minimum separation distances between antennas.

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

additional conditions as needed to minimize any adverse impacts of the proposed PWSF.

6-16.3.7 Special Permit Review Process

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

- a. At the Planning Board's request, the Applicant shall examine all potential alternative sites within the Town that may be available for proposed personal wireless service facilities.
- b. In connection with its review of an Application, the Planning Board may hire independent consultants, at the Applicant's expense, to help it determine whether the Application satisfies all requirements of this Subsection.
- c. Review Criteria. The Town's Planning Board shall review any Application in accordance with the following criteria:
 1. In determining whether to issue a special permit, the Planning Board shall consider and make findings with respect to the following criteria, factors and requirements, in addition to those provided elsewhere in this Section 6-16:
 - (a) Whether there exists a significant gap in coverage;
 - (b) Whether the proposed PWSF is necessary to provide adequate service to the public;
 - (c) Whether there exist feasible alternative locations for the proposed PWSF;
 - (d) The height of the proposed PWSF;
 - (e) The nature of uses adjacent and nearby properties;
 - (f) Surrounding topography;
 - (g) Surrounding tree coverage and foliage;
 - (h) The visual and aesthetic impact of the facility on the abutting neighborhoods and streets and the impact on existing vistas and natural resources;
 - (i) Whether the proposed site is an appropriate location for such a use, structure or condition;
 - (j) Whether the proposed use of the PWSF would adversely affect the neighborhood;
 - (k) Whether adequate and appropriate facilities will be provided for the proper operation of the proposed PWSF; and
 - (l) Whether the proposed use of the PWSF is in harmony with the general purpose and intent of this Zoning By-law.
 2. The Special Permit under this Section 6-16 shall not be issued unless the Planning Board makes the following findings:
 - (a) That a Significant Gap exists in the coverage area of the proposed PWSF, which Significant Gap is not necessarily equivalent to the lack of the Applicant's stated coverage objectives;
 - (b) That there are no viable alternatives involving one or more PWSFs to serve the significant gap;
 - (c) That not granting a Special Permit for the proposed PWSF (including conditions, if any) would effectively prohibit the provision of PWS;

- (d) That not granting a Special Permit for the proposed PWSF (including conditions, if any) would unreasonably discriminate among providers of functionally equivalent services;
- (e) That, in addition to any findings in this Section, the Planning Board has made any other findings that are necessary to grant approval under local, state and federal law, including without limitation findings required to grant a special permit;
- (f) That the visual, economic and aesthetic impacts of the PWSF on the community will be minimal;
- (g) That the proposed PWSF must be located at the proposed site due to technical, topographical or other unique circumstances;
- (h) That the Application satisfies all other required criteria for special permits generally pursuant to the Town of Essex Zoning By-laws;
- (i) That the Planning Board's issuance of the requested Special Permit is properly supported by the findings required under Subsection 6-16.3.7.b.1 hereof.
- (j) That the proposed PWSF will be in harmony with the general purpose and intent of the Town of Essex Zoning By-law, and that it will not adversely affect the neighborhood, the zoning district or the Town to such an extent as to outweigh the beneficial effects of said use;
- (k) That the proposed PWSF is designed in the most community-compatible method practicable and is either necessary to provide service to a Significant Gap or otherwise desirable and in the public interest to provide improved wireless communications services in the Town;
- (l) That the proposed PWSF is sited and designed to be suitably screened;
- (m) That the proposed PWSF is colored so that it will, as much as possible, blend with or be compatible with its surroundings; and
- (n) That the proposed PWSF complies with all applicable requirements of the Town of Essex General and Zoning By-laws.

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

- a. Within thirty days of initial operation of the approved PWSF, the Applicant shall pay for an Independent Consultant hired by the Town to monitor the background levels of Electromagnetic Frequency Radiation (EMF) emissions from the proposed facility site and/or repeater locations. The Independent Consultant shall use Monitoring Protocol. A report of monitoring results shall be prepared by the Independent Consultant and submitted to the Planning Board and the Board of Health. If the monitoring of the facility site reveals that the site exceeds the current Federal or State standards, then the owners of all facilities using the site shall be so notified. The owner(s) shall submit to the Planning Board and the Building Inspector a plan for reduction of emissions to a level that complies with the Federal or State standards within ten business days of notification of non-compliance. That plan shall reduce emissions to the standard within fifteen (15) days of initial notification.
- b. Annual certification must be provided to the Town which demonstrates continuing compliance with the standards, rules and regulations of the Federal Communications Commission, Federal Aviation Administration, National Institute of Standards and Technology, Massachusetts Aeronautics Commission, Massachusetts Department of

Public Health, and other applicable federal, state and local laws. The Town of Essex may hire independent engineers to perform evaluations of compliance with the FCC regulations, standards, and requirements on an annual basis at unannounced times. The Town may allocate to the Applicant any reasonable expenses incurred or authorized by it in retaining independent engineers to perform these evaluations.

- c. Any equipment permitted for a PWSFs may be replaced with equal or similar brands or models and may be upgraded to newer or technically superior brands or models so long as there is no change in the monopole design or increase in signal strength, and if a building permit is required, upon the issuance of a building permit. Upon request of the Building Commissioner, made not more frequently than once per year, each carrier shall provide updated specifications as to its equipment on the monopole in the Planned Wireless Communications Services District.

6-16.3.9 Small Wireless Facilities Special Permit

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

MOTION #1: Shelly Bradbury moved that the Town vote to approve Article 15 as printed in the Annual Town meeting Warrant and as modified by the deletions and additional text shown in track changes/redline in the handout distributed at Annual Town Meeting, as follows:

6-16.2 Definitions: As used in this Section 6.45~~16~~, the below-enumerated defined terms shall have the following meanings.

Service Coverage: Service Coverage refers to a geographic area where a remote user of a properly installed and operated Personal Wireless Service Device compatible with a Carrier's Personal Wireless Services network (a "Compatible User Service Device") has a high probability of being able to connect to and communicate with such network with a reasonable quality of service ("QoS"). There are various measures of QoS, including without limitation, received signal strength, various signal to noise and signal to interference ratio metrics, call reliability (as indicated by dropped call ratios, blocked calls and the like), and bit error rates. ~~For purposes of this Subsection 6-16, there shall be the presumption that Service Coverage shall be deemed to exist within a specific geographic area if the predicted or measured received signal power on a standards compliant Personal Wireless Services Device placed outdoors within such geographic~~

~~area is highly likely to be 90 dB m or greater, unless the Carrier in question demonstrates, by clear and convincing evidence prepared by qualified radio frequency engineer or other qualified professional, that higher signal strengths or alternative QoS metrics are required to enable such Carrier to provide Service Coverage within the specific geographic area in question.~~

6-16.3.2.a.2:

2. The siting of PWSF's shall be located in areas with the following order of preference:
 - e. Town owned land;
 - f. Land located in Industrial ~~areas zoning districts~~;
 - g. Land located in Commercial ~~areas zoning districts~~; and
 - h. Land located in residential ~~areas zoning districts~~.

Any Application for a PWSF on land located in the categories or ~~areas zoning districts~~ enumerated in this subparagraph 6-16.3.2.a.2 shall be accompanied by a written explanation containing the following information: ~~(1)~~ (1) a list identifying each of the foregoing categories or ~~areas zoning districts~~ with higher preference that lack land available to serve as a feasible alternative location for the PWSF; (2) a list of each of the locations evaluated and/or considered in such higher-ranking categories and ~~areas zoning districts~~; (3) a summary of the bases upon which the Applicant concluded that such evaluated/considered locations do not constitute feasible alternative locations; and (4) relevant supporting documentation to substantiate such conclusions.,

6-16.3.4.b Modifications To Existing Facilities And Existing Special Permits

- b. Any alteration of or addition to a previously approved PWSF that does not satisfy ~~Section Paragraph 6.16.3.4.aA~~, above, shall require an additional special permit. Such alterations and additions may include, but are not limited to, the following:

6-16.3.5.bb:

- bb. Distance of ~~tower or~~ repeaters. No repeater shall be located less than 25 feet nor more than 70 feet above ground. ~~No tower or personal wireless service facility, with the exception of repeaters, shall be located within any of the following prohibited areas:~~
 - ~~1. On or within 100 feet horizontally of any Massachusetts or federally regulated wetland resource area;~~
 - ~~2. A Massachusetts certified vernal pool;~~
 - ~~3. Within 200 feet of any existing permanently occupied residential dwelling; or~~
 - ~~4. Within 200 feet of an existing property line unless incorporated within an existing building, tower, or steeple.~~

6-16.3.6.a.12:

12. The Applicant and/or its successors shall provide and maintain a financial surety bond, in a form and amount acceptable to the Planning Board, to cover the costs of removal of the proposed PWSF and the remediation of the landscape, should the PWSF be deemed abandoned. Such surety bond shall not limit the Applicant's financial liability to the Town for the

removal of the PWSF. The bond amount shall at all times remain subject to the Planning Board's review and modification, in its sole discretion. The Applicant or PWSF owner shall, at the Planning Board's request and in any event no later than seven days therefrom, provide the Planning Board with any requested adjusted surety bond. The Applicant's signature on the Application shall constitute the Applicant's agreement to indemnify, defend, and hold harmless the Town and Planning Board in connection with any claims arising from the Town's removal of the proposed PWSF upon abandonment of same.

6-16.3.7.c.2.i Special Permit Review Process

- (i) That the Planning Board's issuance of the requested Special Permit is properly supported by the findings required under ~~Subsection Paragraph~~ 6-16.3.7.~~cb~~.1 hereof.

6-16.3.8.c

- c. Any equipment permitted for a PWSFs may be replaced with equal or similar brands or models and may be upgraded to newer or technically superior brands or models so long as there is no change in the monopole design or increase in signal strength, and if a building permit is required, upon the issuance of a building permit. Upon request of the Building Commissioner, made not more frequently than once per year, each carrier shall provide updated specifications as to its equipment on the monopole ~~in the Planned Wireless Communications Services District.~~

The motion was duly seconded.

Motion #2: Kathleen Pennoyer moved that the article be voted by secret ballot. The motion was duly seconded.

Action Motion #2: Failed declared by the Moderator
(Required 20% or more of voters to approve)

Action Motion #1: Failed – Yes 134 No 80 (2/3 approval required)

The following vote was taken just before the conclusion of Town Meeting but is included here for ease of reference.

Clifford Ageloff moved to reconsider the vote on Article 15, Motion #1: The motion was duly seconded.

Action to Reconsider Article 15, Motion #1: Failed Yes 56 No 76

ARTICLE 16: STORMWATER MANAGEMENT BYLAW AMENDMENT

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

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

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

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

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

7.8.9 Stormwater Management And Land Disturbance

7.8.9.1. Definitions:

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

BOARD: Board of Public Works.

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

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

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

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

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

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

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

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

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

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

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

laws within their jurisdiction, and in the event of a conflict, the more stringent requirements will control.

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

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

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

7.8.10 Regulations

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

MOTION: John Filias moved that the Town vote to amend Section 7-8 of Chapter VII of the Town's the General Bylaws by titled "Stormwater By-Law; Illicit Connections And Discharges To The Essex Storm Drain System (Municipal Separate Storm Sewer System (MS4))", as set forth in Article 16 of the Annual Town Meeting Warrant. The motion was duly seconded.

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

ARTICLE 17: WATER SYSTEM ENGINEERING

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: John Filias moved that the Town vote to transfer from Water Enterprise Free Cash the sum of \$20,000 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 by the Majority declared by the Moderator*

ARTICLE 18: SEWER SYSTEM UPGRADE WORK

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: John Filias moved that the Town vote to transfer from Sewer Enterprise Free Cash the sum of \$100,000 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 by the Majority declared by the Moderator*

ARTICLE 19: PURCHASE POLICE CRUISERS

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

MOTION: Peter D. Phippen moved that the Town vote to transfer from free cash the sum of \$97,502 to purchase and to fully equip two police cruisers, for use by the Police Department; and to authorize the Board of Selectmen to dispose of the vehicles to be replaced by the new cruisers by sale or trade and to take other action as necessary to effectuate the purposes of this vote. The motion was duly seconded.

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

ARTICLE 20: CHEBACCO LAKE GRANT MATCH

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

MOTION: Peter D. Phippen moved that the Town vote to transfer from free cash the sum of \$10,000 to be used as a match to a State or other grant for study, design, permitting, and implementation of measures that will improve environmental quality in Chebacco Lake, the Alewife Brook, and associated watershed areas, including but not limited to water quality and wildlife conservation, or anything incidental or related thereto. The motion was duly seconded.

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

ARTICLE 21: CONOMO POINT SEAWALL GRANT MATCH

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to be used as a match to a State grant program for the design and/or construction

of renovations and improvements to the Conomo Point seawall system, or anything incidental or related thereto; or take any other action relating thereto.

MOTION: Guy D. Bradford moved that the Town vote to transfer from free cash the sum of \$15,000 to be used as a match to a State grant program for the design and/or construction of renovations and improvements to the Conomo Point seawall system, or anything incidental or related thereto. The motion was duly seconded.

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

ARTICLE 22: COMMUNITY PRESERVATION FUNDING FY22

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

MOTION: James Witham moved that the Town appropriate or reserve from Fiscal Year 2022 Community Preservation Fund estimated annual revenues, or other available funds, all as specified on the Community Preservation Act Town Meeting Handout, the amounts recommended by the Community Preservation Committee for Open Space Reserve, Historic Resources Reserve, Community Housing Reserve, Budgeted Reserve, administrative expenses, and specific projects.

COMMUNITY PRESERVATION ACT TOWN MEETING HANDOUT

RESERVES

To transfer from Community Preservation Fund FY2022 Estimated Annual Revenues and reserve the following sums:

Open Space – FY2022	\$ 24,187
Historic Resources – FY2022	\$ 24,187
Community Housing – FY2022	\$ 24,187
Budgeted Reserve – FY2022	<u>\$157,218</u>
Total – FY2022	\$229,779

APPROPRIATIONS:

To appropriate from Community Preservation Fund FY2022 Estimated Annual Revenues as follows:

Administrative Expenses – FY2022 \$12,094

To transfer from the Community Preservation Fund in the amounts and for the purposes set forth below, as follows:

Specific Projects

<u>Department/Organization</u>	<u>Purpose</u>	<u>Funding Source</u>	<u>Amount</u>
Board of Selectmen	Historic Fire	Historic Resources Budget	\$ 30,000
	Pumper Shed	Budgeted Reserve	<u>\$ 30,000</u>
		Total	\$ 60,000
Board of Selectmen	Repair Historic Cogswell Tomb	Historic Resources Budget	\$ 2,500
Board of Public Works	Veterans' Patio	Open Space Budget	\$ 5,213
	Memorial Park	Budgeted Reserve	\$ 5,212
		GRAND TOTAL	\$ 72,925

The motion was duly seconded.

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

ARTICLE 23: FY21 OPERATIONAL EXPENSES

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

MOTION: Peter D. Phippen moved that the Town vote to transfer from free cash the sum of \$7,000 to be added to the Internet and e-mail Service line item in the Internet/Network budget as voted pursuant to Article 6 at the June 13, 2020 Annual Town Meeting, for the remainder of fiscal year 2021. The motion was duly seconded.

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

ARTICLE 24: FY21 REPLENISH 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 2021; or take any other action relating thereto.

MOTION: Rob Fitzgibbon moved that Article 24 be indefinitely postponed. The motion was duly seconded.

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

ARTICLE 25: UNPAID 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: Michael Flynn moved that Article 25 be indefinitely postponed. The motion was duly seconded.

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

A motion to reconsider Article 15 was made near the conclusion of the meeting. Please refer to Article 15 for reference.

Motion made by the Moderator at 4:52 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

ANNUAL TOWN ELECTION

Monday, May 10, 2021

Total Registered Voters: 2828
Total Votes Cast: 543
Percent Voted: 19.2%

<i>Assessor, for 3 years</i>		<i>Regional School Committee, for 3 years</i>	
MICHAEL CATALDO	460	KATRINA KOCH-SUNDQUIST	432
WRITE-INS	2	WRITE-INS	5
BLANKS	81	BLANKS	106
<i>Assessor, for 1 year</i>		<i>Board of Library Trustees, for 3 years</i>	
MICHAEL F. ANTELL	435	JENNIFER MAYER	456
WRITE-INS	0	WRITE-INS	2
BLANKS	108	BLANKS	85
<i>Moderator, for 1 year</i>		<i>Planning Board, for 5 years</i>	
JEFFREY D. JONES	443	WILLIAM K. FRENCH	259
WRITE-INS	0	SHELLY BRADBURY	279
BLANKS	100	WRITE-INS	0
		BLANKS	5
<i>Selectman, for 3 years</i>		<i>Board of Health, for 3 years</i>	
PETER DANE PHIPPEN	447	SALLY ANN RICH	468
WRITE-INS	6	WRITE-INS	0
BLANKS	90	BLANKS	75
<i>Two Constables, for 1 year</i>			
ROBERT P. BRADLEY	428		
WILLIAM KNOVAK	408		

WRITE-INS 0
BLANKS 250

A True Copy
Attest:

Pamela B. Thorne
Town Clerk, Essex, MA
Wednesday, May 12, 2021

*Special Town Meeting
November 15, 2021
Minutes*

The November 15, 2021 Special Town Meeting of the Town of Essex, held at Essex Elementary School, 12 Story Street, was called to order at 7:30 p.m. by Moderator Jeffrey D. Jones. A quorum of 104 voters was present for the meeting.

The following people were appointed as Tellers: Ann Buckley, Mary Heeney, Kathy McKinnon and Elizabeth Nichols.

There were no objections to the Tellers appointed.

The Moderator then called for the attendance to recite the Pledge of Allegiance. A moment of silence was observed in memorium of those Town officials who have passed since the last Town Meeting: Peter Brown Lane

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

Action: Approved Unanimously declared by the Moderator

Senator Bruce Tarr and Ann-Margaret Ferrante presented the following awards:

- Co-Employee of the Year: Kristin Crockett and Tess Leary (Council on Aging)
- Volunteer of the Year: Sally Ann Rich (Board of Health)
- Years of Service Awards:
 - Amanda Davis 20 Years
 - Eian Woodman (20 Years)
 - Ramie Reader (35 Years)

Ruth Perea also acknowledged the entire Manchester Essex Regional School District for their efforts and service during the difficult year of COVID restrictions and mandates.

ARTICLE 1: RESIDENT PARKING STICKERS

To see if the Town will vote to amend Chapter V, Article 4, Section 1, subsection p of the Town's general bylaws (issuance of resident parking stickers), as follows, with additions shown in **bold** and deletions shown in ~~strikethrough~~:

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

; or take any other action relating thereto.

MOTION: Peter D. Phippen moved that the Town vote to amend Chapter V, Article 4, Section 1, subsection p of the Town's general bylaws (issuance of resident parking stickers) as shown in Article 1 of the Fall Town Meeting Warrant. The motion was duly seconded.

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

ARTICLE 2: PLANNING BOARD CONSULTANT

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 to assist the Planning Board and Town Planner with an analysis of the Town's zoning bylaws, and/or with recommendations for changes to the Town's zoning bylaws, and/or with an application or applications for grant funding to augment said analysis or recommendations and 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 \$10,000 to retain the services of a consultant to assist the Planning Board and Town Planner with an analysis of the Town's zoning bylaws, and/or with recommendations for changes to the Town's zoning bylaws, and/or with an application or applications for grant funding to augment said analysis or recommendations, and anything incidental or related thereto. The motion was duly seconded.

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

ARTICLE 3: FEES, BUILDING, ELETRICAL PLUMBING AND GAS

To see if the Town will vote to amend Section 2-7A of the Town's General bylaws (FEES, BUILDING, ELECTRICAL, PLUMBING, AND GAS), as follows, with additions shown in **bold** and deletions shown in ~~strikethrough~~:

ELECTRICAL FEE SCHEDULE

<u>CATEGORY</u>	<u>FEE</u>
With building permit:	\$3/thousand (based on estimated building permit construction cost – not estimated electrical cost)
	\$35 \$50 minimum/no maximum
Without building permit:	All work \$35 \$50

Re-inspection fee:	\$35 \$50
Penalty for work without permit:	Double fee

BUILDING FEE SCHEDULE

Any construction work including new building, additions, etc.

<u>CATEGORY</u>	<u>FEE</u>
Permit Application Minimum	\$50.00
Cost of Construction	\$10.00 per \$1,000 plus minimum fee
Building Demolition Fee	\$75.00 \$100.00 per story
Re-inspection Fee	\$25.00 per reinspection
Stop Work Order Release Fee	\$50.00
Sheet Metal Permits (residential)	\$ 5.00 per \$1,000 – based on the cost of sheet metal work only
Sheet Metal Permits (commercial)	\$10.00 per \$1,000 – based on the cost of sheet metal work only

For the purpose of determining the building permit fee, the “cost of construction” shall be generally be determined by the Inspector of Buildings to be an amount equal to the product of the square footage area of the construction multiplied by ~~seventy-five~~ **one hundred fifty** dollars (~~\$75.00~~ **\$150.00**). Square footage of any second story shall, for the purpose herein, be deemed to be one-half of the actual square footage of such second story. In cases where it is impossible or impractical to determine the “cost of construction” by the above method, then such “cost of construction” shall be as the Inspector of Buildings shall in his discretion determine.

PLUMBING FEE SCHEDULE

<u>CATEGORY</u>	<u>FEE</u>
New Construction – Residential	\$75.00 \$100.00 plus \$5.00 per fixture
New Construction - Commercial	\$100.00 \$150.00 plus \$5.00 per fixture
Renovation/remodeling:	
First 3 Fixtures	\$40.00 \$75.00
Each additional	\$ 5.00 per fixture
Hot Water Heater Replacement	\$25.00 \$50.00
Solar Hot Water Tank	\$25.00 \$50.00
Plumbing fixtures and appliances:	
For each fixture or appliance	\$35.00 \$50.00 plus \$5.00 per fixture/appliance
Piping	\$30.00 \$50.00
Swimming pool (In ground), Cisterns Lawn Sprinklers	\$25.00 \$50.00
Septic/Sewer Connection	\$25.00 \$50.00
Drainage Pipe/Rain Leaders	\$25.00 \$50.00

Re-inspection charge \$25.00

GAS FEES SCHEDULE

<u>CATEGORY</u>	<u>FEE</u>
Boiler-Central Heat-Residential	\$35.00 \$50.00
Boiler-Central Heat -Commercial	\$65.00 \$100.00
Gas fired hot water heater	\$25.00 \$50.00
L.P. Tank	\$35.00 \$50.00
Gas fixtures and appliances	\$20.00 \$35.00 (each)
Unit heater	\$20.00 \$50.00 plus \$10.00 for each unit after first unit
Re-inspection charge	\$25.00

New construction and renovation/remodeling includes without limitation water closets, kitchen sinks, lavatories, bath tubs and shower stalls.

Appliances include dishwashers, disposals, and washing machines.

Fixtures include laundry trays, tankless heaters, slop sinks, floor drains, gas traps, urinals, drinking fountains, area drains, water piping, roof drains and back flow prevention.

Gas appliances include ranges, heaters, ovens, grills and dryers.

Gas fixtures include furnaces, gas generators, laboratory cocks, conversion burners, roof top units, direct vent heaters, pool heaters and test controls.

Building, plumbing, and gas work done without permits is subject to a doubling of the regular permit fee(s) as listed/calculated above in this section.

; or take any other action relating thereto. The motion was duly seconded.

MOTION: Ruth R. Pereen moved that the Town vote to amend Section 2-7A of the Town's General bylaws (FEES, BUILDING, ELECTRICAL, PLUMBING, AND GAS), as shown in Article 3 of the Fall Town Meeting warrant.

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

ARTICLE 4: MUNICIPAL PERMITTING SOFTWARE

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purchase and installation of municipal permitting software and any fiscal year 2022 costs associated therewith, including but not limited to initial set-up, data migration, annual fees, add-ons and employee compensation for additional clerical hours for training and operation of the new software, and 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 \$23,400 for the purchase and installation of municipal permitting software and any fiscal year 2022 software maintenance costs associated therewith, including but not limited to initial set-up, annual fees, add-ons, and general training and anything incidental or related thereto; and to transfer from free cash the sum of \$6,000 to be added to the “Clerical, part time wages” budget line in the fiscal year 2022 Building Inspector Department operating budget for additional clerical hours for training and operation/administration of the new software.

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

ARTICLE 5: COMMUNITY PRESERVATIONS FUNDS FOR TENNIS COURT

To see if the Town will vote to raise and appropriate, transfer from available funds (including the Community Preservation Fund), or borrow a sum of money for materials to be used to renovate the municipal tennis courts at Memorial Park and anything incidental and related thereto; or take any other action relating thereto.

MOTION: Guy D. Bradford moved that the Town vote to transfer from the Community Preservation Fund Open Space Reserve the sum of \$49,999 for materials to be used to renovate the municipal tennis courts at Memorial Park, and anything incidental or related thereto; said appropriation to be under the care and custody of the Board of Selectmen and the Board of Public Works. The motion was duly seconded.

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

ARTICLE 6: COMMUNITY PRESERVATION FUNDS FOR COGSWELL GRANT BARN

To see if the Town will vote to raise and appropriate, transfer from available funds (including the Community Preservation Fund), or borrow a sum of money to assist with the restoration of the Cogswell’s Grant Barn Complex at the Historic New England Cogswell’s Grant property on Spring Street and anything incidental and related thereto; or take any other action relating thereto.

MOTION #1: James Witham moved that the Town vote to transfer from the Community Preservation Fund Historic Reserve the sum of \$34,000 to assist with the restoration of the Cogswell’s Grant Barn Complex at the Historic New England Cogswell’s Grant property on Spring Street, and anything incidental or related thereto; said appropriation to be under the care and custody of the Community Preservation Committee. The motion was duly seconded.

MOTION #2: Robert Fitzgibbon moved that Article 6 be indefinitely postponed. The motion was duly seconded.

Action Motion #2: *Approved by count of 52 Yes 25 No*

ARTICLE 7: COMMUNITY PRESERVATION FUNDS FOR EHA ROOF

To see if the Town will vote to raise and appropriate, transfer from available funds (including the Community Preservation Fund), or borrow a sum of money for the repair or replacement of a roof or roofs at the Essex Housing Authority’s Chebacco Terrace property and anything incidental and related thereto; or take any other action relating thereto.

MOTION: James Witham moved that the Town vote to transfer from the Community Preservation Fund Housing Reserve the sum of \$39,060 and from the Unreserved Fund Balance the sum of \$77,627, for a total appropriation of \$116,687 for the repair or replacement of a roof or roofs at the Essex Housing Authority's Chebacco Terrace property, and anything incidental or related thereto; said appropriation to be under the care and custody of the Essex Housing Authority. The motion was duly seconded.

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

ARTICLE 8: PAVILLION STRUCTURE AT CENTENNIAL GROVE

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 designer to provide design and cost estimation services, bid assistance, and future construction oversight for a new pavilion structure at the Centennial Grove; and/or for materials or materials and labor to construct a new pavilion structure at the Centennial Grove; and anything incidental and 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 \$150,000 for materials and/or labor to construct a new pavilion structure at the Centennial Grove, and anything incidental or related thereto. The motion was duly seconded.

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

ARTICLE 9: POLICE DEPT FY22 OPERATING BUDGET

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 increasing the Police Department operating budget for fiscal year 2022 to account for increases in police wages for training or shift backfill with respect to training mandated during fiscal year 2022 by the Massachusetts Police Reform Law and other necessary training and for additional fiscal year 2022 police staffing costs and any costs necessary to operate the department without substantial use of part-time labor; or take any other action relating thereto.

MOTION: Ruth R. Pereen moved that the Town vote to transfer from free cash the sum of \$52,000 for the purpose of increasing the Police Department operating budget for fiscal year 2022 to account for increases in police wages for training or shift backfill with respect to training mandated during fiscal year 2022 by the Massachusetts Police Reform Law and other necessary training and for additional fiscal year 2022 police staffing costs and any costs necessary to operate the department without substantial use of part-time labor. Said transfer shall be distributed into the fiscal year 2022 Police Department Budget as follows: Overtime, Incidental - \$15,330; Part Time Police Salaries - \$21,670; Firearms Training - \$3,000; Inservice Training Expense - \$12,000.

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

ARTICLE 10: POLICE BODY AND VEHICLE CAMERA TRAINING

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to provide training for police body and vehicle camera usage and anything incidental or related thereto; with said appropriation being in addition to any grant or gift funds

that may be received to actually purchase the cameras and related equipment; or take any other action relating thereto.

MOTION: Guy D. Bradford moved that the Town vote to transfer from free cash the sum of \$8,000 to provide training for police body and vehicle camera usage and anything incidental or related thereto; with said appropriation being in addition to any grant or gift funds that may be received to actually purchase the cameras and related equipment. The motion was duly seconded.

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

ARTICLE 11: DPW SIDEWALK SNOW REMOVAL TRACTOR

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to purchase and equip a sidewalk snow removal tractor for use by the Department of Public Works; or take any other action relating thereto.

MOTION: Paul Rullo moved that the Town vote to transfer from free cash the sum of \$94,600 to purchase and equip a sidewalk snow removal tractor for use by the Department of Public Works. The motion was duly seconded.

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

ARTICLE 12: CYBER SECURITY FUNDING

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to implement Essex's share of capital purchases and/or software licensing and/or operational support that will facilitate services to be offered by the Town of Danvers with respect to its regional information technology Memorandum of Understanding with Essex and other area communities; and anything incidental and related thereto; or take any other action relating thereto.

MOTION: Peter D. Phippen moved that the Town vote to transfer from the Town Technology Fund the sum of \$3,100 to implement Essex's share of capital purchases and/or software licensing and/or operational support that will facilitate cyber security services to be offered by the Town of Danvers with respect to its regional information technology Memorandum of Understanding with Essex and other area communities, and anything incidental or related thereto. The motion was duly seconded.

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

ARTICLE 13: TRANSFER TO TOWN FUNDS

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; or take any other action relating thereto.

MOTION: Benjamin Buttrick moved that the Town vote to transfer from free cash the following sums to be added to the following funds: \$20,000 to the building capital improvements

fund, \$20,000 to the recreational capital improvements fund, \$200,000 to the purchase of vehicles and major equipment that qualify as capital purchases fund, \$20,000 to the Town Hall/Library repair and maintenance fund, \$20,000 to the Conomo Point Repair, Maintenance, and Improvement fund, \$3,000 to the municipal street lighting repair and maintenance fund, \$20,000 to the Public Safety Building repair and maintenance fund, \$20,000 to the dredging match fund, and \$20,000 to the Town celebrations fund. The motion was duly seconded.

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

ARTICLE 14: REVOLVING FUND – COUNCIL ON AGING

To see if the Town will vote pursuant to Massachusetts General Laws chapter 44, section 53E ½, to amend Section 2-26 of the Town’s General Bylaws to establish a new revolving fund for the Council on Aging for the purpose of managing fees and payments associated with Council on Aging-organized classes and trips, as shown below; and to establish a spending limit of \$30,000 for fiscal year 2022, with such spending limit to be applicable for each fiscal year until such time as Town Meeting votes, prior to July 1 for the ensuing fiscal year, to increase the same; or take any action thereto.

Revolving Fund	Spending Authority	Revenue Source	Allowed Expenditures
Council on Aging – Classes and Trips	Council on Aging	Payments from Council on Aging Program Participants	Compensating Council on Aging vendors for the provision of classes and trips

MOTION: Peter D. Phippen moved that the Town vote pursuant to Massachusetts General Laws chapter 44, section 53E ½, to amend Section 2-26 of the Town’s General Bylaws to establish a new revolving fund for the Council on Aging for the purpose of managing fees and payments associated with Council on Aging-organized classes and trips, as shown in Article 14 of the Fall Town Meeting warrant; and to establish a spending limit of \$30,000 for fiscal year 2022, with such spending limit to be applicable for each fiscal year until such time as Town Meeting votes, prior to July 1 for the ensuing fiscal year, to increase the same. The motion was duly seconded.

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

ARTICLE 15: MERSD BUDGET APPORTIONMENT STABILIZATION FUND

To see if the Town will vote, pursuant to Massachusetts General Laws, Chapter 40, Section 5B, to create a stabilization fund for the offsetting of annual Essex operating budget apportionments from the Manchester-Essex Regional School District in any year when the year-over-year percentage increase in the Town's specific operating apportionment exceeds the overall year-over-year percentage increase in the apportionment-funded portion of the District's operating budget as set forth in 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, and to raise and appropriate or transfer from available funds a sum of money to add to said stabilization fund; or take any other action relating thereto.

MOTION: Guy D. Bradford moved that the Town vote, pursuant to Massachusetts General Laws, Chapter 40, Section 5B, to create a stabilization fund for the offsetting of annual Essex operating budget apportionments from the Manchester-Essex Regional School District in any year when the year-over-year percentage increase in the Town's specific operating apportionment exceeds the overall year-over-year percentage increase in the apportionment-funded portion of the District's operating budget as set forth in 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, and to transfer from free cash the sum of \$50,000 to add to said stabilization fund. The motion was duly seconded.

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

ARTICLE 16: SEWER ENTERPRISE FUND BUDGET FY 22

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 2022; or take any other action relating thereto.

MOTION: Paul Rullo moved that Article 16 be indefinitely postponed. The motion was duly seconded.

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

ARTICLE 17: WATER ENTERPRISE FUND BUDGET FY22

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 2022; or take any other action relating thereto.

MOTION: Paul Rullo moved that the Town vote to transfer from Water Enterprise Free Cash the sum of \$60,000 to replenish the Water Maintenance line item in the Water Enterprise fund budget for fiscal year 2022. The motion was duly seconded.

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

ARTICLE 18: SEWER SYSTEM FUNDING

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: Paul Rullo moved that the Town vote to transfer from Sewer Enterprise Free Cash 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. The motion was duly seconded.

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

ARTICLE 19: GREEN CRAB TRAPPING FUNDING

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 by a Majority declared by the Moderator

ARTICLE 20: RESERVE FUND FY2022

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 2022; or take any other action relating thereto.

MOTION: Robert Fitzgibbon moved that the Town vote to transfer from free cash the sum of \$15,000 to replenish the Finance Committee’s Reserve Fund for fiscal year 2022. The motion was duly seconded.

Action: Approved by a Majority declared by the Moderator

ARTICLE 21: 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: Benjamin Buttrick moved that the Town vote to transfer from free cash the sum of \$500,000 to fund the Town’s Other Post-Employment Benefits (OPEB) Trust Fund. The motion was duly seconded.

Action: Approved by a Majority declared by the Moderator

ARTICLE 22: FY22 OPERATING BUDGET

To see if the Town will vote to amend any aspect of the fiscal year 2022 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: Michael Flynn moved that the Town vote to transfer from free cash the sum of \$11,000 to the “Buildings Repair and Maintenance” line item in the fiscal year 2022 Council on Aging operating budget and to transfer from free cash the sum of \$7,100 to the “Town Planner, Part time” line item in the fiscal year 2022 Selectmen’s operating budget. The motion was duly seconded.

Action: Approved by a Majority declared by the Moderator

ARTICLE 23: FY21 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 a past fiscal year; or take any other action relating thereto.

MOTION: Paul Rullo moved that the Town vote to transfer from free cash the sum of \$17,055 for unpaid bills from fiscal year 2021. The motion was duly seconded.

Action: Approved Unanimously declared by the Moderator

Motion made by the Moderator at 9:33 pm to dissolve the meeting. The motion was duly seconded.

Action: Approved by a Majority declared by the Moderator

A True Copy:
Attest:

Pamela B. Thorne, Town Clerk

TOWN PLANNER

Matt Coogan was the part-time Town Planner from 2014 to the end of July 2021. In September 2021, Dana Menon took on the position and has carried the efforts forward in the 2022 fiscal year. The Town Planner’s main responsibilities over the past year have been administering the Town’s Green Communities grant designation and grant applications, and facilitating the efforts of the Strategic Planning Committee, the Economic Development Committee, and the Essex Housing Coalition.

The Town of Essex was designated as a Green Community in 2015. Since then, the Town has undertaken several energy efficiency projects funded through the Green Communities program and National Grid rebates and incentives. In 2021, the Town worked with MERSD to submit another grant application to fund the final phase of HVAC improvements to Essex Elementary that will reduce the Town’s energy consumption by an estimated 9.8% of the FY2014 energy baseline, yield approximately \$10,953 annual savings in electric and natural gas costs, and greatly improve the facility for students and faculty.

The Strategic Planning Committee began the process of creating an updated Strategic Plan, which will be completed in 2022 following review by the public and by Town boards, committees and departments. The updated Strategic Plan builds upon the Goals of the 2015-2020 Strategic Plan, and will guide the Town in identifying and prioritizing initiatives for the next 5 years.

The Town of Essex and the Town of Manchester-by-the-Sea jointly participated in the Rapid Recovery Plan (RRP) Program. The RRP Program is 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 downtowns, town centers, and commercial areas. The program kicked off in March with a survey of local businesses, and continued through the spring and summer with a community forum and webinars from Subject Matter Experts who shared their knowledge of specific economic development strategies and

supported the development of project recommendation ideas. The RRP Program continued into FY22, culminating in a Final Report (available on the Town webpage) that details key findings and identifies priority projects, and project funding recommendations. The Town Planner is currently pursuing grant funding for the identified priority projects: Create Placemaking Plans, Establish an Off-Season Event Series, Improve Outdoor Lighting, and Hire a Short-Term Economic Development Project Manager.

After a pause due to the COVID-19 pandemic, the Town and the Essex Housing Coalition resumed working with the Citizen's Housing and Planning Association (CHAPA) to explore ways to increase public understanding of the housing needs of Essex, and to develop strategies to address those needs. The Coalition is currently in the process of preparing a recommendation for an Affordable Housing Trust bylaw to the Board of Selectmen. The Coalition is informal, and its monthly meetings are open to all. Upcoming meetings can be found on the Town calendar.

Dana is available to meet by appointment.

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 45 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
 Jeffrey Soulard

BANK BALANCES

GENERAL FUND:

Petty Cash (All Departments)	\$	845.00
Bank Gloucester	\$	2,121,588.14
Brookline Bank – Investment	\$	2,620,289.57
Brookline Bank – Payroll	\$	110,981.21
Eastern Bank	\$	581,138.15
Mass Municipal Depository Trust	\$	127,986.95
Unibank – Money Market	\$	1,375,196.01
Unibank – Online Payment Account	\$	52,409.50
Unibank – Vendor Account	\$	<u>64,922.50</u>
Sub-total	\$	7,055,357.03

OTHER FUNDS:

Bank Gloucester - Stabilization	\$	448,090.37
Brookline Bank - Clerk of Works/Tara Road	\$	1,776.94
Brookline Bank - CPA Fund	\$	295,786.27
Brookline Bank - Sewer Fund	\$	905,492.43
Brookline Bank - Water Fund	\$	146,920.65
Newburyport Bank - Robbins Island	\$	3,598,752.00
Newburyport Bank - Southern Conomo Point	\$	1,120,508.67
Unibank - Ambulance Fund	\$	548,316.94
Unibank - American Rescue Plan	\$	198,820.43
Unibank - Conservation Fund	\$	22,610.52
Unibank - CPA Fund	\$	359,596.71
Unibank - Cultural Council	\$	5,977.66
Unibank – Frederick Little 64 Spring St	\$	2,800.10
Unibank - Sewer Money Market	\$	388,617.42
Unibank – Stabilization	\$	593,872.63
Unibank – Stabilization Conomo Point	\$	131,128.75
Unibank – Stabilization Essex River	\$	21,006.02
Unibank – Stabilization Public Safety Building	\$	21,006.02
Unibank – Stabilization Recreational Capital Improv Fund	\$	107,226.69
Unibank – Stabilization Street Light Maintenance	\$	12,080.22
Unibank – Stabilization Town Building Capital Improv Fund	\$	100,187.30
Unibank – Stabilization Town Celebrations	\$	25,008.54

Unibank – Stabilization Town Hall/Library Repair & Maintenance	\$	70,560.41
Unibank – Stabilization Vehicle & Major Equip Capital Improv Fund	\$	45,055.37
Unibank – Tower North 73 Eastern Ave	\$	3,500.13
Unibank - Water Money Market	\$	154,283.94
Sub-total	\$	9,328,983.13
TOTAL GENERAL AND OTHER FUNDS	\$	16,384,340.16

TRUST FUND BALANCES

Bartholomew – OPEB Trust		
Balance 07/01/20	\$	945,039.31
Contribution – Article 10 FTM 10/03/20	\$	400,000.00
Earnings	\$	263,713.86
Balance 06/30/21	\$	1,608,753.17
Unibank - L.T. Burnham		
Balance 07/01/20	\$	93,839.43
Earnings	\$	52.98
Balance 06/30/21	\$	93,892.41
Unibank - Albert E. Cogswell		
Balance 07/01/20	\$	73,783.88
Earnings	\$	41.63
Balance 06/30/21	\$	73,825.51
Unibank – Jefferson Coolidge		
Balance 07/01/20	\$	36,224.72
Earnings	\$	20.43
Balance 06/30/21	\$	36,245.15
Unibank – Municipal Building Insurance		
Balance 07/01/20	\$	25,488.42
Earnings	\$	14.39
Balance 06/30/21	\$	25,502.81
Unibank – Selectmen/WWII Memorial		
Balance 07/01/20	\$	2,628.88
Earnings	\$	1.46
Balance 06/30/21	\$	2,630.34
TOTAL TRUST FUNDS	\$	1,840,849.39

CEMETERY FUNDS

Unibank - Flower Fund

Balance 07/01/20	(\$	107.07)
Contribution – Article 1 FTM 10/03/20	\$	<u>107.07</u>
Balance 06/30/21	\$	0.00

Unibank - Lot Care

Balance 07/01/20	\$	69,989.85
Income	\$	15,408.33
Cemetery Budget Vote Transfer	(\$	11,528.00)
Earnings	\$	<u>41.74</u>
Balance 06/30/21	\$	73,911.92

Unibank - Perpetual Care

Balance 07/01/20	\$	238,762.72
Income	\$	10,800.00
Earnings	\$	<u>136.89</u>
Balance 06/30/21	\$	249,699.61

Unibank - Sale of Lots

Balance 07/01/20	\$	24,357.16
Income	\$	10,800.00
Cemetery Budget Vote Transfer	(\$	1,800.00)
Earnings	\$	<u>15.87</u>
Balance 06/30/21	\$	33,373.03

TOTAL CEMETERY FUNDS \$ **356,984.56**

GRAND TOTAL – ALL FUNDS \$ **18,582,174.11**

TOWN OF ESSEX PAYROLL FY 2021

AMBULANCE:

McNeilly Price, Amy	\$	1,279.92
Woodman, Eian	\$	<u>7,264.82</u>
Total Ambulance	\$	8,544.74

ANIMAL CONTROL:

Corliss, Dianne M	\$	1,710.00
Reilly, Amelia	\$	<u>14,243.00</u>
Total Animal Control	\$	15,953.00

ANIMAL HEALTH:

Stone, Pamela	\$	<u>6,255.00</u>
Total Animal Health	\$	6,255.00

BOARD OF APPEALS:

Palumbo, Gillian	\$	<u>277.92</u>
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Total Board of Appeals	\$ 277.92
BOARD OF ASSESSORS:	
Antell, Michael	\$ 1,937.43
Cairns, Richard	\$ 4,648.52
Cataldo, Charles M	\$ 4,931.64
Hall, Britton	\$ 2,465.82
Harrell, Brenda J	\$ 47,166.59
Poulos, Stephen A	<u>\$ 7,041.12</u>
Total Board of Assessors	\$ 68,191.12
BOARD OF HEALTH:	
Cook, Lianne T	\$ 16,633.17
Kirchner, Erin E	\$ 80,240.55
White, Ann E	<u>\$ 50,409.92</u>
Total Board of Health	\$ 147,283.64
BOARD OF REGISTRARS:	
Cataldo, Vickie H	\$ 1,043.62
Mansfield, Theresa	\$ 920.00
Woulfe, Eleanor	<u>\$ 400.00</u>
Total Board of Registrars	\$ 2,363.62
BOARD OF SELECTMEN:	
Bradford, Guy	\$ 1,050.00
Coogan, Matthew R	\$ 18,975.13
Pereen, Ruth	\$ 1,050.00
Phippen, Peter D	\$ 1,050.00
Witham, Pamela J	<u>\$ 69,832.63</u>
Total Board of Selectmen	\$ 91,957.76
BUILDING INSPECTORS:	
Fiore, Natalie	\$ 2,343.38
Holton, Lucius W	\$ 5,611.06
Orlando, Paul M	\$ 4,809.52
Sanborn, William A	<u>\$ 14,693.00</u>
Total Building Inspectors	\$ 27,456.96
CEMETERY DEPARTMENT:	
Sipple, Joshua	\$ 11,025.50
Souza, John	<u>\$ 52,197.41</u>
Total Cemetery Department	\$ 63,222.91
CONSERVATION COMMISSION:	
Cunningham, Deborah	\$ 18,413.94

Whittaker, Kenneth F	\$	8,921.61
Total Conservation Commission	\$	27,335.55
COUNCIL ON AGING:		
Crockett, Kristin S	\$	31,252.24
Leary, Theresa F	\$	17,150.32
Total Council on Aging	\$	48,402.56
ELECTION WORKERS:		
Allmendinger, Gabriele	\$	72.48
Bruce, Christina	\$	55.74
Burnham, Westley	\$	310.70
Eaton, Elizabeth B	\$	73.91
Fraser, Alyssa M	\$	72.48
Greene, Karen	\$	140.81
Irwin, Laura K	\$	352.47
Levasseur, Sydney G	\$	68.22
Lynch, Molly J	\$	123.65
McKinnon, Kathleen E	\$	467.39
Palm, Jessica F	\$	140.81
Woodman, Jane	\$	49.06
Total Election Workers	\$	1,927.72
ELECTRICAL INSPECTOR:		
Reader, Ramie	\$	6,453.00
Total Electrical Inspector	\$	6,453.00
FIRE DEPARTMENT:		
Ball, Daniel	\$	5,425.49
Bateman, John R	\$	6,805.24
Carter, Craig C	\$	550.97
Carter, Keith C	\$	2,440.55
Cavender, Robert B	\$	67.98
Cicala, Philip C	\$	30,419.07
Crocker, Samuel	\$	818.01
Donahue, Colt P	\$	158.77
Dort, Richard H	\$	1,593.93
Doucette, Christopher	\$	190.06
Doucette, Dan	\$	30,667.97
French, Michael	\$	1,030.81
Good, Travis	\$	2,605.38
Hammer, Jason	\$	729.47
Hassel, Christian	\$	5,361.58
Heath, Jason	\$	1,247.80
Hoare, Henry Peter	\$	3,483.83
Jackson, Corey P	\$	317.54

Lafata, Joseph	\$	1,360.95
Leeds, Barron L	\$	1,593.10
McNeilly, James T	\$	2,278.09
Neal, Edward S	\$	1,188.23
Nieberle, Ernest Jr	\$	7,272.23
O'Bryan, Jonathan W	\$	1,549.28
Ouellette, Nicholas	\$	700.36
Parsons, Kent	\$	10,263.51
Pereen, David O	\$	3,756.39
Perrigo, Joan M	\$	1,938.40
Pike, Benjamin	\$	717.17
Pizzo, Anthony M	\$	3,282.35
Ray, Andrew	\$	45.62
Reader, Ramie	\$	3,885.68
Reed, Sean	\$	1,723.66
Roddy, Patrick M	\$	12,686.46
Santos, Ryan P	\$	16,823.62
Soucy, Michael A	\$	136.41
Stavros, George	\$	1,733.56
Thompson, David	\$	20,619.70
Total Fire Department	\$	187,469.22

HARBORMASTER:

Albani, Paul J	\$	1,130.19
Espinola, Michael	\$	207.61
Fialho, Daniel	\$	6,848.83
Karr, Theodore M	\$	2,566.29
Lipinski, Bruce J	\$	668.26
McKenna, Ainsley M	\$	954.50
Meagher, Kevin J	\$	383.28
Mears, Walter	\$	15.97
Perry, Troy R	\$	942.23
Wilson, Kenneth	\$	1,557.10
Total Harbormaster	\$	15,274.26

HIGHWAY DEPARTMENT:

Augustine, Anthony	\$	26,960.27
Burnham, Dennis	\$	58,126.49
Corricelli, Anthony	\$	11,829.36
Davis, Amanda	\$	58,294.27
Galli, Michael	\$	124,977.54
Mahoney, Sean F	\$	61,412.08
Merrithew, Benjamin J	\$	66,545.35
Total Highway Department	\$	408,145.36

LIBRARY:

French, Deborah	\$	58,029.32
James, Lauren E	\$	1,452.98
Kelly, Carolyn Y	\$	2,433.90
Seavey, Patricia A	\$	5,097.60
Wanner, April L	\$	<u>24,524.94</u>
Total Library	\$	91,538.74

PLANNING BOARD:

Heeney, Mary	\$	<u>12,082.86</u>
Total Planning Board	\$	12,082.86

PLUMBING INSPECTOR:

Corriere, Richard P	\$	<u>6,453.00</u>
Total Plumbing Inspector	\$	6,453.00

POLICE DEPARTMENT:

Brewer, Mark E	\$	17,777.72
Bruce, Daniel J	\$	120,696.36
Dagle, Mary Elinor	\$	52,588.34
Davis, Ryan W	\$	133,157.86
Devaney, Ryan P	\$	11,950.95
Edwards, Alexander F	\$	93,459.43
Francis, Paul	\$	134,725.61
Harrell, Michael D	\$	8,814.54
Izidoro, Wesley	\$	9,580.20
Juliano, Michael C	\$	106,224.02
Landry, David J	\$	3,117.77
Lazarides, Brittney	\$	48,199.93
Lipinski, Chad	\$	3,854.93
Munoz, Victor H	\$	7,561.54
Pereen, Lauren M	\$	2,182.56
Romeos, James C	\$	90,540.12
Shamshak, Thomas	\$	125,646.13
Symonds, Justin P	\$	20,788.65
Vangelist, David J	\$	80,739.32
Wheway, Robert P	\$	60,330.15
Wonson, Meaghan	\$	<u>7,390.44</u>
Total Police Department	\$	1,139,326.57

POLICE DEPARTMENT – PRIVATE DUTY:

Brewer, Mark E	\$	270.00
Bruce, Daniel J	\$	3,779.80
Davis, Ryan W	\$	9,252.32
Izidoro, Wesley	\$	14,252.50
Juliano, Michael C	\$	16,892.69
Landry, David	\$	432.00

Lazarides, Brittney	\$	46,790.10
Munoz, Victor H	\$	1,377.00
Romeos, James C	\$	1,373.48
Shamshak, Thomas	\$	3,578.92
Symonds, Justin	\$	3,326.00
Vangelist, David J	\$	28,736.96
Wheway, Robert P	\$	9,061.50
Wonson, Meaghan	\$	<u>1,320.00</u>
Total Police Department - Private Duty	\$	140,443.27

RECYCLING DEPARTMENT:

Good, Brandon	\$	44,575.63
Stevenson, Christopher	\$	<u>3,365.38</u>
Total Recycling Department	\$	47,941.01

SHELLFISH DEPARTMENT:

Knovak, William J	\$	46,302.32
Seminara, Jude	\$	4,160.89
Wilson, Peter	\$	<u>4,351.83</u>
Total Shellfish Department	\$	54,815.04

TOWN ACCOUNTANT:

Antell, Virginia	\$	89,849.68
Friedrich, Brooke H	\$	<u>8,968.95</u>
Total Town Accountant	\$	98,818.63

TOWN ADMINISTRATOR/PERSONNEL OFFICER:

Zubricki, Brendhan D	\$	<u>164,656.84</u>
Total Town Administrator/Personnel Officer	\$	164,656.84

TOWN CLERK:

Burnham, Dawn A	\$	5,227.66
Thorne, Pamela B	\$	<u>58,902.91</u>
Total Town Clerk	\$	64,130.57

TOWN CUSTODIAN:

Bateman, John L	\$	9,509.12
King, Edward P	\$	1,240.32
Muise, Gerald	\$	<u>21,075.63</u>
Total Town Custodian	\$	31,825.07

TOWN MODERATOR:

Jones, Jeffrey	\$	<u>100.00</u>
Total Town Moderator	\$	100.00

TREASURER/TAX COLLECTOR:

Elwell, Dorothy M	\$	48,764.44
Scott-Blanchard, Kathryn	\$	1,416.29
Soulard, Jeffrey T	\$	<u>72,291.81</u>
Total Treasurer/Tax Collector	\$	122,472.54
WATER DEPARTMENT:		
Bruce, John	\$	76,231.31
Federico, Jason M	\$	72,710.74
Frithsen, David W	\$	90,620.39
Heitz, Eric T	\$	90,391.19
Muise, Ivan	\$	68,915.67
Nangle, Gayle M	\$	<u>23,879.85</u>
Total Water Department	\$	422,749.15
GRAND TOTAL – All Departments:	\$	<u>3,523,867.63</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 Department of Veteran Services so that the Town receives the fully allowed reimbursement. The department is also tasked with the responsibility of assisting Veterans and their families with VA benefits; ensuring that each Veteran and/or family member receives all benefits that are available to them.

Some of the highlights of the past year: I passed the Veteran Service Officer Recertification Test, which means that Essex is eligible to receive the full 75% reimbursement from the State for Chapter 115 Benefits. If I did not pass the test, then the Town would only be eligible to receive 50% reimbursement. We obtained donated holiday meals and stockings; we had the pleasure of delivering them to Veterans and their families. We are working on an initiative to get the High Street Bridge in Ipswich, named the Global War on Terror Memorial Bridge. We hosted the first event of a three-part Speaker Series, the presenter was Ryan Pitts. Staff Sargent Pitts is a Medal of Honor recipient who served in the Global War on Terror. We will be holding two more speaker events in 2022, and then have a ceremony to commemorate the Bridge Dedication.

Significant statistics: VA Awarded Benefits Essex Veterans and/or Surviving Spouses:
 Veteran Compensation: 31 Veterans total \$35,149/month;
 Veteran Pension: 1 total \$404/month;
 Dependency & Indemnity Compensation: 3 surviving spouse \$4,360/month;
 Total Awards 35 Veterans/ Widows/Widowers for \$39,914/month.

The average amount for a person receiving VA Benefits is \$1,140 a month.
 Total Awards for District: 514 Veterans/Surviving Spouses \$664,871/month.

Essex paid out \$14,339 in Chapter 115 Benefits. The Town will get 75% of it reimbursed by the State.

Department staff:

Karen Tyler, District Director/Veteran Service Officer

Karen Bell, Part-Time Assistant to the Director

Personnel Changes: Due to reduction in towns within the district, we reduced the full-time Assistant to the Director from full-time to part-time. Unfortunately, Kathy Collins, former full-time employee had to resign as a result of reduction in hours.

Board of Directors:

Robert Snow, Board Member, Chairman, Rowley

Michael Flynn, Board Member, Essex

Doug Dawes, Board Member, Georgetown

Linda Alexson, Board Member, Ipswich

Michael Doyle, Board Member, Newbury

Karen Summit, Treasurer, Rowley

Robert Janes, Board Member, West Newbury

Respectfully submitted,

EASTERN ESSEX DISTRICT DEPT OF VETERAN SERVICES

Karen Tyler, District Director