

*Frankling
2022*



CONGRATULATIONS MERSD HORNETS!



Manchester Essex Regional High School
Class of 2022



Manchester Essex Varsity Baseball
Division 4 State Champions!

TABLE OF CONTENTS

Accountant	123
ADA Advisory Board.....	8
Almanac	Inside Back Cover
Animal Control	8
Assessors, Board of.....	8
Bicycle & Pedestrian Committee	8
Chebacco Woods Land Management Committee.....	9
Coastal Stream Team	9
Community Preservation Committee	10
Conservation Commission.....	10
Council on Aging.....	11
Cultural Council.....	12
Downtown Improvement Projects Committee.....	12
Elected and Appointed Officials	2
Elections	119
Fire Department	13
Harbor Advisory Committee	14
Harbormaster	15
Health, Board of.....	16
Historic District Commission	17
Housing Authority	17
In Memoriam	1
Inspector’s Report	18
Library Trustees	18
Manchester Affordable Housing Trust.....	19
Manchester/Essex Regional School District.....	31
Open Space & Recreation Committee.....	20
Parking Clerk.....	21
Parks and Recreation Committee.....	22
Parks and Recreation Department	22
Planning Board.....	23
Planning Department	23
Police Department.....	23
Public Works Department.....	30
Recapitulation of Fiscal Year 2022 Budget	130
Registrars, Board of	31
Seaside No. 1 Committee.....	45
Selectmen, Board of	5
Sustainability Committee.....	45
Town Administrator	6
Tax Collector	120
Telephone Numbers	152
Town Clerk.....	46
Water Resources Protection Task Force.....	46
Town Meeting Minutes	49
Special Town Meeting Minutes	67
Treasurer	121
Welcome to Manchester Committee	46
Winthrop Field Committee	47
Zoning Board of Appeals	47

MANCHESTER-BY-THE-SEA TOWN ALMANAC

Incorporated:	1645
Size:	7.73 square miles
Shore Line:	12.8 miles
Population:	5,220
Registered Voters:	4,392
Dogs:	900
Government:	Board of Selectmen (meets the first and third Mondays of the month with default to Tuesday in the event of a Monday holiday) Open Town Meeting (normally held the first Monday in April) Annual Election (third Tuesday in May)
Voter Registration:	Town Clerk’s Office during normal Town Hall hours. Special evening sessions before each election and Town Meeting. One can also register online @ www.RegisterToVoteMA.com
Official Notices:	All official Town board and committee meeting notices are posted on the Town Hall bulletin board. Meeting notices are also posted on the Town’s website. Published notices can be found in the <i>Manchester Cricket</i> or <i>Gloucester Daily Times</i> .
Tax Rate:	FY2022 \$10.60 per thousand of assessed valuation.
Taxes Due:	August 2 nd , November 1 st , February 1 st , and May 1 st .
Trash Removal:	Weekly trash curbside service (Monday and Tuesday) Weekly recycle curbside collection (Monday and Tuesday) Compost: Black Earth weekly curbside collection (Mon & Tues) Textiles: Black Earth weekly curbside collection (Mon & Tues) *Transfer Station hours: Wednesday 7:30 a.m. – 3 p.m. Saturday 10 a.m. – 3 p.m. Refer to the Town’s website for Holiday Hours
Town Hall Hours:	Monday-Wednesday, 8:30 a.m. – 5 p.m. Thursday, 8:30 a.m. – 6:30 p.m.; Friday, CLOSED
Library Hours:	Monday and Wednesday, 10 a.m. – 8 p.m. Tuesday and Thursday, 1 p.m. – 8 p.m. Friday & Saturday, 10 a.m. – 5 p.m. Closed Sundays & Saturdays – July through Labor Day Sundays, 1p.m. – 5p.m. (seasonally; please check website)
Post Office Hours:	Window Service: Monday-Friday, 9:00 a.m. – 5 p.m. Saturday, 9:00 a.m. – 12 noon Lobby Hours: Monday-Friday, 6:15 a.m. – 5:45 p.m. Saturday, 6:15 a.m. – 4:30 p.m.
Town Website:	www.manchester.ma.us

ANNUAL REPORT For The Year 2022

In Memoriam

JOAN G. BRENNAN

— * —

DAVID B. CROSBY

— * —

JOHN B. HERRICK

— * —

EDWARD R. PARSONS

— * —

CAROL A. ZOPPEL

Town Report edited by Debbie Powers, Tiffany Marletta and Town Hall Staff

Front Cover: “Last Day of Summer”

Photo Credit: Ken King

Back Cover: MERSD Class of 2022 and ME Varsity Baseball Div. 4 State Champions

Photo Credit: Manchester Essex Regional School District

The editors are grateful to those citizens who contributed photographs to the 2022 Annual Report.

Daily Printing, Beverly Farms, Massachusetts

2023

MANCHESTER-BY-THE-SEA
FY2022 ELECTED AND APPOINTED OFFICIALS
(Chairs shown in **boldface**)

1. ELECTED OFFICIALS

Constables – 3 Yr. Term

Joseph P. Aiello 2025
G. David MacDougall 2025
Vacant 2025

Housing Authority – 5 Yr. Term

Elizabeth A. Heisey 2023
Elaine C. Persons 2025
Catherine Erickson 2026
Gretchen Wood 2026
Allen C. McCoy (Chair) 2027

Library Trustees – 3 Yr. Term

R. David K. Lumsden 2023
Richard L. Rogers 2024
Eden Davies (Chair) 2025

Moderator – 1 Yr. Term

Alan Wilson 2023

Planning Board – 3 Yr. Term

Christopher Olney 2023
Gary Gilbert (resigned 11/22/22) 2023
Christina Delisio 2024
Sarah Hammond Creighton 2024
Mary M. Foley 2025
Ronald S. Mastrogiacommo (Chair) 2025
Laura Tenney 2025

School Community – 3 Yr. Term

Matthew D. Harrington 2023
Christopher A. Reed 2024
Ana Lin Mitchell 2025
Erica T. Spencer 2025

Select Board – 3 Yr. Term

Ann W. Harrison 2023
John J. Round 2023
Rebecca S. Jaques 2024
Catherine Bilotta 2025
Brian Sollosy 2025

2. APPOINTED OFFICIALS

Action, Inc. Representative – 5 Yr. Term

Gretchen A. Wood 2026

ADA Committee – 3 Yr. Term

Laurie M. Werle 2023
Vacant 2023
Vacant 2023
Gretchen A. Wood 2024
Lisa C. Bonneville 2024
Elizabeth A. Heisey 2025
Joan Snow (resigned 10/3/22) 2025

Affordable Housing Trust – 2 Yr. Term

Joan L. McDonald (CPC) 2023
Nancy Hammond (Hsg Auth) 2023
Christopher Olney (Planning Bd) 2023
Margaret F. Driscoll 2023
John W. Feuerbach (At Large) 2024
Sarah A. Mellish (Fin Comm) 2024
Peggy Hearty-Steck (At Large) 2024

Animal Control Board – 3 Yr. Term

Kerry Bisner (Chair) 2025
VACANT 2023
VACANT 2024
VACANT 2024
VACANT 2025

Animal Inspector – 1 Yr. Term

Hayes DeMuelle 2023

Appeals, Board of – 3 Yr. Term

James L. Mitchell III 2023
Brian Sollosy 2023
John J. Binieris 2024
Kathryn E. Howe 2025
Sarah A. Mellish 2025
Sean M. Zahn (1st Alter.) 2024
James C. Diedrich, Jr. (2nd Alter.) 2023

Assessors – 3 Yr. Term

Louis Logue 2023
Jeffrey R. McAvoy 2024
John R. Beatty 2025

Bike/Pedestrian Committee – 3 Yr. Term

Albert Centner (resigned 7/1/22) 2022
Kurk Svetaka (resigned 8/1/22) 2022
Darcy Morris (resigned) 2023
David T. Saunders (Co-Chair) 2023
Dana Vermilye (Co-Chair) 2023
Terry L. Cowman 2024
Freddy A. Cicerchia 2025
Sue L. Centner 2025
Jason A. DiBiasio 2025
Brian A. Frey 2025

Building Inspector – 3 Yr. term

Paul Orlando 2025

Cable Access Corp. Rep. – 3 Yr. Term

Paul Jermain 2025

Cape Ann Regional Planning Committee

Emergency Response Coordinator – 3 Yr. Term

Todd Fitzgerald 2025

Chebacco Woods Land Mgmt. Committee – 3 Yr. Term

Russell Camp (H) 2023
Michael Mack (M) 2023
Susanna McLaughlin (H/M) 2023
Virginia Cookson (H) 2024
Ralph Smith (M) 2025
Chuck Dam - DPW Dir (M)
Tim Olsen – DPW Dir (H)

Community Preservation Committee – 3 Yr. Term

Joan McDonald (At Large) 2023
Ronald Mastrogiacommo (PB member) 2023
Sean Daly (resigned 11/7/22) 2023
Michael Coyne (Parks & Rec) 2023
Sari Oseasojin (Con Comm) 2023
Mark Weld (resigned 10/17/22) 2024
Andy Olderman (Fin Comm) 2024
Joseph Sabella (HDC) 2024
Woody Kelly (At Large) 2024
Elizabeth Heisey (Hsg Auth) 2025
John F. Burke, Jr (At Large) 2025

Conservation Commission – 3 Yr. Term

John Judge (resigned 7/1/22)	2022
Olga Hayes	2023
David Lumsden	2023
Henry Oettinger	2024
Ashley Ochs	2024
Steve Gang	2024
Jeff Bodmer-Turner	2025
Sari Oseasohn	2025

Council on Aging – 3 Yr. Term

Kathy Bothwick (no reappt 7/1/22)	2022
Mary Hull	2023
Susan Halpern	2023
Vacant	2023
Steven Gillespie (Chair)	2024
Jennifer DeSimone	2024
Vacant	2024
George Nickless	2025
Jane Metrano	2025
Vacant	2025

Cultural Council – 3 Yr. Term

Julia Bishop (no reappt 7/1/22)	2022
Ashling Reilly (no reappt 7/1/22)	2022
Amy Carlin	2023
Lisa Watt-Bucci	2023
Margaret Maher	2023
Sarah Stone	2023
Vacant	2023
Vacant	2024
Diane Kilgore (Chair)	2025

Downtown Improvement Projects Comm. – 1 Yr. Term

Carley A. Cook (no reappt 7/1/22)	2022
Steve Carhartt (Chair)	2023
Kurt Svetaka (resigned 8/1/22)	2023
Garlan Morse Jr.	2023
Linda H. Crosby	2023
Gordon A. Brewster	2023
Marlene C. Dolan	2023
Jim Brown	2023

Emergency Management Director

Todd Fitzgerald	Contracted
Jason Cleary, Asst. Dir.	2023

Essex Technical High School Rep. – 3 Yr. Term

Jeff Delaney	2023
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Finance Committee – 3 Yr. Term

Andy Oldeman	2023
Mark Weld (resigned 10/17/22)	2023
Thomas Parkins	2023
Michael Pratt	2023
Peter Twining	2024
Dean Nahatis	2024
Albert Creighton, III	2024
Sarah Mellish (Chair)	2025

Gas/Plumbing Inspector – 3 Yr. Term

Dave Perea	2025
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Harbor Advisory Committee – 3 Yr. Term

Daniel Gray (no appt 7/1/22)	2022
Carl Doane (Chair)	2023
Christopher Cobb	2023
Stephen Lauber	2024
Philip Leahy	2024
Daniel Lane	2025
Samuel Crocker	2025
Steven J. Maio	2025

Health, Board of – 3 Yr. Term

Joan M. Cottler	2023
Martin Hahn	2023
Paula Polo-Filias (Chair)	2024
Peter Colarusso	2025
Dr. Tonya Colpitts	2025

Historical District/Historical Commission – 3 Yr. Term

Don Halgren	2023
Tracie Gothie	2023
Joseph Sabella	2024
Robert Coppola	2024
Richard Smith	2024
Rosemary Costello (Chair)	2024
John Round	2025

July 4th Committee (Re-appt in fall) – 1 Yr. Term

Cheryl Marshall (P&R Director)	2022
Ryan Ackerman	2022
Hope Watt-Bucci	2022
Lisa Watt-Bucci	2022
Peter C. Colarusso	2022
Karen S. Cunningham	2022
Sallie Belle Davis	2022
Donna Brewster	2022

Manchester Coastal Stream Committee – 3 Yr. Term

Lynn Atkinson	2023
Carolyn Kelly	2023
Jessica Lamothe (Chair)	2023
Joan Nesbit	2023
Francie Caudill	2024
Deborah Fraize	2025
Patricia Mitchell	2025

M.A.P.C Representative – 3 Yr. Term

Sarah Creighton	2025
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MBTA Advisory Board – 3 Yr. Term

Vacant

North Shore HOME Consortium - 3 Yr. Term

George Record	2022
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Open Space & Recreation Committee – 3 Yr. Term

Al Centner (no reappt 7/1/22)	2022
Deborah Fraize (Chair-Coastal Stream)2023	
Curtis Rising (at large)	2023
Helen Bethell (at large)	2024
Sheila Linehan (at large)	2024
Olga Hayes (Parks & Rec Rep)	2025
Steve Gang (Con. Comm. Rep)	2025

Parks & Recreation Committee – 3 Yr. Term

Olga Hayes	2023
Sean Daly (Chair)	2024
Muffin Driscoll	2024
Michael Coyne	2025
Karlee Blaisdell	2025

Registrars, Board of – 3 Yr. Term

Gary Giusto	2023
Bruce Warren	2024
Eileen Buckley (Chair)	2025

Sealer of Weights & Measures – 3 Yr. Term

Robert Vicari (Inspector)	2025
Donald Belanger (Deputy Inspector)	2025

Seaside One Committee – 3 Yr. Term

Thomas Kehoe	2023
Merritt Miller	2024
Thomas Durkin (Chair)	2025
Jeff Parker	2025

continued...

Shellfish Constable – 1 Yr. Term

James Elder, Jr. 2023

Sustainability Committee – 3 Yr. Term

Carley Cook (no reappt 7/1/22) 2022
Alison Anholt-White 2023
Nadia Wetzler 2023
Leigh Scharfe 2023
Susan Henderson 2025
Louisa Mackintosh 2025
John Croft 2025

Tree Warden – 1 Yr. Term

Tom Henderson 2023

Welcome to Manchester – 3 Yr. Term

Christine Metrano-Barber (Chair) 2023
Christina Cunningham 2023
Melanie DiBiasio 2023
Hope Watt-Bucci 2024
Vacant 2024
Leslie Beatty 2025
Vacant 2025

Winthrop Field Committee – 3 Yr. Term

Gar Morse 2023
Anthony Leggett 2023
Matthew Brzezinski 2024
Michael Carvalho 2024
Sue Thorne 2024
Michael Chapman (Chair) 2025
James Moroney 2025

Wiring Inspector – 3 Yr. Term

Joseph Novello 2025



Alan Gilson Honored for 50 Years of Police Service

ANNUAL REPORTS



From left to right:

John Round, Catherine Bilotta, Becky Jaques, Ann Harrison, Brian Sollosy

BOARD OF SELECTMEN REPORT

Rather than take time to state information which will be given in-depth by our Town Administrator, Greg Federspiel, I'd like to talk about our volunteers and staff.

We are a town of approximately 5,500 people, with a little ebb and flow. This number has been fairly consistent for around 40 years. Of that 5,500, our over 18 population is 4,428.

We have around 25 Commissions, Boards, and Committees, and 1 Task Force all directly Town government related. These are comprised of +/-200 volunteers. Just think of that. Roughly 5% of our adult population is volunteering to Town government. What a remarkable show of dedication to our Town.

In addition to these Town government specific Commissions, Boards, and Committees, there are many more volunteers: Boosters, non-school Athletics, Scouts, Legion, Trails Association, Manchester Essex Conservation Trust, and others who give their time to our

Town. We all owe all these volunteers a debt of gratitude.

To this we add our very dedicated staff, without whose efforts we simply could not get done what is needed. Yes, they're paid, but much is asked of them that they do above and beyond. They make the Town run. One person I would like to recognize specifically is Greg Federspiel. I personally can speak to the myriad of hours, meetings, discussions, emails, phone calls, etc. that go into his days. He truly has the interest of the Town at heart and certainly merits our appreciation.

None of the work done by the staff and volunteers could be done without the voters. It is you who vote the budget, by-laws, and elected positions. The majority of those who vote support Town efforts in a positive, constructive way.

We work hard in our Town government to have information readily accessible in a timely fashion as we're able. We adhere to

Massachusetts Open Meeting Law and provide access to meetings and information to the extent the State and Town by-laws allow.

It seems our Town meeting system is still a pretty good model. Sometimes it takes a bit more time than we might like, but ultimately, we get it done. Town Meeting has worked for Manchester for 378 years.

I hope we can continue this tradition in a constructive, respectful, cooperative manner for many years to come. This is, after all, OUR town.

Becky Jaques, Chair

TOWN ADMINISTRATOR'S REPORT

If I have learned anything in my many years working for local government, it is that change is a constant. There is always a new challenge to respond to – actually, many at once which means there never seems to be enough time to get everything done. Manchester is a small community, and we have a small number of staff. Thus, we are constantly needing to juggle what issue gets our attention. To be sure, we are never bored!

Some of the top challenges facing Manchester include adopting new zoning that will meet the housing needs of the community going forward, responding to the state mandated transit-oriented development (MBTA zoning), improving our infrastructure, and adapting to the unique challenges climate change is bringing, including rising seas, bigger storms, and periods of hotter, drier weather.

The good news is that the Town remains in strong fiscal shape. We have a relatively high amount of real estate value per capita which continues to grow modestly. In a couple of years, we could see a healthy influx of property taxes if the proposed Cell Signaling Technology headquarters and research lab opens in a new facility near the MAC. Our fund balance – essentially our savings account – is a healthy 10% of total expenditures. We are well on our way to fully fund our retiree health insurance liability fund (OPEB) as well as our pension liabilities (though the anemic stock market is currently not helping currently.)

The Town's debt obligations continue to dwindle. We have lowered our annual debt payments by over \$1 million in the past 10 years. We have redirected much of these funds into a much healthier and robust capital improvement

program (paying for improvements on a cash basis) allowing us to make much needed headway in re-investing in our infrastructure, namely roads, water pipes and sewer pipes. We have invested most of the federal pandemic funds we received through ARPA in water and sewer capital projects.

Finally, the proposed FY24 budget will increase our investment in public safety and education while maintaining level services in most other arenas. We can do so while sticking to a tax hike of about 3.0%.

Working our way through solutions to diversifying our housing stock will remain a front-burner topic. While we await the 40B appeal process of the proposed large apartment complex atop Shingle Hill to play out, efforts continue to pursue more appropriately scaled Manchester solutions. The Manchester Affordable Housing Trust and the Manchester Housing Authority continue to seek a way to renovate and expand the housing units MHA operates in conjunction with the state.

Zoning amendments are being pursued that could make it easier to add small, accessory dwelling units to existing homes. Another proposal recommends allowing senior housing to be built throughout Town.

Proposals for other zoning amendments may also be proposed if the Town decides to try to meet the state mandate for by-right multi-family housing units. Our zoning already allows certain multi-family units by-right but additional amendments would be needed. The so-called MBTA zoning requirement has many concerned about how we can meet the requirements while still preserving the small-town character of Manchester. A special task force will help the community fully vet the pros and cons of complying with the new state law.

Over the course of 2023 and into 2024 there will be many opportunities for residents to weigh in on the MBTA zoning issue. It is hoped that out of this process, whether we decide to comply or not, we will forge a community consensus on how best to diversify our housing stock in order to accommodate a rich mix of households of young, old and in between.

Infrastructure improvements remain a high priority. Over the past ten years a significant increase in re-investing in water, sewer and road projects has been achieved. This needs to

continue as we deal with pipes that are over 100 years old and facilities that were built decades ago and need updating. A Facilities Master Plan will be completed by the fall of 2023 which will help us map out what town facilities should be upgraded when (and where.)

Grant funding is coming together to pay for the reconstruction of the Central Street dam and culvert over Sawmill Brook as it enters the inner harbor. This major project, with a price tag of over \$7 million, has been long in the making and is an important start to improving flood control measures in the village. Construction is likely to start in the fall of 2024.

Meanwhile steady progress continues to be made replacing or re-lining old water and sewer pipes as well as equipment upgrades at the water and wastewater treatment plants. After underground utilities have been upgraded, we finish by repaving the road. We also set aside funds yearly for sidewalk repairs and drainage work.

For the past year the Water Resources Task Force has been analyzing various aspects of our water system, from the watersheds that feed into Gravely Pond or the Lincoln Street well to consumption habits and our rate structure. The group of citizen volunteers have gathered a tremendous amount of data and are developing recommendations for the long-term sustainability of our drinking water system. We are fortunate to have a robust system with adequate supplies, but every system needs to be nurtured and cared for carefully if we are to have a sustainable supply of drinking water for decades to come.

Rising seas and bigger storms present huge challenges for us. While a good percentage of our coastline is rugged granite, there are vulnerable lower lying areas that more often will be underwater, including the core of the Village area. Storms have already topped the banks at Reed and Masconomo Parks. The parks were originally tidal flats that were filled in – the ocean is going to want to reclaim these areas. Do we attempt to build much higher seawalls and/or do we try to create “relief valves” that let rising water move inland, channeled away from our built environment?

Our beloved Singing Beach will need to retreat inland if it is to remain. But retreat where? Our instinct will be to fortify the revetment that is now the backstop to the

beach, but this could exacerbate the demise of the beach as hard structures accentuate the destructive force of waves.

To help us decide what choices we should make, a study of options for protecting the village core area from sea level rise and flooding is underway. This effort will identify potential mitigation measures we can take to soften the impacts of future storms. Needed measures include flood-proofing the wastewater treatment plant, the lower level of Town Hall and the area from Reed Park to the dry cleaners.

We need to rebuild the understructure that holds up the Rotunda at Tuck’s Point. Even if we spend the millions this may take raising it up some 5 feet or so, a large storm is still likely to sweep it away. While not as appealing as the current location, are we better off moving the Rotunda to a high point of land at Tuck’s? Engineering is underway examining options that will be presented at community forums. We face many decisions like this in the coming years.

In conjunction with our Cape Ann neighbors, studies are underway to help us understand the changing forces at work and the options we have to become more resilient. Current studies are looking at the health of our various ecosystems – upland forests, coastal beaches and marshes, and more urban greenspaces - to see how we can improve their health as a way to help buffer the impacts of climate change. We will need extensive community dialogue to sort through our best options as we work to adapt to the changes a new climate is bringing.

Yes, the list of challenges is long. However, we live in an area blessed with natural beauty and in a town with a rich history and strong character. Working together we can ensure that Manchester remains a wonderful place to live.

Of course, while we deal with the longer-term challenges, day to day operations must continue. The Town is very fortunate to have a dedicated staff of municipal employees who provide a high level of service to residents and visitors. I very much applaud their efforts along with the hundreds of resident volunteers who serve on the boards and committees that help contribute to the successful operations of the Town. It truly takes a collective effort to sustain a thriving community.

Respectfully submitted,
Gregory T. Federspiel
Town Administrator

ADA ADVISORY COMMITTEE

The Americans with Disabilities Act Advisory Committee is made up of people with varied backgrounds but with one common mission: equal access for all citizens. In 2022, the ADA Advisory Committee met only one time, in September. The main focus of our meeting was discussion about finding a new location for an accessible drop-off mailbox. The mailbox on Church Street is no longer viable for drop-off because the one-way direction of Church Street traffic was changed. The Committee will be pursuing that issue with the Town and Post Office in 2023. We are still following up on the Town Hall front door project. It was originally proposed to be done as part of the Town Common renovation but due to lack of funding, was to be done under a phase II project.

The Committee would like to thank Joan Snow for her years of service on our Committee. Joan declined reappointment and will certainly be missed. The Committee looks forward to continuing its mission in 2023 and welcomes new members to the Committee. If you are interested in joining, please see the Town’s website for a Committee Volunteer Application.

Beth Heisey, ADA Coordinator

ANIMAL CONTROL BOARD

The Board of Selectmen reappointed the Animal Control Board members for one, two, and three-year terms. The responsibilities of the Animal Control Board are to ensure that animals do not become a nuisance, that animals are treated humanely, and that the Town by-laws concerning animals are enforced. The Animal Control Board serves as an advisory group to the Board of Selectmen on matters related to Animal Control procedures, facilities, services, and programs. The Animal Control Board is also responsible for soliciting input from the community to improve animal control, to review policies, procedures, facilities, fees, signage and to make recommendations of any changes to the Board of Selectmen as needed. The Animal Control Committee meets once a month.

BOARD OF ASSESSORS

The Board of Assessors has established the following assessed values for the town, as required by law. These values are as of January 1, 2022 for Fiscal Year 2023, which begins on

July 1, 2022 and ends on June 30, 2023

FY2023 - Real Estate & Personal Property

Residential Property - 2170 parcels -	\$2,786,005,895
Commercial Property - 93 parcels -	\$107,346,232
Industrial Property - 13 parcels -	\$5,698,400
Personal Property - 138 accounts -	\$70,526,360
Total Taxable - 2552 par/acc. -	\$2,969,576,887
Exempt Property - 392 parcels -	\$221,431,800
Tax Rate per \$1,000 of value -	\$10.43
Total Taxes Raised -	\$30,972,686.92

FY2022

Real Estate & Personal Property

Exemptions approved (elderly,veterans,blind,etc.) –	30
Deferrals –	1
Senior Workoff -	4
Abatement applications filed –	6
Personal Property apps. approved -	0
Personal Property apps. Denied -	1
Real Estate apps. approved -	3
Real Estate applications denied –	2
Withdrawn –	0
Deemed Denied –	0
Late Filing -	0

Motor Vehicle & Boat Excise Abatements (processed in 2022)

2022 Motor Vehicle Excise abatements –	137,
2021-184, 2020-203	
FY2022 Boat Excise abatements –	26,
FY2021-50, FY2020-267	

We would like to remind taxpayers, if they have any questions about Motor Vehicle Excise, Boat Excise, Real Estate or Personal Property assessments, abatements or exemptions to call our office at 978-526-2010 or visit our web site at www.manchester.ma.us. We have our maps and assessment records on-line. They can be accessed through the website.

Thank you for your assistance and cooperation throughout the year.

Louis R. Logue, Chairman

BICYCLE/PEDESTRIAN COMMITTEE

Our mission:

To make bicycling and walking safer and more accessible throughout the Town of Manchester-by-the-Sea, and to work with the Manchester Essex Regional School District to implement and sustain a Safe Routes to School program at all schools in Manchester-by-the-Sea.

Committee members:

Joe Beggan, Susan Centner, Freddy

Cicerchia, Terry Cowman, Jay DiBiasio, Brian Frey, David Saunders, Dana Vermilye

Update:

One of the main priorities of our work in 2022 has been advocating for infrastructure improvements that make biking and walking easier and safer. This includes pushing for the creation of sharrows, bike lanes, crosswalks, pedestrian-friendly sidewalks, and adherence to the town's Complete Streets Policy and the objectives put forth by the Master Plan. . The committee also organized community events, such as helmet giveaways and book discussion groups to encourage people to get out and explore their town in a more active way. Additionally, the committee works to educate the community about the importance of staying safe while biking and walking, such as wearing helmets and obeying traffic laws.

Through our partnerships with other town committees, local groups, and state organizations such as Safe Routes to School, we've been able to continue building a greater awareness of the importance of active transportation and safe infrastructure. We continue to collaborate with the DPW as the town updates streets and sidewalks, and remain a part of the discussions around larger projects, such as the proposed new sport field on Pine Street.

The committee was able to secure a Shared Streets grant for \$49,000 from the MA DOT to improve the safety of streets around the schools and at two major intersections at both ends of Pleasant Street.

Additionally the committee secured a grant from the CPC for \$7,000 to install 12 bike racks in MBTS.

The Committee continued its work with the Manchester Police Department, advocating for enhanced speed enforcement throughout MBTS, specifically on the four main feeder roads in and out of Manchester.

The Committee maintained regular communication with Town Administrator Greg Federspiel to ensure the Committee's priorities were aligned with those of the Select Board as well as the other Town departments. Where applicable the Committee continued to coordinate with the Open Space Recreational Committee, the Planning Board, and the Downtown Improvement Plan Committee.

In the year ahead the Committee will continue to work to improve pedestrian and

bicycle safety throughout Manchester-by-the-Sea. As in the past, the Committee will seek input and participation from the residents of Manchester so that it can work to promote biking and walking as safe, healthy, and sustainable modes of transportation.

Respectfully submitted, February 2022
Manchester-by-the-Sea Bicycle/Pedestrian
Committee

**CHEBACCO WOODS LAND
MANAGEMENT COMMITTEE**

The Chebacco Woods has remained a very popular conservation area for all types of passive recreation. Since COVID, many more people have come to the area and the trails have had a lot of use. This year several areas of the very popular red trail along Round Pond have been repaired for the third time. Committee members have been monitoring the trails, emptying the trash barrel at the main entrance weekly, reprinting and refilling the map supply and keeping dog clean up bags in the box.

This coming year we will be replacing and painting the trail markers throughout the area. We would like to thank all of the people who are considerate of the regulations, pick up after their dogs and make sure that their pets don't bother others.

**MANCHESTER COASTAL
STREAM TEAM**

The Manchester Coastal Stream Team is a Town Committee which serves as the local task force for Salem Sound Coastwatch. We focus our efforts on maintaining and improving the water quality and habitats of Manchester's coastal waterways through various projects and educational outreach.

Although COVID-19 forced us to stay with Zoom for meetings, we were able to maintain many of our annual activities. We participated in the Community Center clean up with a focus at White and Black Beaches; continued to work on issues of mutual interest with the Board of Health including the bacterial counts in the marshes and mosquito control; and cleared the invasive purple loosestrife at Dexter Pond to allow native species to flourish. We worked with Salem Sound Coastwatch over the summer looking for marine invasive species.

We continued to address issues from our action plan that came out of our surveys of Sawmill Brook and its tributaries in the fall of

2021. This involved working with the DPW and Conservation Commissions on areas needing clean ups and areas of future concern.

We always welcome new members. Our meeting dates can be found on the Town calendar.

COMMUNITY PRESERVATION COMMITTEE

We are pleased to report that the Town raised \$580,161 of Community Preservation funds during 2022. This included \$405,813 of surcharge income on real estate taxes and \$174,348 in State Match revenue. Since our adoption of the CPA statute by town meeting in 2005 we have raised \$4,704,044 in surcharge income and received state matches of \$1,587,915 for a total of \$6,291,959. The CPA program continues to allow us to leverage our tax dollars with state matching funds to accomplish more than we could do on our own. The state match received has averaged 33.7% annually since our adoption making this one of the state's most successful programs with participation by 191 cities and towns representing over 70% of the state's population. We appreciate the town's overwhelming support for our work as evidenced by your votes at every town meeting.

Last year's town meeting supported the funding of a much needed new athletic field on Pine St. The engineering and approvals should be completed by this town meeting and construction should be underway. We also continued the town's support of Community Housing, Open Space and Recreation as well as support for preservation of several of our Historical assets. Full details are available in the town report and on the CPC section of the town's website.

We continue to study the needs of the town and welcome any ideas that residents may have for an eligible project. Please feel free to reach out to us anytime. We'd like to thank Sean Daly and Mark Weld for their efforts and input over the last several years as they complete their terms on the CPC. And finally, our thanks to our administrative assistant, Helene Shaw-Kwasie, for her efficiency in keeping us organized and on track once again.

Sincerely,
Jack Burke, Chairman
and Joan McDonald Vice Chair

CONSERVATION COMMISSION

First and foremost, we wish to recognize and thank each member of the Manchester-by-the-Sea Conservation Commission for their volunteer and dedicated service to the community. In particular, we wish to thank Ashley Ochs and John Judge for their valuable service this past year.

During 2022, the COVID-19 Emergency Protocols, modified, remained in place, and public meetings were held virtually. Zoom meetings worked well throughout the year. Site visits were held in person, and socially distanced. The Commission conducted 15 regular public meetings and continued its regulatory and non-regulatory activities throughout the year.

Wetlands permit applications remained very steady compared to previous years. 22 Notices of Intent were filed in 2022, with the Commission issuing 19 Orders of Conditions and one denial. Permit applications are reviewed under the Massachusetts Wetlands Protection Act and/or the Town Wetlands Bylaw. The Commission issued 22 Determinations of Applicability and approved 9 de minimis Change requests. The Commission also issued 6 Extensions of Orders, 28 Certificates of Compliance, 5 Emergency Certifications, and 3 Violations/Enforcement Orders. A number of Letter/Tree Permits were issued administratively. The Conservation Administrator went on 95 site visits including pre-construction visits, visits with the Commissioners, and final site inspections which are required prior to issuing a Certificate of Compliance.

The Commission reviewed and approved two Eagle Scout projects – one for establishing a pollinator plot adjacent to the renovated Pickleball Courts, and one for the installation of several Wood Duck nesting structures within close proximity to wetlands, the preferred nesting area of Wood Ducks. In addition, the Commission approved the installation of an Oyster Weller located on the dock at Morse Pier.

From a wetlands perspective, the Commission provided review of the SLV 40B Project for the Zoning Board of Appeals in their consideration of a Comprehensive Permit. The project site is located in and adjacent to valuable and irreplaceable protected wetland

resources and Town watershed. Following ZBA's denial, the developer has appealed that decision to the Housing Appeals Committee and the appeal is in process.

Town Planner and the Planning Board received funding from the Massachusetts Department of Conservation and Recreation (DCR) for preparation of a Forest Stewardship Plan that includes the Western Woods and the Wilderness Area off Pine Street. Commissioners provided comment and review and endorsed the plan. Commissioner Jeffrey Bodmer-Turner stepped forward to spearhead the next phase of the planning for conservation and passive recreation in the Western Woods.

Vice Chair Oseasohn, Commissioner Hayes, and the Conservation Administrator submitted a proposal to the Community Preservation Committee for the ecological restoration of the area between Causeway and Sawmill Brooks adjacent to Lincoln Street and the Memorial School. The Committee voted to approve funding. Requests for Proposals were mailed to various wetland consultants, and one consultant was chosen from among the proposals. Evaluation work will begin in the Spring of 2023 and a final plan with recommendations for implementation will be received sometime this summer.

Last year Chair Gang was instrumental in approaching the Select Board to re-establish the Water Resources Protection Task Force (WRPTF) to recommend strategies for maintaining the quality and quantity of Manchester's drinking water over the next 50 years. In addition to the Chair, Commissioners David Lumsden and Olga Hayes are participating in the Task Force's work. The Task Force is in full swing researching issues and planning to deliver its findings and recommendations to the Select Board before April Annual Town Meeting.

Chris Bertoni, Conservation Administrator, staffs the Commission. Eva Palmer continues as part-time Administrative Assistant and serves as minute-taker for the department. The Commissioners are eternally grateful to these able staff for their energy, performance, and insights.

The Commission has one open seat which hopefully will be filled early in 2023. The Conservation Commissioners participate on other committees, including the Community

Preservation Committee and the Open Space and Recreation Committees, and work cooperatively with other boards. Commissioners regularly attend informational workshops and conferences to keep up with current regulations, procedures, and strategies for effective resource and conservation area management.

In addition, the Commission in 2023 is again looking to take more initiative to open up the many Conservation properties (especially on Town land and in the Western Woods), to increase resilience against climate change, and to enhance the resource values of our woods and harbors. We look forward to the help and support of the citizens of Manchester in doing so.

Steve Gang, Chair;
Sari Oseasohn, Vice Chair

DEPARTMENT OF SENIOR SERVICES/ COUNCIL ON AGING 2022

Manchester by-The-Sea has a senior population of just over 2,030. This represents approximately 39% of the Town population being 60 or over. The mission of the Council on Aging continues to be the development of far-reaching programs to meet and serve the ever-increasing needs of our senior citizens. COVID-19 has put a halt to almost all social, wellness and special activities/events, leaving seniors feeling more isolated.

The following are some of the highlights of the services provided by the COA in 2022:

- Quarterly grab-n-go lobster roll luncheons
- Monthly luncheons at Congregational Church Chapel
- Bi-monthly mobile food pantry
- Holiday gift bags
- Provided over 5,800 units of transportation to senior and disabled citizens; over 30,000 miles
- Provided over 1,000 units of outreach service to senior and disabled citizens
- Delivered (by volunteers) 4,899 Meals on Wheels to 29 homebound seniors
- Weekly Yoga Program funded in part by the Friends of the Council on Aging has gone to a virtual platform
- Strong Woman exercise program twice weekly with 70 to 75 participants for each 12-week session is happening in-person
- The new COA newsletter is mailed and/

or emailed to over 1,000 senior citizens monthly. The Friends of the Council on Aging fund the mailing.

- Provide Tax-Aide in a partnership with AARP and SeniorCare to senior and disabled citizens
- Provide SHINE (Serving Health Information Needs of Everyone) Counseling throughout the year
- Continue to work with Essex, Gloucester & Rockport with support from SeniorCare and 1623 Studios to provide the Cape Ann Virtual Senior Center

A very big part of the continued growth and success of the COA goes to the many active volunteers who donated over 500 hours in 2022. It is because of the many acts of kindness and their caring attitude that the COA can continue to reach a greater than ever number of senior citizens in need.

Nancy Hammond

Director of Senior Services/Council on Aging

CULTURAL COUNCIL

Covid restrictions challenged interactive programming the past few years. However, 2023 promises a rising tide of in-person, cross-generational, culturally engaging opportunities for all residents of our town to enjoy. Of the many worthy programs proposed to Manchester's Cultural Council of eight members, twelve projects have been funded in-part or in-full. The upcoming events represent the eclectic interests of our citizens. Exciting possibilities to explore theater, creative writing, dance, gardening, music, painting and Tanglewood puppetry are a few of the communal happenings that have received funding this calendar year.

Aspiring to share the '*common-wealth*' of riches shared by residents of Manchester-by-the Sea, our chapter of the Massachusetts Cultural Council aims to strengthen communal bonds by inviting all town folks to participate in a special, free-for-all, pop-up art event this Fall. The multi-day outreach project is an enthusiastic first wave by the Manchester-by-the-Sea Cultural Council to engage town-folks in a non-competitive event to promote town-pride and a few cross-generational belly laughs. The Council welcomes all town residents, from amateurs to artisans, to sketch a beloved town icon from their unique perspective at Tuck's Point. Dates and times to be announced.

Cultural Council volunteers are appointed by the Board of Selectmen to serve three-year terms. The Manchester-by-the-Sea Council encourages anyone with an interest in working to enhance the cultural engagement and growth of our dynamic community to reach out to the Town Hall for details.

Diane Kilgore ~ Chair

DOWNTOWN IMPROVEMENT PROJECTS COMMITTEE

The Downtown Improvement Committee consists of volunteers appointed by the Select Board. Our purpose is to foster continual improvement in the tangible, aesthetic, and cultural elements of the downtown area for the benefit of businesses, cultural institutions, residents, and visitors. Much of the Committee's work seeks to facilitate communication between our elected and professional leaders in Town Hall and those who live and work in our downtown area. Our efforts were conducted by regular public meetings of the full Committee, accompanied by diligent efforts of various individuals on specific projects between meetings.

One major initiative regarding parking policies was undertaken by some of our members in collaboration with a study sponsored by the Planning Board. In addition to supporting a professional consultant's survey of parking patterns in the downtown area, our members undertook a survey of downtown institutions and residents regarding their opinions related to our parking situation. Based on that, the group developed a series of recommendations regarding parking regulation and enforcement for consideration by Town Authorities. In addition to policies related to parking, the Committee continued to seek practical solutions to the lack of public rest rooms in the downtown area.

Another major project of the Committee was the development of a generational renewal plan for sidewalks, curbs, and street lights in the areas of downtown not attended to in the original Downtown Improvement Project. With the assistance of Covid funding, our members worked with DPW and a professional planner to develop a detailed conceptual plan for the renewal of our downtown infrastructure, with attention to preserving the historic character of the town combined with improved

durability, appearance, safety, and accessibility for all users. In the coming year we anticipate presenting these plans to the public for their reactions and input. Additionally, we look forward to working with the Town Planner in forthcoming efforts to improve signage, aesthetics, seasonal public events, and amenities such as public rest rooms.

We learned late in 2022 of two forthcoming efforts where we anticipate contributing to the Town's efforts to address emerging issues. One major study related to sea level rise, flooding, and other vulnerability preparation was just beginning, and we look forward to contributing a perspective from our downtown as this issue is addressed. A second new issue on the horizon is the State requirement that towns on MBTA designate a zoning area near their stations with specified zoning characteristics allowing for certain density characteristics. The Committee stands ready to assist the Town as requested in addressing this issue.

The customary midyear renewal of the Committee saw the retirement of Carley Cook. We are all grateful for her service to our downtown. She was succeeded by Jim Brown, who also assumed the role of Secretary. All other members requested reappointments, which were granted.

Respectfully submitted
Steven C. Carhart, Chair

FIRE DEPARTMENT

The Manchester Fire Department continued to carry out its mission of protecting lives and property from fire, hazards, and responding to medical emergencies throughout the year. COVID concerns and responses have ebbed and flowed, but are still topics in the forefront. As always, we remain vigilant and on the front lines of this crisis, as well as dealing with the annual flu and usual EMS calls for service.

This year we saw two senior members of the department leave us. Captain Tod Biggar retired from the department with 39 years of dedicated service. During his tenure here, he rose up through the ranks, beginning as a call firefighter in 1987. He managed the fire prevention program, overseeing the permitting and inspection process, as well as conducting the plans reviews. He was a member of the Essex County Technical rescue team as well. We also felt the loss of Lieutenant Andrew Herendeen,

an 11-year veteran of the department. Andrew was also a fire prevention officer, but also managed our SCBA units, researched, ordered, and tracked our turnout gear, and maintained hazardous materials response equipment, among other things. Andrew also served on the state hazardous materials team. He left us for a firefighter position with the Danvers Fire Department. We wish them both well in their new paths and thank them for their service here!

As a result of their departure, combined with the authorization by the BOS and town meeting vote to add an additional firefighter, we hired three new experienced paramedics to fill the gaps. Josiah Peters, Steven Dube, and Jamie Dermody were brought on board, all from private EMS services in very busy 911 systems and areas. Unfortunately, Jamie left after two months to pursue other interests, and we are now in the process of hiring to fill his slot.

Similarly, with two officer positions open, a competitive promotional process was undertaken to find their replacements. FF/P Bob Cavender and FF/P Jon Happel scored at the top of the list and were subsequently promoted to the rank of Lieutenant. Bob is the officer on Group 2, while Jon is the officer on Group 4. We look forward to their leadership moving forward.

We also are moving forward without the call force, which was disbanded at the end of the last fiscal year, due to dwindling enrollment and participation. The once robust force of 26 members in its heyday, had trickled down over the years to only five members remaining – Rick Curran, Dylan Wolniewicz, Joe Sanfilippo, Phil Cicala, and Nick Myers. These folks are to be recognized and honored for their years of service to the department and the town. Unfortunately, with their family and full-time work constraints, and their need to keep up their training and certifications, this model was no longer a mutually desirable, effective, or efficient way to meet the demands on the fire department for service.

We were once again awarded a Massachusetts DFS Fire Safety Equipment Grant this year. This will fund the purchase of a new Thermal Imaging Camera and a portable, battery powered positive pressure ventilation fan. In addition, we were awarded a FEMA

Assistance to Firefighter Grant for the design and installation of a code-compliant smoke detection, CO detection, and fire alarm system for our fire station. Given that our building is occupied 24/7, 365, this will assure that our members living at the station are finally as well protected as our citizens in their respective homes.

With respect to training, this year we established a new fire training coordinator position, that mirrors our long-standing EMS coordinators position, held and administrated by Lt./Paramedic Tim Crosbie. FF/P Bill Kenyon was selected for this role. His responsibility is to research, establish, schedule, and conduct fire and rescue related training for all the members of the department. This will help to bring in some new programs and equipment, and will help the crews remain proficient with our daily “bread-and-butter” firefighting operations as well. He is also working with the new probationary firefighters and their training manual as well.

We continued to perform a large number of inspections (smoke and CO detectors, places of assembly, occupancy) and plans reviews throughout the year, and a multitude of permits of all varieties were issued – propane tanks, temporary heating, blasting, oil burner installation, open burning, and the like. New building continues to occur throughout town, to include new single-family residences, garage and pool additions, home expansion projects, and a myriad of smaller projects.

This year, after a long and arduous two-year search, Chief Cleary, with the help of his friends and acquaintances in the antique fire apparatus collecting arena, was able to track down the 1929 Maxim pumper that used to belong to this department. It was located in Montreal, Canada, in the possession of a fellow Montreal firefighter, who had purchased it from a collector in Connecticut several years ago! The truck was for sale, and a deal was made to purchase the rig and bring it home. With the help of Bob Booth and Russ Brown and the executive board of the Manchester Historical Society, donations were collected and the purchase money is now in hand, with the society willing to be the “parent” for the rig. The Community Preservation Committee has also looked favorably upon allocating funds for the restoration of the truck once it arrives,

hopefully sometime in 2023. Former Fire Chief Bruce MacDonald is excited to see it return, as he fondly remembers that truck and the day it left town! However, due to the truck’s current owner having experienced some catastrophic medical issues, the process is currently on hold – but know that the truck is still promised to Manchester. Stay tuned for more details.

As always, we are standing by to serve you!

Total Responses/Calls for service in 2022 = 1425

Fires - 18 (*buildings, cooking, chimney, dumpster, brush, vehicle*)

EMS Calls - 528 (*motor vehicle accident, medical alert, elevator rescue, medical emergency*)

Hazardous Condition – 52 (*carbon monoxide, gas leak, chemical spill, power line down*)

Service Call - 150 (*lift assist, lockout, smoke removal, tank removal, mutual aid coverage*)

Good Intent - 81 (*smoke scare, steam mistaken as smoke, cancelled enroute*)

False Alarm - 239 (*smoke/CO detector activation, fire alarm, fire alarm system malfunction*)

Inspections - 350 (*smoke/CO detector, plans review, fire alarm/sprinkler systems, permits*)

HARBOR ADVISORY COMMITTEE (HAC) ANNUAL REPORT

The Harbor Advisory Committee and the Harbormaster met virtually for all 2022 meetings.

PROJECTS

Tucks Point: Work was completed on schedule by Memorial Day for new pilings and new dock configurations. The Harbormaster received a Seaport Economic Council grant and CPC funds to cover the cost of the project-including a handicapped approved ramp leading from the Rotunda to the docks.

Morse Pier: The permitting and engineering for additional piers at the head of the Harbor is ongoing. The Harbormaster has applied for grants to cover a major portion of the costs. Hoping to have the numbers ready for Town Meeting.

Dredging: Still on schedule for 2025 in area E and the Channel. Additional Stakeholders

fees matched by the Town have been added to the Dredging account plus mooring fees.

Reed Park: Additional revenue from day and nighttime tie-ups at the docks has paid for staffing and maintenance and has added to the Dredging Fund. When more dock space is added, the additional revenue will help the accounts mentioned as well as the Dredging Fund.

A warm, dry summer and fall made for a better than average summer of boating.

Carl Doane - Chair

HARBORMASTER

A long, hot, dry summer meant a very busy harbor!

Infrastructure:

- Grant applications to fund the Phase II expansion of the Reed Park were submitted to the Seaport Economic Council (\$568,250) and US Fish & Wildlife (\$600,000). In December the town received the \$568,250 and in February we hope to receive good news on the \$600,000. One hundred percent of the cost for Phase II will be covered if the second grant is awarded with no need for town funding. The estimated cost for this project is \$1,168,250.

- The Harbor Department continued the successful cashless collection of fees at Reed Park.

- The Tuck's Point float project was completed in May. Prock Marine finished on schedule and on budget as is the norm for this contractor. The town received a grant from the Seaport Economic Council for \$811,000 toward construction cost of approximately \$1.1 million dollars.

- The Seaport Economic Council also awarded a grant for eighty percent of the permitting and engineering to raise the rotunda walkway. This grant totaled \$90,000+.

- Jim Starkey presented a computer program to the Harbor Advisory Committee for facilitating enhanced mooring alignment. The program will likely be put to good use after the next round of dredging. When implemented Manchester Harbor may no longer be the most crowded harbor on the Northshore!

- The Urban Harbors Institute is working with the town to provide an estimate for a Management Plan for the harbor. These documents are not designed to dictate policy but to provide all the relevant information needed

for a community to make good decisions for development and growth.

Funds and Revenue:

Harbor Usage Revenue

Total: \$336,911

Boat Excise Revenue

Total: \$15,381

Dredge Fund as of 1/26/2023

Total: \$271.75

Waterway Fund Balance as of 1/26/2023

Total: \$379,488

Boats:

Our 25' Safe Boat continues to be a proven platform for heavy weather response. It is a comfort knowing that the crew is more likely to arrive safely on scene and be better able to assist the injured mariner. The vessel received two new engines this past June, it will continue to be a reliable resource for all three public safety departments.

The Clean Vessel Act pump-out boat was busy helping keep the harbor clean and safe. Over 500 gallons of waste was removed from 268 vessels this year. The program continues to be funded at 75% by federal dollars with the balance coming from the Waterway Fund. Sign up for free pump-outs today. The Honda from the old Eastern was transferred to the pump-out boat to replace the thirteen-year-old Yamaha.

The 24' Eastern was replaced with a newer version of the present boat.

The two retired Safe Boat engines retired Eastern and the Yamaha engine were auctioned and returned over \$20,000 to the Harbor Fund.

Records:

Files are available for inspection during office hours. No appointment is necessary

Moorings & Waitlists:

Waitlists - As of January 26, 2023, there are 439 names on the mooring waitlist, 28 names were added. The mooring-change list has 69 names. Magnolia Harbor has 31, Shallow water moorings – 21 and Black Beach - 4.

Moorings - Approximately 21 moorings changed hands in 2022. It is expected 2023 will be an average mooring reassignment year.

All mooring, slip, dinghy and waitlist payments may now be done by credit card or electronic check online. Mooring and waitlist records including the waitlist ledgers may be accessed during office hours. No appointment is necessary.

Staff:

Once again I wish to express thanks to the entire Harbor staff for their service. They are all committed to making the harbor a safer place for everyone who uses it! I would be in real trouble without them! We will miss Assistant Harbormaster Hannah Garthe, she is now married and living in Utah, Thanks also to the Police and Fire Departments for all the support of the Harbor Department this season. We could not do it without you! This goes for our dock masters who managed the Reed Park docking facility flawlessly. I hope everyone on the staff comes back in 2023.

I look forward to seeing and serving all those who use the Manchester waterfront in the coming year.

Best, Bion Pike
Manchester Harbormaster.

BOARD OF HEALTH

The mission of the Board of Health (BOH) is to protect the public health of the citizens of Manchester-by-the-Sea through enforcement of health codes and regulations, while promoting a healthy community. The Board continued this focus through a busy 2022.

The Coronavirus pandemic continued to dominate the BOH workload for the first part of 2022. Staff continued to provide virus response including contract tracing, attendance at State Department of Public Health meetings, and participation in GCACC, a regional vaccination collaborative for the greater Cape Ann area. In Town Covid booster clinics, with vaccine received through GCACC, were held during the year at both Town Hall and at the Laughing Gull. Many thanks to Laughing Gull’s Bruce and Dede Warren for partnering with the Board of Health to bring Covid booster clinics to the public. Office staff continued and will continue with the distribution of Covid at home test kits to residents. Thank you to all the Town residents who provided volunteer nursing services and administrative assistance at these clinics, including Deb Black, R.N., retired Public Health Nurse Pamela Ciccone and resident Ruth Fitzgerald. Thank you to Nurse Crehan for delivery of flu vaccine at both the annual flu clinics and by providing visits to our home bound residents.

Town participation in Essex County Mosquito Control continued. The district provided bacterial treatment in the catch basins, labor and assistance

related to resident identified standing water and clogged catch basins, and mosquito surveillance and testing.

Title 5 related work continued to be steady in 2022 and included soil test witnessing, septic system plan reviews, and septic system installation inspections. The Board of Health septic loan program continues, with funds available to residents to repair or replace a failed septic system by renovating the existing system, hooking up to Town sewer or replacing a traditional septic system with a State approved alternative system. Residents interested in participating in the program can contact the BOH office for program information.

Beach water testing was completed weekly from Memorial Day thru Labor Day at all Town beaches, including West Manchester Beach, Tuck’s Point Beach, Singing Beach, White Beach, Black Beach and Gray (aka Magnolia) Beach. In keeping with State regulations, the Board completed licensing and inspections of local food establishments, semi-public pools, private wells, and recreational camps for children. Housing inspections were also conducted throughout the year.

After a Covid related two-year hiatus, the Board held two household hazardous waste collections in 2022. Rather than the traditional drop off by residents, the Board signed a contract with E.C.V. Environmental which allowed residents to register to have their waste picked up from their homes. Many residents participated in the new service, with positive feedback received regarding the convenience of the at home collection. Thank you to the Shawn Johnson and the Manchester DPW for their assistance in providing this valuable service to Manchester residents. The Board also worked with the DPW to provide funding for the Greenscapes environmental program for fifth graders at the Manchester Memorial School.

In response to the level of Board of Health related work and to achieve compliance with State regulations, Board members worked to establish funding for a new Board of Health Director position.

As the year ended, the Board had received approval for the new position and welcomed Director Wendy Hansbury. The Board offers their gratitude and sincere thanks to our two long time consultants: Board of Health Consultant

Engineer Gerry McDonald, P.E. of H.L. Graham Associates and Health Inspector Roberta Cody. Mr. McDonald provided Title 5 septic system plan review and inspection services to the Board since 2000. Ms. Cody provided food, housing, recreational camp, nuisance, and pool inspections to the Board for over 15 years.

As we enter in to 2023, the Board will continue their 2022 work to update existing Board of Health regulations. Board member Peter Colarusso will continue his work with the Town's Water Quality Task Force.

The Board of Health wishes you all the best of health in 2023.

Manchester Board of Health
Paula Polo Filias, Chairperson

HISTORIC DISTRICT COMMISSION

Historic District Commission Board Members: Rosemary Costello (Chair), John Round, Don Halgren, Tracy Gothie, Richard Smith, Joseph Sabella, (one vacancy) and Helene Shaw-Kwasie, Clerk

2022 YEAR IN REVIEW

During the past year, the Historic District Commission ("HDC") held seven (7) meetings; considered eight (8) applications; and granted seven (7) Certificates of Appropriateness. Two (2) of these applications were for signage approval. Meetings were held by Zoom and hybrid.

All applications were filed, processed, and decided according to town and state laws, by-laws, and procedures. The HDC clerk properly notified applicants. Abutters were notified with Waiver of Public Hearing documents via US mail. The HDC decided that one (1) application required a public hearing, and the clerk notified the abutters by US mail, and advertised the Notice of Public Hearing in the Manchester Cricket within the required deadline of two (2) weeks prior to the meeting.

Members heard a presentation by Nathan Desrosiers, P.E., Town Engineer & Facilities Manager for the DPW on the status of the Central Street culvert project.

Members discussed the housing initiative proposed by the Department of Housing and Community Development. Manchester is one of 178 communities affected by the initiative which proposes denser housing near the MBTA train station. They considered the merits of expanding the Historic District and

voted to support the creation of an Historic Commission as defined by MGL 40 Section 8D for the purpose of further identification, celebration, and protection of historic resources in Manchester.

The Commission continues to endeavor to better coordinate its activities with those of the other Town boards.

Rosemary Costello, Chair
Historic District Commission

HOUSING AUTHORITY

The Manchester Housing Authority consists of 80 Elderly/Handicapped housing units located at Newport Park, The Plains, and four family housing units on Loading Place Rd. Our goal is to provide safe, sanitary, affordable housing. We are committed to provide safe, secure, suitable, and affordable housing opportunities to low-income elderly and disabled households in a fair manner with fair and non-discriminatory practices throughout our 667 & 705 programs.

We the Board of Manchester Housing Authority are committed to the expansion of the permanent, affordable housing to meet the need for safe, healthy, affordable places to live for all the members of our community. Over the past year the Manchester Housing Authority and The Manchester Affordable Housing Trust have combined their efforts to try and create affordable housing in the community. We will continue to work with MAHT and combine our efforts to address the housing crisis that Manchester-by-the-Sea is facing. In addition, we are committed to supporting equity and diversity that reflects the interests of the entire community.

Our past year included a turnover rate of 16% of our elderly units. Many repairs and improvements were made to the Manchester Housing Authority's three sites. The Plains had bathrooms heat and fan units replaced, all the exterior doors were replaced which included 42-unit doors and 12 main entry doors, and sump pump relocated. At Newport Park, a laundry room was relocated to the main floor from the basement, boiler repairs, building envelope repairs, sump pump relocations, and chimney brick repointing. We look forward to 2023 for a boiler replacement project for Newport Park. Loading Place Road had two septic systems replaced and we plan to have a maintenance shed installed at The Plains.

The Manchester Housing Authority Board of Commissioners are, Chairman, Elaine Persons, Members Gretchen Wood, Beth Heisey, Catherine Erickson and Craig McCoy.

We would like to commend our staff, Executive Director Irene Frontiero, Maintenance Mechanics, Chris Rodier, and Brian Bernard for their diligence and professionalism. We thank the town's Fire and Police departments in helping us to provide safe housing for its residents, the Council of Aging for their continued work with MHA residents, and the Board of Health. A special Thank you to Governor Baker for passing an increase to the public housing operating subsidy line item in the FY23 General Appropriations Act, and to Bruce Tarr for the continued support legislating for the modernization and upgrading of public housing.

We thank our team at DHCD and our Regional Capital Assistant Team as they have provided great oversight and technical assistance throughout the year.

INSPECTORS / BUILDING DEPARTMENT

The year of 2022 continued to be a busy year in the Inspectors Office. Our on-line permitting, which began in June of 2014 continues to be very successful and liked by most of the contractors. Cara Cutone is the Administrative Assistant for the Building Department.

Building Inspector, Paul Orlando is in the office on Tuesday mornings from 7am to 8am and Thursday evenings from 4:30pm to 6:30pm. Gas and Plumbing Inspector, Dave Preen and Electrical Inspector, Joe Novello have all been working remotely since COVID-19 but are getting all their inspections done, as needed.

The following is a list of permits and fees collected for 2022:

Building Inspector

- Permits Issued 366
- Fees Collected \$238,905

Plumbing/Gas Inspector

- Plumbing Permits issued 159
- Fees Collected \$ 22,605
- Gas Permits Issued 200
- Fees Collected \$ 15,195

Electrical Inspector

- Permits Issued 202
- Fees Collected \$ 63,970

If you have any questions about permitting for Building, Gas/Plumbing or Electrical please call our office at 978-526-2010. On-line permitting can be found on the main page of the website, at www.manchester.ma.us, Permits, middle of the page. We also have on-line permitting for the DPW, Board of Health, Planning Board and Zoning Board of Appeals. Thank you for your cooperation throughout the year.

MANCHESTER PUBLIC LIBRARY

Each year for the Annual Report we on the Library Board of Trustees take a look back at all the activity from the previous twelve months. The exercise gives us a chance to reflect on the value the Manchester by-the-sea Public Library is providing to our town and our patrons. Manchester is well known for placing high value on literacy, culture, and community. Yet, the changes in all our lives over the last few years have pointed out even more what things we think are most important, and how we value the things around us. It has changed the way we spend our time, and where we spend our energy.

The extraordinary impact a library can have been very clearly demonstrated recently when the library received a remarkable donation from former resident Ron Borel. While Ron was in town, he took an active hand in supporting the library and the familial culture he saw fostering around him. Even after he left town, he valued it so much he left part of his estate (\$500,000) to the library and the town so that we the people of Manchester will have an easier time when the day comes to expand or replace the library and better serve the families and friends of our town.

It was a humbling moment, and with gratitude and honor we thank the Rob Borel and his daughter Beth for their generosity. Seeking out not only how we will make their dream a reality but keeping an eye toward the everyday value our brilliant little library already provides. It may interest you to know that:

- The library was visited close to 60,000 times last year. About 190 people on average came through the doors every day we were open.
- While they were there, they averaged one check out of a book, CD, DVD, or Library of things item.

- Roughly twice a day, every Monday – Friday someone borrowed a discounted museum pass (Thanks to the support from the Friends of the Manchester by-the-sea Public Library)
- 20 people a month borrow a mobile hotspot and are able to be connected when they may have missed that chance
- We averaged one “take and make” kit for every day of the year. Free of charge. Creating personal moments of achievement.
- Every week this summer someone in town borrowed the kit and got to experience the new Pickleball courts and join this growing community.

Adding up all the borrowed items, internet use (remember there is online material you can access anywhere), program attendance, and services, according to the Library Value Calculator at <https://ilovelibraries.org/what-libraries-do/calculator/> The library was worth \$400 on average per person for every Manchester by-the-sea resident.

Meanwhile the library grounds were transformed into a vibrant garden filled with moments of learning, reflection, and innovation thanks to the efforts and commitment of “The Friends”.

We are honored to be allowed into the library community and provide values like those listed above. It could not happen without the likes of Sara Collins and the amazing staff and volunteers, The always supportive The Friends of the Manchester by-the-sea Public Library (The Friends), Our supportive colleagues at Town Hall, The generosity of people like Ron Borel and all our benefactors, and most of all the townspeople and patrons who make it all come to life.

With kind regards,

On behalf of The Library Board of Trustees
Ric Rogers – Library Board of Trustees Chair

MANCHESTER AFFORDABLE HOUSING TRUST

The Manchester-by-the-Sea Affordable Housing Trust (AHT) was approved by Town Meeting in 2016 to create, preserve and support community affordable housing that benefits low and moderate-income households in the town. The seven-member AHT Board of Trustees includes one member or designee of the Select

Board, Community Preservation Committee, Manchester Housing Authority, Planning Board and Finance Committee that are appointed by the Select Board and two citizens at large selected and appointed by the Town Moderator.

From its inception the MAHT has explored several approaches to foster the development of new community affordable housing. These efforts have been challenged by the lack of development opportunities available on private and public land or buildings. At this time, MAHT has approximately \$1,043,000 available to advance its mission. Years of receiving CPA funding allocations has positioned MAHT to intervene in various ways to create community affordable housing units: by partnering with a developer, using MAHT resources to support the development of affordable units; providing funds to owners of market units as an incentive to convert to deed restricted affordable units, or through the purchase of market units and the conversion and sale as an affordable unit by MAHT or partner. MAHT has undertaken several initiatives in 2022 to fulfill its mission and will utilize its funds in creative ways to leverage additional resources.

Activities in 2022 Include:

- **Public Meetings:** Monthly public meetings are held to review and discuss matters related to community affordable housing.
- **Financial Support:** The Trust is thankful for Town Meeting support for \$200,000 Community Preservation Act (CPA) funding in 2022.
- **COVID Related Rental and Mortgage Assistance-** MAHT continued its partnership with Cape Ann social and human services agency Action Inc. to provide funding for rental and mortgage assistance to low and moderate-income residents dealing with economic hardship due to COVID. In 2022 MAHT and Action Inc. expanded the program to include assistance with security deposits, moving costs, fleeing domestic violence, family health crisis and non-COVID job loss. MAHT thanks an anonymous donor of \$50,000 that has helped the program. As of December 2022, Action, Inc. has committed \$125,000 to program clients, including 23 households. Action, Inc. also has referred clients to other

social services for public benefits and to provide budget counseling.

- **MAHT and MHA Development Plan-** Throughout 2022 MAHT engaged with the Manchester Housing Authority (MHA) to implement the Town approved development plan for the MHA properties at Newport Park, The Plains and Loading Place and the town's DPW Pleasant Street site. The development plan anticipates the new construction of community affordable housing units at the MHA properties and at the DPW Pleasant Street site, and the rehabilitation of the current MHA units.

The MAHT and MHA engaged the community to gain support for the plan, including meetings with the Select Board; a meeting with residents of the MHA properties; a MBTS community meeting; numerous articles in the Cricket, and surveys for residents who reside in and near the sites and for town residents at large. MAHT and MHA issued a development Request for Proposals (RFP) in the summer of 2022. Unfortunately, the RFP did not yield a developer response. Subsequently, MAHT engaged with developers in post-RFP debriefing calls to understand how the RFP can be revised to attract responses. As a result, MAHT and MHA are drafting a new Request for Qualifications (RFQ) that could serve as a vehicle for bringing on a development partner to advance the plan.

- **Providing Guidance on Housing Matters:** MAHT continues its work to support improving the Accessory Dwelling Unit zoning bylaw as well as other zoning modifications to allow greater diversity of community housing opportunities in town.
- **Notice of Funding Availability:** The MAHT administers a Notice of Funding Availability (NOFA) that invites qualified residents and developers to apply for MAHT funding to help create affordable housing through the development of new affordable rental or ownership units, or through the conversion of existing ownership or rental units to affordable. MAHT would provide funds to selected applicants to help make the project financially feasible in exchange for affordability restrictions.

- **Powder House Lane Apartments:** The MAHT provided assistance with the application to the state Department of Housing and Community Development (DHCD) for listing the income restricted apartments on the State Subsidized Housing Inventory.

Trustees:

Margaret Driscoll, John Feuerbach, Peggy Hegarty-Steck, Joan McDonald, Sarah Mellish, Christopher Olney, Gretchen Wood

OPEN SPACE AND RECREATION COMMITTEE

The Open Space and Recreation Committee (OSRC) is a seven-member committee created in 2015 to monitor and help implement the recommendations of Manchester's Open Space and Recreation Plan (OSRP). In 2022 the Committee continued work on projects that are priority actions of the OSRP as well as on those funded by grants from the Community Preservation Act:

Open Space Brochure and Trail Maps:

The Committee completed a brochure showing the Town's major open space parcels and trail systems. 3000 copies of the Town's open spaces and trail system and 1000 copies of the Powder House Hill trails were printed. Initial distribution will be at Annual Town Meeting, at Town Hall, Library and Historical Museum, and online through the Town website.

Open Space Recreation Plan: The updated OSRP drafted by the OSRC Steering Committee with the help of MAPC received conditional approval from the Executive Office of Energy and Environmental Affairs in November. With a few changes requested by the State and the approval of a Vision Statement (reprinted below), the OSRP received letters of support from the Select Board and the Planning Board. It was then forwarded to DCR for final approval in May. While we await final approval, the Town is eligible to request State funds for open space and recreation initiatives.

Water Resources Protection Task Force:

The OSRC voted to appoint Helen Bethell as our representative and Olga Hayes as alternate to the WRPTF. They have worked diligently with the rest of this Task Force to update the 1990 Horsley Witten Report and to develop findings and recommendations about maintaining the quality and quantity of

Manchester’s drinking water for the next 50 years. Significant to the mission of the OSRC during 2022 were an initial meeting with the leadership of Gordon College and information about the Town of Hamilton’s proposal to pave the gravel portions of Chebacco Road. A final report is expected before June 2023 when the Task Force’s mandate from the Select Board expires.

Powder House Hill: The Committee continued work with the MHA, DPW and Select Board to find a solution for parking at Newport Park that balances the needs of the Newport Park residents and Powder House Hill trail users. We acknowledged the excellent work of volunteers to clean and restore the base of the historical standpipe near the top of Powder House Hill. Trail clearing and maintenance was conducted throughout the year by volunteers and CATS.

Western Woods Preservation: The OSRC approved contracting with Woodsman Inc. to complete the Forest Stewardship Study begun in 2021 by another forester who became unable to complete the work. The report of this Study was completed in October and delivered December 1 to a joint meeting of the Conservation Commission and the OSRC. It was subsequently approved by both groups and forwarded to DCR. Based on this Study, the OSRC approved the Con Comm’s appointment of Jeffrey Bodmer-Turner to spearhead the next steps to insure that the Western Woods are conserved and made available for passive recreation by the public. Olga Hayes is leading an effort to formalize public access at trailheads to the Western Woods, including permanent signs and markers plus parking where appropriate. Late in 2022, a 7-acre parcel of private land that constitutes a gateway to Western Woods on Crooked Lane was acquired by MECT. The OSRC will strive to help the Town collaborate closely with MECT and private landowners on this important project.

We are grateful to Al Centner for serving the OSRC as the representative of the Bike and Pedestrian Committee, and welcomes David Saunders as Al’s replacement on the OSRC.

The OSRC would also like to recognize the contributions of the Town Planner Sue Brown, who served as the Committee’s administrator for most of 2022. We are pleased to announce that Betsy Ware has stepped into Sue’s shoes.

OSRC Members:

- Steve Gang, Co-Chair, Conservation Commission Rep (2023)
- Olga Hayes, Co-Chair, Parks & Rec Committee Rep (2025)
- David Saunders, Bicycle and Pedestrian Committee Rep
- Patti Mitchell, Coastal Stream Team Rep (2023)
- Helen Bethell, At-Large (2024)
- Sheila Linehan, At-Large (2024)
- Curtis Rising, At-Large (2023)

VISION STATEMENT from OPEN SPACE AND RECREATION PLAN

“The residents of Manchester have expressed a deep desire for their community to actively engage in environmental stewardship and to provide a wide array of recreational opportunities that meet the needs and interest of resident of all life stages and abilities. Manchester is envisioned as a beautiful seaside community blessed with a variety of landscape and ecosystems that are preserved for their intrinsic ecological values and for social and recreational pursuits. Our harbor and beaches, woodlands and wetlands, along with our parks and open spaces are integral to the health and vitality of our community and our strong sense of place.

The Town’s overarching goals that were gleaned from the residents and other stakeholders throughout the planning process include:

- *Better understanding, protecting and managing the Town’s natural resources for the purposes of clean drinking water, wildlife habitat, passive recreation and resiliency.*
- *Providing for active recreational opportunities for residents of all ages and ability levels, including additional playing fields and more access to water-related activities.*
- *Creating a more accessible, pedestrian- and bicycle-friendly community.”*

PARKING CLERK

Number of Resident Stickers Issued	5,163
Number of Walk-On Tags Issued	5,842
Fees collected in 2022:	
Walk-On Tags	\$ 267,635
Business/Boater Placards:	\$ 7,932
Parking Fines:	\$ 238,511

Respectfully Submitted,
Dianne K. Bucco, MMC/CMMC,
Parking Clerk

PARKS & RECREATION COMMITTEE

We are a five member committee that oversees some of our Town's greatest natural resources including Singing Beach, Masconomo Park, Black and White Beaches and Tuck's Point. We serve as the sole appointed advisory committee to the Board of Selectmen on matters related to Parks & Recreation programs, services, fields and facilities. Working directly with the Director of Parks & Recreation to manage those areas, we look for input from our community on ways to improve these services; review facility policies and procedures; review signage and fees and make recommendations to the Board of Selectmen as needed.

In 2022 we have been working diligently on following through with the Town's Athletic Field Master Plan; it is great to see progress with the design engineering happening at Pine St and Sweeney Park. New projects include AED machines at the parks, some new benches and still more plantings at Masconomo Park. Most of these projects were made possible through the Community Preservation Fund.

Please call the Parks and Recreation Department at 978.526.2019 to recommend items you feel should be added to our agenda. We welcome and rely on your input to do the very best job we can for all of you. Monthly meetings are open to the public and we encourage you to join us!

PARKS AND RECREATION DEPARTMENT

Bringing families and the community together!

As is our goal every year, we have been working hard to keep bringing families and the community together. We are proud to say that after a few years of staying safe and apart, we have successfully brought the community back together!

All of our programs were held including the Summer Concert Series which is a resident favorite! We held the Summer Playground Program and were able to bring the youth together to learn art, music, basketball, skiing, Tae Kwon Do and more!

Singing Beach was back to its full capacity this past summer and with the trains running on a regular schedule, the beach returned to being a beehive of activity on the beautiful summer weekend days. The Chowder House

at Tuck's Point continued to be a favorite place for events big and small. Events with the Manchester Community Center have continued to flourish at Masconomo Park and we also decided to continue Santa Calling that had been started during Covid and was such a hit. Some changes that started due to Covid have continued because they make sense, and we are grateful for the forced change.

We hope you have enjoyed the Music in Masconomo Summer Concert Series which takes place on Tuesday nights at Masconomo Park from 6:00 – 8:00 pm during the summer. This annual concert series will be entering into its 21st year in 2023 so join us this coming summer with your dinner, blankets or chairs, and your family and friends! These concerts are free and are made possible through generous donations by individuals and local organizations, businesses and generous residents. Many thanks go out to each of the sponsors for their support! Even though times are tough on the local businesses, they still managed to make enough donations to support the concert series. They all realize as we do how important these community events are!

Parks and Recreation, under the guidance of the Parks and Recreation Committee, worked hard throughout 2022 to improve the services we provide. Some key accomplishments of Parks and Recreation was running all the programs, Singing Beach and Chowder House at Tuck's Point reservations, putting in new pickleball courts and getting the new Athletic Field at Pine St going. With the help of CPA (Community Preservation Act) money, the Athletic Field on Pine St is ready to go out to bid. After the Conservation Committee and Planning Board approval, the project should be finished this fiscal year.

The Fourth of July was back in full swing in 2022 with the parade, fireworks and concert! All events were very well attended and you could feel how excited people were to be back together enjoying the traditional celebrations.

Moving into 2023, the Committee and Department are excited to see some projects through such as Pine St and the continued work involved to do over Sweeney Park. These projects as well as new ones that come up that will improve the opportunities for our residents are what keeps us motivated and moving forward. Manchester by the Sea Parks

and Recreation will continue to provide places, activities and events for you and your family to grow, laugh, play, and relax.

The Parks & Recreation Department will continue to create new recreational opportunities for Manchester residents in the coming year. If you have any suggestions for activities, special events, or programs that you would like to see offered, please feel free to contact us at 978-526-2019 or visit us at Town Hall.

PLANNING BOARD

The Planning Board is comprised of seven elected volunteers. Principal responsibilities of the Board include administering the Town's Zoning By-Laws, Subdivision Rules and Regulations, creating and implementing the Master Plan, and proposing Town planning policies, initiatives, and amendments to the Town's Zoning By-Laws.

The Board meets twice monthly and conducts visits to sites subject to applications for Special Permits.

In 2022, the Planning Board:

- Rezoned by Town vote, the Limited Commercial District (LCD) to allow for laboratory use and additional building height.
- Continued the process of implementing the recommendations of the Master Plan, which included:
 - o Recodification and updating the Town's Zoning By-Laws. This included meeting with a legal expert who assisted the Board with updating and clarifying the language and policies of the regulations.
 - o Presented and received approval of five warrant articles at the Fall Town Meeting. This included:
 - 1) reorganizing Zoning By-Law sections 1-4 with a new table to clearly illustrate allowed uses in each District
 - 2) moving certain sections to the General By-Law to provide for broader enforcement
 - 3) deleting certain sections that are no longer applicable
 - 4) renumbering sections to provide for better organization and
 - 5) revising general regulations including specific development standards for Special Permits and Site Plan Review.
- Supported the Select Board and Zoning

Board of Appeals for the proposed 40B SLV Housing Development in the Limited Commercial District.

- Administered the Zoning By-Laws by:
 - o Reviewing 5 Approval Not Required [ANR] Plans for subdivisions of land
 - o Issuing 4 Driveway/Curb Cut permits.
 - o Holding public hearings and approving Special Permits for:
 - Floating Docks at Manchester Marine
 - Floating Docks at Crocker's Boat yard.
 - Parking Lot and Field at 155-160 Pine Street, requested by the Town.

The Planning Board is grateful to former Board member, Gary Gilbert, for his commitment to the Town.

The Board would also like to acknowledge the advice, counseling, reports, and wisdom of Town Planner, Sue Brown who resigned in August 2022.

The Board would also like to acknowledge the work of Administrator, Gail Hunter, in keeping us on track.

We look forward to working with Interim Town Planner Betsy Ware during her tenure with the Board.

Additionally, I am grateful for current Planning Board members Sarah Creighton, Christine Delisio, Mary Foley, Christopher Olney, and Laura Tenny who are tireless advocates for a better Manchester.

Ron Mastrogiacomo, Chairperson

POLICE DEPARTMENT

On behalf of the members of the Manchester-by-the-Sea Police Department, I am pleased to present our 2022 Annual Report. My intention, as always, is to take a moment to share with you some highlights from 2022.

MISSION, VISION, & CORE VALUES OUR MISSION STATEMENT

The Manchester-by-the-Sea Police Department, in partnership with the Manchester community, is committed to maintaining tranquility, to respecting the sanctity of human life and to reducing risk for all. We seek to accomplish this mission through accountability, transparency, strategic partnerships, community engagement and the selection and professional development of high-quality personnel. Above all, the Manchester by-the-Sea Police Department seeks to provide services with

compassion, dignity, and the highest level of customer service.

BY THE NUMBERS

**Manchester by-the-Sea Police Department
2022 Calls for Service**

NATURE	2019	2020	2021	2022
911 Calls (900)	786	88	1209	1149
Alarms (Residential & Commercial)				
Police/Fire	566	465	462	492
Animal Control (All)	483	411	356	430
Arrests (Adult)	28	22	40	65
Arrests (Juvenile)	1	0	0	1
Assault (Including Assault on Police Officer)				
	6	0	7	2
Burglary/Breaking & Entering (Residential, includes attempted)	5	1	3	5
Burglary/Breaking & Entering (Commercial, includes attempted)	1	0	0	0
Burglary/Breaking & Entering (Motor Vehicle, includes attempted)	1	7	0	2
Disorderly Conduct	6	2	0	0
Domestic (includes physical, verbal & 209A violations & 209a Served)	25	56	68	29
Fraud (all types)	21	35	21	31
Harassment (includes phone and other electronic communication)	2	21	44	64
Identity Theft	7	85	14	18
Juvenile Matters/SRO	27	26	11	17
Larceny (all types, includes attempted)				
	27	25	18	29
Larceny (of Motor Vehicle)	1	1	0	0
Missing Persons (Adult)	8	3	11	4
Missing Persons (Juvenile)	20	4	10	2
Erratic Operation (Motor Vehicle)				
	98	94	112	102
Motor Vehicle Crashes	183	107	119	125
OUI (Alcohol or Drugs)	6	5	13	27
Protective Custody (Adult)	4	0	8	5
Protective Custody (Juvenile)	0	0	0	0
Robbery (all types)	1	0	1	0
Sexual Assault	4	2	4	2
Threats (all types)	7	3	3	4
Property Damage (town and personal property)				
	29	31	18	43
Town by Law Violation	7	5	0	3
Trespassing	10	33	2	10
Motor Vehicle Stops (total)	1107	747	1117	1787
“Walk-in” reports	262	354	662	747
Mental Health response including with clinician				
	33	51	51	44
Parking Violations Issued		1345	1131	884

**Officer Alfred Powers & Police
Photographer Richard Towle:**

I would be remiss if I did not start by mentioning the passing of Manchester Police Officer Alfred Powers and Manchester Police Photographer Richard Towle. During 2022 the town lost two icons and retired members of the Manchester Police Department. Each dedicated their lives to the town and worked as valued members of the Police Department for many years. Retired Officer Alfred Powers retired on June 30, 1986, and passed away on Saturday, June 25, 2022. Richard Towle served as the Department Photographer and as a member of the first Auxiliary Division from the 1960s into the 2000s and was tenacious in his work ethic and support for the Department.

These two men will be deeply missed by their families and the members of the Manchester by-the-Sea Police Department, and they will never be forgotten.

Community Goals and Objectives:

The Manchester by-the-Sea Police Department recognizes that we are the conservators of a public asset. We continue to be accountable to our residents directly through the Select Board. Our objective is to serve all who work in, live in, or visit the Town of Manchester by-the-Sea in a manner consistent with our mission statement and values. Our daily activities and strategic goals continue to be formed by direct proactive community relations and engagement with our stakeholders. The Manchester by-the-Sea Police Department’s objectives continue to target and to work with five specific groups that prioritize our goals and support our mission statement. These groups include our youth and senior populations, the business community, local boards, and our boating population.

Also, in 2022 as part of our outreach with our residents the department proudly continued to maintain its partnership with Lahey Behavioral Health, and a co-responding clinician. Sgt. Stephen Louf continues to lead our first department Outreach Team, comprised of several other officers, who dedicate themselves towards community engagement and problem solving with residents who are suffering from both mental health and/or substance use.

The Department continues with grant funding through the Commonwealth’s

approved stewardship program organized by MED-Project LLC to assist with our ongoing pharmaceutical take-back program. Currently residents can bring in their unused medications 24-hours a day and drop them in our drop box in the front lobby for disposal. Just remember all sharps should be taken to the Board of Health in a sealed container as we cannot accept them.

Staffing Changes/Regional Dispatch in 2022:

Since the decision to transition to a regional dispatch and along with the desire to continue to staff our lobby at a minimum of 16 hours per day, the Police Department has been undergoing some operational changes in 2022. The two biggest changes are how we will continue to staff our lobby and the loss of the part-time reserve officer staff.

Police Reform Legislation that passed in Massachusetts in late December of 2020 has directly affected smaller communities such as Manchester who routinely utilize part time Reserve Officers to fill in gaps and openings in patrol officer scheduling. The impact this legislation has had on the use of Reserve Officers has started to affect us sooner than we had anticipated.

The Post Commission has made the decision to eliminate Reserve Officers in Massachusetts. The reserve police academy no longer exists; therefore, new Reserves cannot be hired and trained without going to the full-time Police Academy at an exceptional cost to the town. For those Reserve Officers who were already working when the legislation passed, the POST Commission has dictated many requirements for them to meet to remain certified as a police officer. Some of the key requirements include:

- Amassing 2400 hours of police-related on the job experience.

- Completing all classes as part of a “Bridge Academy” (intended to bridge the gap in training between a full-time academy and the part time academy).

If a Reserve Officer can meet these requirements, they have the option to be “bridged” (certified to be hired as a full-time officer). This makes them more marketable in the police field and opens them up to full-time job opportunities in other communities.

Ultimately, all reserve officers have a deadline of January 1, 2027, to either complete

the “Bridge” training or seek a career change. Again, this has caused an undue burden on communities such as Manchester, forcing us to reevaluate our staffing model as Reserve Officers leave for full-time positions elsewhere or leave law enforcement all together.

For FY 2024 we have proposed a new staffing model that would add two additional full-time Police Officers. By doing so, this would allow the police department to continue to cover the lobby with a full-time Police Officer 16 hours a day (because of the loss of our in-house dispatchers), to significantly reduce overtime, to eliminate reliance on Reserve Officers to back fill paid time off, and to show a savings on our annual budget of about \$116,000 a year.

The biggest asset for staffing the lobby with a Police Officer is the ability to use the lobby officer in a backup capacity for patrol functions during serious events. The police department has been operating at a minimum staffing level for many years with typically 2 patrol officers on the road covering calls. In almost all incidents that arise, it is common practice in police work that a 2-officer response is required to adequately handle a call for service. This means that all it takes is ONE call (such as a domestic disturbance, neighbor dispute, or vehicle crash) to immediately and completely overwhelm the manpower working on patrol. In many instances we have been fortunate enough to have a few different scenarios play out so that we could handle multiple calls at once. These scenarios include having an officer nearby on a detail duty that was able to break free and to assist, having an administrative officer such as the Lieutenant or Chief available from the station, or having an officer from a nearby jurisdiction able to assist with mutual aid. None of those scenarios are ideal, nor are they guaranteed. Out of necessity, our officers have also developed the skill of being able to juggle and prioritize calls in a way that we can stretch our manpower to its limits and still serve the community. It’s also become all too common for officers to split up to attempt to handle separate calls on their own, without backup; however, this is not an effective or safe approach in police work for many reasons.

Having that extra officer assigned to the front lobby would not only be beneficial in

handling all sorts of internal duties, but it will also be helpful in alleviating a lot of the concerns listed above and help with the shortage of Reserve staff due to Police Reform. The officer assigned to that position could, in emergency situations, be able to temporarily shut down the lobby window and respond from the station to assist Officers on the road when needed. During that time, any resident that were to walk into the lobby would still have access via push button to speak to a regional dispatcher and to have that officer return as soon as the call concluded.

Regional Dispatch:

Over the course of the last half of 2022 and into 2023, Police Department has been working closely with the Fire Department and the team at the Regional Center on the transition. We have been working on upgrades to our radio system and we have started to prepare for the installation and training of the new Central Square IMC record management system. Sergeant Newton and Officer Ryan Machain have been designated as the Department's system administrators for the new records management system. Both Officers will need to dedicate a significant amount of their time over the next year or more on data conversion and continue along with their current patrol and other administrative duties to assure a smooth transition to the new system. Both officers will also need to attend around 100 hours of training on the operation of the new software. I would like to commend the team at Regional especially Director Alyson Dell Isola, Deputy Director Chris Ryan, Operations Manager Lee Ann Delp, and training Coordinator Katrina Shamshak for their continued efforts during the transition and their willingness to ensure a smooth transition happens. However, I would truly like to give all the praise to the Officers, Dispatchers and Staff at the Police Department for their role in making this transition as smooth as it has been. We have faced the most challenges out of all of the town departments, and you all have gone above and beyond and have exceeded all expectations. Your willingness to put the town's public safety first and get the job done has not only been noticed by me but our residents as well. **THANK-YOU**

Accreditation:

The Manchester-by-the-Sea Police

Department was first certified in February 2018 and accredited in February 2019 by the Massachusetts Police Accreditation Commission. Accreditation is a voluntary process through which successful departments illustrate that their agencies are operating in accordance with the most rigorous of modern policing standards, which are established and evaluated by industry independent law enforcement experts.

To earn accreditation, a department must meet at least 257 mandatory standards and 125 optional standards. However, our department was only required to meet 69 of the optional standards because of our size. Regardless, the Manchester-by-the-Sea Police Department met all 257 mandatory standards and 80 optional standards.

In February of 2022 the Police Department received its first re-accreditation award from the Massachusetts Accreditation Commission after it was reassessed in the fall of 2021. I would like to thank Officer Ryan Machain who worked tirelessly on this accomplishment throughout the year. Maintaining Accreditation for a Police Department is a daily task during the year and without Officer Machain's diligence, our success in this program would not be possible, so I truly thank him for guiding us along.

Town's Comprehensive Emergency Management Plan Updated 2022:

Over the course of the spring, summer, and fall I have been working on our local CEMP plan. This plan was last updated many years ago by former Fire Chief Andy Paskalis and was in definite need of updates. We have had monthly meetings with our MEMA coordinator Matt Kolhonen to review the progress of the updates. Matt has been key in assisting us with the revision of this plan. At the end of 2022 the plan is 100% complete in draft form. It has been sent out for review with other town stakeholders. Once their review is complete it will be brought to the Select Board for final approval and signatures. I anticipate this will happen in the early part of 2023.

School Resource Officer:

In late August of 2022 I was able to have a meeting with Essex Police Chief Paul Francis and Superintendent of Schools Pam Beaudoin to discuss and to review the current SRO

Program. As a result of this meeting, it was decided that the SRO program is something that both Police Departments and the School District need to continue.

In October of 2022 our School Resource Officer and the Essex and Manchester Police Departments along with Staff from the Manchester Essex Regional School District were able to partner in a Comprehensive School Threat Assessment Training. This course provides Police Officers and school administrators an opportunity to learn about behavioral threat assessment and how their role on a multidisciplinary assessment team works. Now that the training is completed it leaves the team with a high degree of accuracy and agreement. It prevents teams from overreacting or underreacting to a situation and ensures the best possible outcome for the student(s) involved. This training was a huge success. Along with SRO Locke and I, Lt. McCoy, Officers Sidell and Reilly attended this training along with several Officers from Essex Police Department.

Since being in her role as SRO, Officer Andrea Locke has done an outstanding job and made significant progress with building relationships with the faculty, staff, students, and parents. Both Chief Francis and I look forward to the continued success of this program and working together with the district and the rest of the school community.

On a personal note, on September 26, 2022, along with Essex Police Chief Francis I was appointed to the Mass Chiefs of Police School Safety and Security Committee. This is a group of about 15 Chiefs from across the Commonwealth who will meet monthly to discuss the best practices for school safety, outreach, grants and to make recommendations regarding the police training in this area. I look forward to working with this group moving forward. The safety of our school community has always been important to me and by being involved the Mass Chiefs committee will help give the town insight as to what others are doing and how they are preparing.

Community Policing:

The concept of community policing has been around for a long time and in the US, it can be traced as far back as the 19th century. The primary purpose for its inception was to

have police engaging with communities to build strong relationships between its members and law enforcement. One of the earliest and major tactics of community policing involved officers going on foot patrols through the neighborhoods they serve. In today's modern era, this has evolved to departments incorporating social media and/or community engagement systems to share relevant local information with residents. It has been a vital strategy for cities and towns.

In 2022, the Manchester-by-the-Sea Police Department continued with our commitment to our community policing efforts as we believe our success is dependent on the partnerships, we form with our community members and its stakeholders. Above all the Police Department continues to provide its services with compassion, dignity, and the highest level of customer service.

Over the summer 2022 Officers participated in several organized community events:

- Summer Playground Public Safety Day with assistance from MFD, MSP mounted unit, Environmental Police, and Essex County Sheriff K9-Unit.

- Officers volunteered to assist with two motorcycle rides to benefit ALS.

- I presented at Manchester Club

- Officers volunteered to assist me with my monthly office hours where I held an ice-cream social for parents and students of MERSD. We had a combination of about 150 students, parents, and residents attend. It was a huge success!

- Touch-a-Truck event in collaboration with the Library, MFD, DPW and Harbormaster. We were able to work with the Bike and Pedestrian Committee to do helmet checks and distribute about 30 helmets to kids and a few adults. This was another successful event!

- Project Adventure's 1st Annual "Amazing Race" was held in April. Police and youth from 5 communities came together to compete on the challenge course, building relationships along the way! The team from Manchester/Essex took 1st place to beat out teams from Beverly, Lawrence, and Lynnfield.

- April 2022, Senior Care Inc., the Manchester-by-the-Sea Police Department, and the Manchester Council on Aging hosted a rally in support of World Elder Abuse Awareness Month.

2022 Community Policing Snapshot



Manchester by the Sea Police Department (Official)
 October 25, 2022

Calling all Manchester residents ages 12 and under! The Manchester Police Department is hosting a Painted Pumpkin Contest. Drop your pumpkin off on October 29 or 30 and be entered to win fun prizes from 4 Beach in Manchester! Pumpkins will be judged and displayed outside the Police Department on Halloween, October 31. Read here for complete details: Pumpkin Contest Details

MANCHESTERMAP.COM
Halloween Painted Pumpkin Contest - Manchester-by-the-Sea Police Department
 Calling all Manchester residents ages 12 and under! The Manchester Police Department is hosting a Painted Pumpkin Contest. Drop your pumpkin off on October 29 or 30 and be entered to win fun prizes from 4 Beach in...



Manchester by the Sea Police Department (Official)
 November 4, 2022

This afternoon, Detective Richard and Officer Thurow read "Officer Buckle and Gloria" to Memorial School kindergartners! They also answered questions about safety and what it's like to be a police officer! The students were overjoyed that they came by, and wished them well! Thank you to the Memorial School for having us!



Manchester by the Sea Police Department (Official)
 October 9, 2022

Earlier today, Officer Mullins participated in the 13th Annual Cardboard Regatta! He spent countless hours perfecting his craftsmanship in creating his vessel, but ultimately sank midway through the regatta. However, he was able to finish the race, no doubt due to the outpouring of support by Detective Richard, Officers Johnson, Gilson, Kim and Reilly, and Dispatcher Wilson. Officer Mullins came away with third place in the fan vote!

• October 2022, Officer Mullins participated in the 13th Annual Cardboard Regatta! He spent countless hours perfecting his craftsmanship in creating his vessel, but ultimately sank midway through the regatta. However, he was able to finish the race, no doubt due to the outpouring of support by Detective Richard, Officers Johnson, Gilson, Kim and Reilly, and Dispatcher Wilson. Officer Mullins came away with third place in the fan vote!

Department Commendations:

In April of 2022, Officers Chute, Sidell and Reilly, along with Manchester Fire Department personnel, attended a brief ceremony to meet a member of the community who was found unresponsive last March. With prompt dispatching, as well as the officers’ and firefighters’ lifesaving efforts, they were able to resuscitate the party, who amazingly made a full recovery. It was an honor and a privilege for these officers to meet the family. I was pleased to issue a lifesaving award for our department members. Their actions not only reflect well on themselves but the department and the

community they serve. **Congratulations on a job well done!**

2023:

As we move into 2023, as always, we continue to be dedicated to our community policing efforts and to making our stakeholder partnerships even stronger. We will continue to enhance our training and to remain current in today’s best practices in law enforcement. The constant loss of Reserve Officer staffing and training are going to be the continued focus in the early stages of 2023.

As I begin my 31st year as a Police Officer in Manchester by-the-Sea, I have never worked with a more qualified and dedicated group of Officers and Staff as I do now. The Town is very fortunate to have these dedicated employees that are willing to protect and serve our community. As your Chief and lifelong resident, I remain committed to delivering the highest quality of service through a transparent and community-oriented team approach.

Todd J. Fitzgerald, Chief of Police



DEPARTMENT OF PUBLIC WORKS

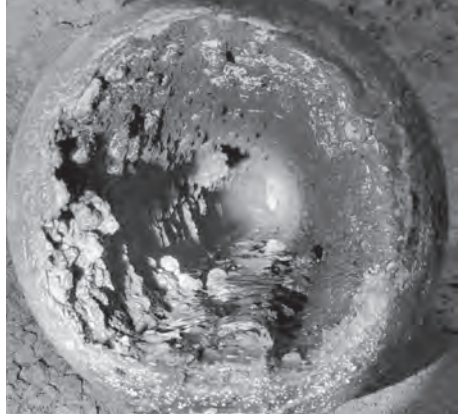
The Department of Public Works is pleased to provide the following summary of Department projects and activities over the past year. As always, if you have any questions or would like to know more about specific projects or our operations you can visit the DPW page on the Town website at manchester.ma.us/223/Public-Works, call at 978 526-1242 or visit at Town hall Room 6; a plethora of information regarding capital planning and projects is archived and updated throughout the year here- manchester.ma.us/768/Project-Dashboard and here- <https://manchester.ma.us/695/DPW-Reports-and-Information>.

This year DPW teamed up with the Parks & Rec and Harbor Departments on a couple of construction projects. One converting the old skate park near Sweeney Park to new Pickleball court; the other project completing the new pilings and float system at Tucks Point. We will continue to support these departments in the upcoming Pine Street Field redevelopment and adding the additional floats at Morris Pier, Transient Floats at Reid Park, as well evaluating alternatives for future preservation Rotunda at Tucks Point.



On the wastewater system, we continued concentrated efforts at the treatment plant replacing failing grit classifier and return activated sludge pumps; as well as other tankage, equipment and appurtenances maintenance. Previous investments in the towns sewer collection system allowed DEP to lift the sewer connection moratorium with the expectation the full consent order being lifted in 2023.

On the water system we continued water main replacement efforts on School Street completing a cleaning and cement mortar lining project. At the water Treatment plant we



Water pipes before and after cleaning and lining work

completed meter system improvements to help us better quantify our water withdrawals and production. The Town continues to monitor our sources for the presence of PFAS. At present the town is conducting monthly testing at the Lincoln Street well and remains below the 20 ppt threshold. Should we go over the 20ppt threshold additional measures will need to be taken. Please take a look at the Town website manchester.ma.us/777/PFAS. We also continued replacing old and inoperable water system valves and hydrants which will give us better control of the water system during future water main projects and system wide flushing programs.

The Department continued efforts to update our aging drainage infrastructure. Improvements were made throughout town on catch basins and existing failing drainpipe was lined on Harbor Street. Annual work was completed sweeping

roads, cleaning basins, as well as other mapping and sampling efforts for the Town to be in compliance with state and federal requirements for the municipal separate storm sewer system permit (MS4 permit). This work included town storm water management plan, asset inventory and mapping, and sampling at Town outfalls.

Finally, the Town and DPW saw two retirements- one long-time DPW associate, foreman and townie Mark Hammond; and primary distribution System operator Phil Kowalski. Mark spent 36 years with the Department and his familiarity with the Town and Townspeople will be missed. Similarly, Phil was with the Town for 25 years, a constant presence around Town Hall, and his historical knowledge of the water system will be nearly impossible to replace. We wish them both all the best in retirement.



The Department appreciates your patience and forbearance during construction activities of these projects and continued support of our work.

All the Best,
Charles J. Dam P.E.
Director of Public Works

BOARD OF REGISTRARS

Voter registration totals as of December 31, 2022:

Democrat	1011
Republican	569
Unenrolled	2778
Other	34
Grand Total:	4392

The total population figure gathered from the Town Census is 5,220.

Respectfully Submitted,
Eileen Buckley, Chair

Dianne K. Bucco, MMC/CMMC, Town Clerk

MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT

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

MERSD has a reputation of strong academic achievement, high-quality faculty, a commitment to small class size, and a robust co-curricular program. Throughout 2022 MERSD continued to make progress in fulfilling its goals as outlined in the Strategic and District Improvement Plans. Highlights include continued academic excellence, ranking number four on *Boston Magazine's* best high schools list, receiving the Safe and Supportive Schools grant, completing the Manchester Memorial School building project on time and under budget, commissioning a facilities assessment in preparation for pursuing the Essex Elementary building project, and continuing development of our academic program to support student achievement.

- The Manchester Essex Regional High School ranked fourth in *Boston Magazine's Fall 2022 Best High Schools Edition*. *Boston Magazine* ranks public high schools in towns or districts within, or partially within, I-495. The list is compiled from the most recent data for each school available at press time from the Massachusetts Department of Elementary & Secondary Education. Student achievement, quality of the faculty, class size, and funding are among the components used to establish rank. Additionally, MERHS ranked among the

top 5% of High Schools Nationwide in the Spring 2022 *US News & World Report Best High Schools* edition.

- Earlier this year MERSD completed its Strategic and District Improvement Plans. The Strategic Plan consists of a district Mission, Vision and Core Values, and Vision of the Graduate. It forms the construct for the development of the district and school-based Improvement Plans and, ultimately, the framework for the development of teacher goals and objectives. The overarching goal of our plan is to increase our professional capacity to support and nurture all learners. The District Improvement Plan is based on the model of continual improvement, and it is intended to be a living document that provides a district road map for growth. In support of our strategic priorities of fostering authentic learning and integrating social emotional learning into all aspects of the school day, MMS students have been participating in experiential learning activities to increase civic mindedness, collaboration, and compassion, as evidenced by their participation in the first annual Civics Fair and Veterans' Day assembly and the reinvigoration of the school's Green Team into daily learning.

- The Manchester Essex Regional School District has received a \$10,000 grant to develop and implement a safe and supportive school action plan that addresses the social, emotional, and health needs of all students. In alignment with Manchester Essex Regional School District's 2022-2025 Strategic Plan, the plan will focus on six areas of safe and supportive schools: leadership and culture, family engagement, professional learning opportunities, access to resources and services, teaching and learning that fosters safe and supportive environments, and updating policies and procedures. Each Manchester Essex school will create a team to take part in development, in coordination with the district leadership team of principals, deans, and central office administration.

- Throughout 2022 MERSD has continued its efforts to assess and map its long-term facility's needs. In the fall of 2022 MERSD commissioned Habeeb & Associates to conduct a needs assessment of both facilities to provide a data-based resource to guide in the development of a timeline to address the

replacement of Essex Elementary School as well as to proactively plan for maintaining the middle high school, which will reach its half-life in 2034. The results were reported to the community in November and clearly show that Essex Elementary has passed its useful life. The study identified about \$9 million in ongoing capital investments that will be needed to address the aging facility. In response to the report, MERSD intends to file a Statement of Interest with the Massachusetts School Building Authority in April 2023. A Statement of Interest is the first step in applying for building project funding assistance from the MSBA, which works with communities to support educationally appropriate, flexible, sustainable, and cost-effective public-school facilities. Should the MSBA invite Manchester Essex into the Eligibility Period, the District will have 270 days to complete a series of actions, including creating a School Building Committee, documenting financial and community readiness, and developing an agreement for a full feasibility study.

- The Manchester Memorial School project has been completed on time and under budget. It has also been recently awarded "LEED Gold Certification" for recording a "high energy-saving performance score." LEED-certified buildings save money, improve efficiency, lower carbon emissions, and create healthier places for inhabitants. To achieve LEED certification, a project earns points by adhering to prerequisites and credits that address carbon, energy, water, waste, transportation, materials, health, and indoor environmental quality.

MERSD began the FY24 budget with the challenge and strategic priority of maintaining a sustainable, multi-year operational budget and capital improvement plan. To that end, we continue to work collaboratively with our town partners to address a structural funding problem by reducing our reliance on reserves and increasing revenues received from towns to support a level services budget. A level services budget provides the same program scope, class size, course offerings, and services from one year to the next and allows for the resources needed to support the priorities of the MERSD Strategic Plan.

MERSD proudly works to educate each child from his/her own readiness level to facilitate intellectual, social and emotional

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

Pamela Beaudoin, Superintendent of Schools

Finance & Operations

MERSD's School Committee goals include the objective to "develop and deliver a fiscally responsible budget that restores educational quality, supports District goals, recognizes the confines of Proposition 2 1/2, and advocates for increased funding for the district."

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 1/2. Over the past five years, spending and assessment increases have been fairly consistent, averaging 3.27% for spending and 3.17% for assessments.

From a spending perspective, 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 ways to reduce costs in other areas of the budget whenever possible. Over time, however, this has become more challenging. 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 1/2. 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 few years with either a revenue correction (e.g. override)

or more substantial program reductions. A revenue correction last occurred for MERSD in FY16, 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 began planning a few years ago for another such correction which is now proposed for the 2024 budget cycle – eight years since the last larger-sized adjustment. As of January 2023, the anticipated gap for the FY24 budget between a level services budget and the 3.5% target assessment growth rate for member towns is approximately \$756,000. Additional discussion prior to School Committee's final budget adoption vote in early February may change this figure. Given the magnitude of the current estimate gap, however, 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 increase class sizes and reduce elective offerings, which would clearly conflict with MERSD's School Committee goals and the expectations of many community members.

Impact of Declining Enrollment on MERSD's Budget

One major reason for the FY16 revenue correction was increasing enrollment. Over the decade leading up to this correction, MERSD's resident enrollment had grown 25% or 310 students, which necessitated more staffing to manage class size. The additional funding requested and received from the community was partially offset by an increase in State Aid from the Commonwealth's Chapter 70 program, which uses a per-pupil funding model.

Since that time, the enrollment trend has reversed, matching demographic decline across the Commonwealth and nationwide. In Manchester and Essex, MERSD's resident enrollment has recently declined 23% from a high of 1,466 in 2012-2013 to 1,158 in the 2022-23 school year. This decline has led to staffing reductions and cost savings in many areas of the budget, but other factors have offset these reductions somewhat.

One of these offsetting factors has been the impact of enrollment at each grade level.

MERSD initially shifted teaching resources from the elementary grades to the middle school and then high school, following the path of the enrollment growth “bubble” rising through the grade levels. The last remnants of this 10-year bubble are now at the upper grades of the high school, as shown below.

In recent years, MERSD has also needed to add special education teachers and teaching assistants to address increasing student need, which is also a trend seen across the Commonwealth. Prior to the FY24 budget, these special education staffing additions mostly offset enrollment-related reductions in general education staffing, keeping total District staffing relatively stable, despite declining enrollment. In the proposed FY24 budget, enrollment related staffing reductions of four full-time equivalents (FTE) are planned in both general education and special education settings.

In-District Special Education Programs

Much of the recent investment in special education staffing is related to development by MERSD of in-district special education programs. These programs benefit students by enabling them to remain in our community schools with their peers, and also help manage potential spikes in costs. MERSD’s in-district programs save taxpayers more than \$1.8 million annually after factoring in the adding staffing costs. Without these in-district programs, MERSD would be obligated to send students to programs outside the district, which are generally much more expensive.

Estimates for the FY24 budget show that 14 students whose needs cannot be met with in-district programs have estimated placement costs in excess of \$100,000. Out-of-district (OOD) placements can be difficult to predict when associated with move-ins (i.e., new residents). Transportation is also mandated for OOD placements. The cost of these services has risen significantly for all school districts in recent years, due to a nationwide shortage in hourly workers, including bus drivers. For MERSD, the OOD transportation budget has risen 146% or \$466,000 over the past three years. 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.

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. For that reason, continuing use of reserve funds for the recurring operating budget is neither sustainable nor considered best practice. MERSD is working with member towns to plan for increased revenue to support the operating budget in FY24 so that we will no longer have to deplete these important “rainy day” funds.

MERSD’s recent capital investments, for which reserves funding is more ideally suited, have included facility and technology enhancements at Essex Elementary School to ensure programmatic equity with the new Manchester Memorial Elementary School. Examples include the new Essex Elementary playground, security upgrades to match the new system at Memorial, and commissioning an updated Facility Conditions Assessment to inform potential costs and timing of systemic, infrastructure upgrades (e.g., roof, boilers, windows) that will soon be required at Essex Elementary, which is currently 66 years old. Preliminary results of this assessment indicate that the cost to remediate individual facility needs at Essex Elementary will be similar to the cost of a systemic building project (e.g. renovation or new construction). Decision-making on how to handle upcoming needs will eventually require a vote of approval and funding from taxpayers in both communities. The district may also qualify for a grant from the Massachusetts School Building Authority, which is paying for approximately 25% of the Memorial School project currently.

In the meantime, MERSD has been supplementing reserve-funded capital improvements with funding from grant programs. Over the past five years, MERSDS has partnered with the Town of Essex to implement \$470,000 in energy-efficiency

improvements through the state Green Communities Grant program over at no cost to taxpayers. These upgrades help to extend the life of the school while awaiting longer-term direction and planning.

Reserve funding also enabled MERSD to keep schools running safely during the COVID pandemic without having to request any additional funds from member town taxpayers. This was despite a cost of \$1.8 million in required 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. District reserves were eventually reimbursed for COVID spending by grants from the federal CARES program in partnership with the towns of Manchester and Essex, by Department of Elementary and Secondary Education COVID grants and by FEMA.

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 \$577,000 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.

MERSD's strong credit rating has also helped MERSD to reduce the cost to

taxpayers of the 2008-10 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 \$130,000 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 seven-year average annual growth rate in spending of 3.27%, there are structural, recurring reasons why the level services budget generally exceeds the limits of Proposition 2 1/2. 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 105th among all districts in Massachusetts in average teacher salary, amid consistent recognition for MERSD's award-winning academic and 'whole child' programs.

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 budget 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 cost increase 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). 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.

Avi Urbas, Director of
Finance and Operations

Curriculum, Instruction, and Technology

The Manchester Essex Regional School District continues to refine and expand instructional practices for teaching and learning at all levels. We are finding our equilibrium after a couple of challenging years. Teachers at all levels are working to articulate their curriculum. In doing so they are aligning MERSD (Manchester Essex Regional School District) curricula with the Department of Elementary and Secondary Curriculum Frameworks and the Vision of the Graduate. At the elementary level, the work includes the development of Parent Curriculum Guides. The guides will provide MERSD families with an overview of learning objectives and outcomes for each content area grades K-5.

In addition, we have refreshed the MERSD five-year Curriculum Review Cycle to ensure that our curriculum and instructional practices are grounded in current research, best practices, and are aligned to the Manchester Essex Regional School District's vision for student success.

The MERSD District Technology Team consists of the District Network Administrator/Technology Manager, District Data Analyst/Database Administrator, IT Support Specialist, Digital Learning Specialists, Technology Teacher, Director of Finance and Operations, and the Director of Curriculum and Technology.

This team collaborates in ensuring the compatibility of the administrative and educational elements of the MERSD technology systems and supports.

- This year the MERSD Technology Team focused on: Refining instructional technology software and subscription to identify the most appropriate tools to support teaching and learning.

- Providing instruction and support for the integration of technology in the classroom and beyond.

- Updating multiple administrative components of the system for effectiveness and efficiency.

- Developing a single sign-on system for our students and staff.

- Creating in-house tools for warehousing,

analyzing, and presenting data.

- Supporting state and local assessment processes.

- Implementing a digital system for registering, recording, and certifying educator professional development.

Diversity, Equity, and Inclusion

This year Manchester Essex Regional Schools were awarded the Safe and Supportive Schools Grant.

A safe and supportive school is one that welcomes, supports, and engages all students to learn deeply, grow, and thrive. It promotes and ensures that students experience a learning environment that is equitable, culturally responsive, and trauma sensitive.

Massachusetts Safe and Supportive Schools Framework Law (G.L., c 69, s. 1P) defines a safe and supportive school as follows: Schools that foster a safe, positive, healthy and inclusive whole-school learning environment:

- Enable students to develop positive relationships with adults and peers, regulate their emotions and behavior, achieve academic and non-academic success in school and maintain physical and psychological health and well-being; and

- Integrate services and aligns initiatives that promote students' racial, ethnic, and cultural identities, and supports their behavioral health, including social and emotional learning, culturally responsive pedagogy and teaching, suicide prevention, bullying prevention, trauma sensitivity, dropout prevention, truancy reduction, children's mental health, foster care and homeless youth education, inclusion of students with IEPs, positive behavioral approaches that reduce suspensions and expulsions and other similar initiatives. (DESE Safe & Supportive Schools Framework)

In alignment with MERSD Strategic Plan core value of creating a just and equitable environment that respects individual differences and the diversity of our communities, country, and world, the district continues to work collaboratively with consultant Michael Eatman to develop our capacity to meet the needs of all students. Michael is guiding us in the application of the five components of Cultural Competence: Awareness, Attitude, Knowledge, Skills, and Practices, as we engage in:

- Completion of Safe and Supportive

Schools Self-Assessment

- Identification of inequities and options for minimizing gaps
- Development of Safe and Supportive Schools building-based action plans
- Integration of district and schools' strategic goals and initiatives.

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

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. Using Multi-Tiered Systems of Support (MTSS), 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. To that end, MERSD implemented a new diagnostic assessment system this year grades K-8, established a district-based elementary support team, built a common elementary schedule to allow for co-teaching and the integration of support, and implemented common MTSS processes across the schools.

Angela Bik, Interim Director of Curriculum & Instructional Technology

Student Services Annual Report

The Student Services Department comprises Special Education, Section 504, English Language Learners, Homeless Students, Health and Counseling Services, and

Preschool. Responsibilities include program development, staff training and supervision, budget management, delivery of direct services (ELL, Counseling, Special Education), and maintenance of legal compliance with federal and state regulations in these areas. The MERSD is committed to providing an inclusive and supportive environment for students with disabilities. The department provides direct services, assessment, and consultation for these students through Individualized Education Programs (IEPs). The District's compliance with state regulations is assessed on a three-year Tiered Focused Monitoring cycle, which was most recently completed in 2021-2022, and yielded no findings of special education non-compliance. The District routinely screens children to identify potential disability-related needs; approximately 225 students, 17.7% of the student population, receive special education services. Fifty-two children in PreK-12 were referred for an initial special education evaluation in 2021-2022. Special education services range from classroom support and related services (OT, PT, Speech) to sub-separate in- and out-of-district programming. Specialized in-district programs include Students with Integrated Goals (SWING) for children with developmental and communication disabilities; Academic and Communication Enhancement (ACE) for children with neurological and complex language-based learning disabilities, Intensive Reading and Written Language (IRWL) for students with dyslexia; and Social and Academic Integrated Learning (SAIL) for students with social-emotional disabilities and/or level one autism. In addition to special education, the District provides accommodations for 70 students eligible for Section 504, a federal regulation that protects individuals with disabilities from discrimination in education and employment. Seven English Language Learners (ELs) receive direct instructional services through the District and 11 additional former ELs are monitored through the department. The MERSD also provides full-time health and counseling services in each building, staffed by School Adjustment Counselors, School Nurses, and School Psychologists.

Allison Collins,
Director of Student Services

Essex Elementary School

“Coming together is a beginning; keeping together is progress; working together is success.” ~ Henry Ford

In the spring of 2022, we felt the accuracy of Henry Ford’s words. Spring’s arrival meant our 219 students in Grades K-5 could gather once again, share the hallways, and welcome visitors to our building, reminding us that schools are the social fiber of a community.

The fall of 2022 brought our student-led Open House and school-wide monthly meetings, reinforcing our shared sense of belonging and togetherness.

The personalized instruction in our school is embedded in its systems. Specialized programming, such as our SWING and ACE classrooms, exist alongside centralized support for multilingual language learners and supplemental reading and math assistance. Academic progress, measured by state testing, highlights that our students continue to perform

above the state average in reading, mathematics, and science. Enhancing writing skills is an area identified for continued growth. Our after-school programs afford students the opportunity to gain skills in unique ways through multi-week offerings such as Organization Station, Growth Mindset, and Science, Technology, Engineering and Math (STEM).

Students’ most treasured memories often generate from their shared experiences in Art, Music, Physical Education, Technology and Library classes. Weekly classes, special events that highlight their achievements like musical performances and the Art Show, and much-anticipated special events like dancing the Monster Mash and Field Day, are all components of joyful, authentic learning. Students in third through fifth grade can take advantage of an extended day as members of instrumental music instruction, chorus, or our new Rock Band.

Working together is success, evidenced by



EES Open House, September 2022



Winter concert, December 2022



EES i-Walk Event, October 2022



Community Breakfast, Grade 5 helpers, December 2022



*Hooper Fund Community Read Parade,
November 2022*

our family and community partnerships. We are thrilled to make use of the expertise and energy around us! From Friends of Essex Elementary-sponsored events, such as the Happy as a Clam road race and the Harvest Hoe Down, to a wide variety of community partnerships, students witness the positive outcomes of these valuable collaborations. Working with our community partners has resulted in a successful community breakfast, student visits to local museums, restaurants, and the Council on Aging, and collaborations with local musicians. The Hooper Fund-supported Community Read brought families to our parade and smiles on the faces of our children. Together, success becomes a reality.

Sheila McAdams,
Essex Elementary Principal

Memorial Elementary School

Manchester Memorial Elementary School (MMES) has 294 students enrolled in Pre-K through Grade 5 this school year. In addition to Grade K-5 classrooms, the school also has three programs that are available to students from both towns. Students needing special services from either town may qualify for these programs. Over the years, we have seen tremendous success for the children in these programs, including the MERSD Integrated Pre-K, the MERSD Social and Academic Integrated Learning (SAIL) Program, and the MERSD Intensive Reading and Written Language (IRWL) program. In Grades K-5, classrooms average roughly 17.3 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. Students in the upper grades may take instrumental music lessons during the school day and participate in the MERSD elementary band. Students also can join our before-school chorus program and perform with the band at various concerts throughout the year. MMES students also enjoy a number of enrichment programs that are sponsored by our PTO, including musical/dance performances and academic enrichment presentations.

Over the past two years, we have focused our work in three areas: curriculum and practice equity (K-5 district-wide), valuing diversity, and expansion of our performing arts participation. Our teachers have been working closely with their counterparts at Essex Elementary School to align their curriculum, instruction, and assessments. Part of this work will be MERSD Elementary Curriculum Guides and eventually updated report cards. We have been working with our staff, students, and families to better understand the diverse backgrounds that we all come from, how that diversity is an asset to our community, and how to be respectful of one another’s differences. Our performing arts program has really kicked into high gear! We can proudly say that this is a hallmark of the MMES culture. From young pianists filling the lobby with music each morning to an ever-expanding “rock band,” our students are learning how to display their talents and passions on stage. The future is incredibly bright!

Finally, MMES is very fortunate to have a high level of supportive parent involvement. As a result of the 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.

John Willis, Principal
Memorial Elementary School

Manchester Essex Regional Middle School

The 2022 school year marked a significant return to pre-Covid school days for the middle school’s 283 students. The Annual Winter



Concert was in person for the first time since 2019, and a renewed collaboration with the YMCA of the North Shore gave our students the opportunity to welcome in 2022 with music and song. The statewide masking mandate was lifted in late February, signaling a shift away from COVID-centric protocols. In addition to focusing on academics, middle school students repeatedly asked for time and resources to work on helping others.

As always, teachers put students at the center by facilitating numerous student-led charitable fundraising and giving events. The first began when students looked for a way to recognize and thank our local, tireless healthcare workers who continued to care for and support the many patients still struggling with COVID-19. After organizing a Walk-for-Workers event, which raised over \$3,000, the Middle School Student

Council reached out to collaborate with Feed the Frontlines Northshore and The Cookie Monstah, then delivered delicious cookies to healthcare workers at Beverly Hospital. The intrinsic rewards experienced by this first event fueled our students' desire to continue helping others. They connected with our local American Legion, the Gloucester Open Door Food Pantry, The American Red Cross, and organizations focused on helping victims of the war in Ukraine. Through their efforts, our students:

- Collected boxes and boxes of leftover Halloween candy, which they sent to Treats for Troops.
- Ran a successful food drive during the holiday season and shipped donations to the Open Door Food Pantry.
- Coordinated several events to benefit Ukraine, including making blankets, cards, and running fundraisers.
- Organized a second walk-a-thon, raising over \$7,000 to support victims of Hurricane Ian through the American Red Cross.

There were many firsts and new beginnings





in the 2022 school year for the Middle School. Grade 8 students enjoyed presentations from members of our local government and participated in their First Annual Civics Fair. We celebrated our first middle school Veterans Day assembly. The Green Team was re-energized, becoming an integral part of daily learning as they shared environmentally focused “Green Facts of the Day” each morning during announcements, and they were featured in our local *Cricket* newspaper. We celebrated our first in-school club day, where students chosen from over 18 teacher-led clubs, from chess to strength and cardio, calligraphy, music, and more. This event was so successful, it will become a staple of our middle school students’ learning and peer collaboration experiences.

Curriculum, instruction, and technology continued to be an area of focus in the fall. Middle school teachers in all content areas engaged in formal data-analysis training, as they learned new tools and explored the many features of our new i-Ready reading and math assessment tool, which was piloted in 2021. 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. Students continued learning in the one-to-one Chromebook environment, as teachers employed a host of technology education tools to increase student engagement and facilitate efficient formative assessments, including Google Apps for Education, Kahoot, Blooket, Padlet, PearDeck, IXL, and NoRedInk.

MERSD’s Vision of the Graduate and the RULER SEL approach will continue to be a cornerstone of the middle school’s ongoing focus on Social and Emotional Learning, and Diversity, Equity and Inclusion. These approaches ensure that we are engaging students in experiential learning that helps to develop and build upon the dispositions outlined by the District Vision of the Graduate. This work includes developing a school-wide, student-centered Charter (*this year’s emotion target words are Safe, Respected, Comfortable, and Happy*) and full student participation in our annual fall Project Adventure field trips, which are a collaboration with Camp Spindrift in Gloucester, and the YMCA of the North Shore. This annual field trip at each grade level is facilitated by content and exploratory



teams of teachers, who are led by our Project Adventure-trained Health, Wellness, and Physical Education teachers.

Teaching and learning at the middle school

centers around a safe and inclusive culture, which is bolstered by annual research-based safety training including the ALICE protocol and Anti-Bullying Awareness developed by the Massachusetts Aggression Reduction Center (MARCC). Students in Grades 7 and 8 engage in Signs of Suicide (SOS) training and the Youth Risk Behavior Survey (YRBS), and students in Grade 7 participate in Screening, Brief Intervention, and Referral to Treatment (SBIRT). All of these research-based programs are facilitated by licensed middle school mental-health professionals and center around prevention, early detection, risk assessment, and support.

The Manchester Essex Regional Middle School is a welcoming, safe, academically engaging, and inspiring place for early adolescent students to learn, grow, and explore. We are thankful for fantastic teachers, a supportive parent/guardian community, and our many connections to organizations throughout Manchester, Essex, and the larger region who help us develop authentic, real-world learning experiences to our students.

Joanne Maino, MERMS Principal

**Manchester Essex Regional High School
CLASS OF 2022
Academics**

Manchester Essex Regional High School continues to progress in an effort to provide all students with a broad-based curricular experience. The curriculum aims to provide a student-centered focus and development of the skills and dispositions of the Vision of the Graduate.



The students at Manchester Essex Regional High School continue to achieve at high levels. Ninety-four percent of the Class of 2023 moved on to post-secondary academic options. One hundred eighty-nine students took Advanced Placement courses during the 2021-2022 school year. Those students took 386 AP courses ending exams with 77% of the students scoring 3–5 (levels that are deemed acceptable for college credit). Two students were named as a Commended Student by the National Merit Scholarship Board for their academic promise and performance on the PSAT.



Students participate in hands-on, real-world, authentic learning activities across disciplines. During the fourth quarter of senior year students take part in SCORE, the MERHS senior Internship Program. Freshmen took part in a STEM fair to show their learning in math and science. Presentations at the end of the experience reflect student growth related to the Vision of the Graduate.



Experiences such as teaching elementary students all about chemistry, develop relationships and provide for an authentic opportunity for students to show and share learning.



The visual and performing arts are an essential component of the Vision of the Graduate as students expand their creativity and collaboration skills.



Athletic Accomplishments

Winter:

- Boys Basketball: MIAA D4 Elite 8
- Girls Basketball: MIAA D4 Round of 32
- Alpine Ski: NSSL Interscholastic Race (Girls Fifth Place, Boys Eighth Place)
 - Indoor Track: MIAA D5 Meet - Caelie Patrick, Fifth Place in the 1000m, Jack Newton, Seventh Place in the 1000m, and Caroline MacKinnon 2nd Place in the 600
 - Swimming and Diving: Seven female swimmers and one male swimmer at MIAA D2 North States; Shea Furse, 2x Sectional/State

Champion in the 200 free and 500 free, two sectional records and one state record, two-time All-American



- Football: MIAA D8 Elite 8
- Girls Soccer: MIAA D4 Elite 8
- Boys Soccer: MIAA D4 Round of 32



Spring:

- Baseball: MIAA D4 State Champions
 - Boys Lacrosse: MIAA D4 Round of 16
 - Girls Lacrosse: MIAA D4 State Finalists
- Runner-ups
- Sailing: Sharon High School Invitational, Second Place; Zimba Fleet Race Championship, Sixth Place; Mass State High School Fleet Race Championship - Ava Rizzico, Ninth Place and Ian Carlin, 12th Place
 - Boys Tennis: MIAA D4 Elite 8
 - Girls Tennis: MIAA D4 Final Four



Extracurricular Activities

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. Robotics Team 2084 had an impressive showing at the FIRST Competition.

Senior Week activities returned to their traditional format. Students participated in the Prom at Danversport Yacht Club, a trip to Six

Fall:

- Cheer: Competed in the CAL Competition - first time competing in 20 years!
 - Cross Country: MIAA Divisionals Meet
- Boys, Eighth Place (Individual Qualifiers for MIAA All States Meet were Logan Cooper and Finn O'Hara), Girls, Seventh Place; MIAA All States Meet - Girls, 19th Place
- Golf: MIAA D3 North Sectionals - Eighth Place
 - Field Hockey: MIAA D4 Finalists
- Runners-up





Flags amusement park, class night of bowling, Baccalaureate, and Graduation.

Patricia Puglisi, MERHS Principal

SEASIDE NO. 1 ANNUAL REPORT

The historical gem, Seaside No. 1, was constructed in 1885 to serve the town of Manchester as our fire station. It continues to this day, to serve the town of Manchester as both a museum and town offices. In 2022 the museum hosted educational programs for students from Memorial School, as well being open on select days for the general public to enjoy. As with all historic buildings, required maintenance of this town owned building is always ongoing in order to preserve this beautiful structure.

In 2022, thanks to generous CPA funding the exterior of the building was completely painted as well as the replacement of the roof. We would like to thank the DPW for facilitating these projects.

SUSTAINABILITY COMMITTEE

The Sustainability Committee continued to strive to fulfill its mission of promoting strategies and initiatives to reduce the negative environmental impacts of Town activities. The Committee also sought to engage the community through presentations, educational materials, articles in the Cricket and Gloucester Daily Times, and other means of raising awareness of the climate crisis. In the interest of engaging with Manchester schools, we made two presentations to the Memorial School Green Team, and have others in the works. We also hope to conduct a Zero Waste Challenge to help bring awareness of the need to reduce the amount of trash produced in Manchester households, and to divert food waste from the waste stream.

The committee has continued to work closely with Black Earth, supporting the new composting facility and improving the integration of composting into the waste collection system. We have met with Crosbys and plan to meet with the restaurants in town to encourage them to compost food waste.

We are partnering with the Cape Ann Climate Coalition to address larger climate change mitigation issues, and helped to conduct citizen interviews for the Voices project. We have also connected with neighboring towns' waste reduction committees to learn about their best practices, and with the MassDEP.

We drafted a by-law to ban organics in trash, similar to that passed by the town of Hamilton, and presented it to the Select Board for discussion.

In collaboration with the DPW, we are planning to invite the new waste disposal vendor Republic Services to give a presentation to townfolk to educate on current recycling practice.

A new long-range plan was drafted for the committee, and will be presented to the Select Board when completed.

Our social media platforms have been continually refreshed with important news and information about worldwide environmental issues, and we have continued with letter writing and outreach.

Think globally, act locally!

Sustainability Committee members: Alison Anholt-White (Chair), Nadia Wetzler, Sue

Henderson, Louisa Mackintosh, John Croft.
 Student Liaisons Anna O’Leary and Bella
 Wright

TOWN CLERK

The Town Clerk’s office took in the
 following monies for the Town:

Vital Certificates:	\$ 5,295
Dog Licenses:	\$ 16,765
900 dogs registered	
Dog Fines	\$ 195
Business Certificates:	\$ 1,280
35 DBAs registered	
DPW	\$ 6,010
Street Lists	\$ 290
Public Records	\$ 323
113 requests logged	
Flammable Registrations	\$ 50
5 registrations	
Raffle Permits	\$ 30
3 permits issued	
Land Use Monies	
Zoning Board of Appeals	\$ 15,280
Planning Board	\$ 2,250
Historic District	\$ 700

Vital Records:

- Births - 28
- Deaths - 43
- Marriages - 22

Respectfully Submitted,

Dianne K. Bucco, MMC/CMMC, Town Clerk

WATER RESOURCES PROTECTION

TASK FORCE

At the behest of the Select Board, the Water
 Resources Protection Task Force has been
 studying Manchester’s drinking water since its
 first meeting in January 2022. During the year,
 20 members, alternates and other volunteers
 participated in 30 public meetings and served
 on six different Working Teams:

1. Usage & Demand for Drinking Water
2. Supply & Sources
3. Effects of Climate Change
4. Quality & Contaminants
5. Citizen Awareness & Engagement
6. Town Responsibility & Authority

Our DPW Director Chuck Dam and
 Town Engineer Nate Desrosiers provided
 indispensable assistance, educating the
 volunteers, conducting tours, and sharing
 their expertise in every Task Force meeting.

Geohydrologist Scott Horsley who authored
 the last study on Manchester’s drinking water
 in 1990 performed groundwater studies and
 consulted with the Task Force, along with his
 team of experts and graduate students.

The WRPTF is on track to deliver its
 Findings and Recommendations to the Select
 Board within its 18-month timetable, which
 ends with FY2023. Sincere thanks go to all
 those who’ve participated in the Task Force
 during 2022:

MEMBERS

1. Steve Gang – Chair & Con Comm
2. John Round – Select Board
3. Ron Mastrogiacomo – Planning
4. Peter Colarusso – Board of Health
5. David Lumsden – Con Comm
6. Jessica Lamothe – Stream Team
7. Helen Bethell – Open Space & Recreation
8. Mike Carvalho – At Large
9. Jeff Cochand – At Large
10. Ron Parker – At Large
11. Gordon Turner – At Large
12. Tom Kehoe – At Large

ALTERNATES

13. Ann Harrison – Select Board
14. Sarah Creighton – Planning Board
15. Francie Caudill – Stream Team
16. Olga Hayes – Open Space & Recreation

VOLUNTEERS / REGULAR ATTENDEES

17. Joe Sabella
18. Randi Augustine
19. Lynn Atkinson
20. Fred Wales

CONSULTANTS / STAFF

1. Sue Croft – Administrator
2. Scott Horsley – Geohydrologist
3. Danna Truslow – Geohydrologist

WELCOME TO MANCHESTER

COMMITTEE

The Welcome to Manchester Committee
 is dedicated to welcoming new residents and
 their families by sending informational letters
 to each family and planning special gatherings
 for them a couple of times a year.

Leslie Beatty, Chair
 Christine Metrano-Barber
 Hope Watt-Bucci
 Melanie DiBiasio

WINTHROP FIELD COMMITTEE

The Winthrop Field Committee is an advisory committee to the Select Board in the preservation and management of Winthrop Field in accordance with the restrictions applicable to it.

Several activities were completed in 2022. The field was mowed and the hay was baled by Sea View Farm of Rockport. The second rotary mowing of the field was also done in the fall, the first time in several years. Work continued on the drainage system under the Field. The committee worked with Dash Drains to locate the drain lines going to the two manholes that will be rehabilitated. A request for quotation was prepared for the manhole and drain line work with our advisor, Ben Rossi, and was sent to local contractors. The single response from Jeffrey's Creek was reviewed and accepted by the committee. Excavation of the failed manholes may start as early as December 2022.

All projects and expenditures in 2022 were funded by generous donations from the Clara Winthrop Charitable Trust, members of the Winthrop Field Committee, and friends of Winthrop Field. Neighbors and committee members cleared the brush along the south and west borders of the field with the brush being hauled to the compost site by the DPW.

The Committee is evaluating the installation of a pollinator patch along the border of Winthrop Field. The Committee met with members of the CPC and has contacted local experts. The planning and work to approve the pollinator patch will take place in 2023.

Winthrop Field is open for passive recreation all year. This year, Town residents used the area for walking, snow shoeing, cross country skiing, and dog walking.

ZONING BOARD OF APPEALS

Zoning Board of Appeals Members: Sarah Mellish (Chair), John Binieris, Kathryn Howe, James Mitchell, Brian Sollosy (Clerk), Sean Zahn (1st Alternate), and James Diedrich (2nd Alternate). Gail Hunter (Administrative Assistant).

When an application is submitted to the Zoning Board of Appeals ("ZBA") by a property owner, the ZBA holds a Public Hearing to determine whether to grant the relief requested under our local Zoning By-Law. This includes requests for Special Permits to change, alter

or extend an existing nonconforming structure or use and certain accessory uses; requests for Variances for a new nonconformity; Appeals of Administrative Decisions issued by the Building Inspector or a Board pertaining to our Zoning By-Law and Comprehensive Permits under M.G.L.C. 40B.

During 2022, the ZBA received twenty-five (25) regular applications, held twelve (12) Public Hearings and conducted twenty-four (24) site visits. The applications included ten (10) applications for a Special Permit, of which four (4) were for swimming pools/spas and sports courts, two (2) were for an Accessory Dwelling Unit, two (2) were for the modification of a previously issued Special Permit and one was for a change in a non-conforming use which was withdrawn; five (5) applications for a Variance; one (1) application for the Remand of a Previously Issued Decision which had been Approved and Appealed, then Withdrawn under the Remand; three (3) applications for an Appeal of Administrative Decision, one (1) was Approved, one (1) was Denied and one (1) is still pending after being continued four (4) times. Three (3) applications were Withdrawn Without Prejudice by the Applicant, two (2) requesting a Variance and one (1) requesting a Special Permit. All other applications were either approved or continued to a date in 2023. Public Hearings held in 2022 were continued 5 times at the request of the Applicant.

The ZBA visited each site that was the subject of an application. For each application, the ZBA notified, by mail, all Applicants and abutters of the Public Hearing Date, notified the general public of the Public Hearings by newspaper advertisement in the Manchester Cricket, and by posting all Agendas on the Town Hall bulletin board and on the Manchester-by-the-Sea website. A written Decision was completed for each application which was not withdrawn and was filed in the Town Clerk's Office, which certified the Decision at the end of the 20-day Appeal Period; after which, the Final Decisions were sent to the Applicant and sent to the Salem Registry of Deeds to be recorded. Decisions are made available to all abutters and the public upon their request.

On September 27, 2021, the ZBA received an Application for a Comprehensive Permit under M.G.L.C. 40B for a 136-unit affordable housing apartment complex on upper School

Street. Early in the process we filed a request for the denial of the Application based on a theory that we qualified for a Safe Harbor by having made the progress on our Affordable Housing under the MBTS Housing Production Plan, due to the efforts made by CIMAH in conjunction with the Powder House Lane affordable apartments. However, the timing was such that those units were not able to be added to the SHI list before the Application for a Comprehensive Permit was received by the Town, so our request was DENIED. The Application required the Board to consider multiple waiver requests and sections of the By-Law which are normally reviewed by other Boards, so we sought input from Town Employees other Town Boards, selected expert peer reviewers to work on behalf of the Town to review various aspects of the Project and reports submitted by expert consultants working on behalf of the Applicant. As ZBA Chair, I worked closely with the Select Board Chair, Town Administrator and Town Counsel to ensure we followed the appropriate process. The ZBA held 14 public hearings on this Application and received letters from over 650 residents and interested parties, all of whom implored us to Deny the Comprehensive Permit. We did not receive any communications supporting the Project. People felt the Project was too large and on an inappropriate site creating serious safety and environmental concerns. We reviewed Reports created by Peer Reviewers on behalf of the Town, Reports prepared by expert Consultants on behalf of the Manchester Essex Conservation Trust (MECT) and CIMAH, as well Reports prepared by expert Consultants on behalf of the Applicant, SLV. We spent many meetings working with the Peer Reviewers and the Applicant to determine various conditions that might be imposed to make the Project viable. After we closed the Public Hearing on July 27, 2022, the Board began its deliberations, reviewed all the information from Peer reviewers consultants, the Public and conditions agreed to by the Applicant, but we determined there were no conditions that could be implemented to protect the safety of the residents who would reside in the apartment complex and the environmental issues due to the constraints of the site, including a large number of vernal pools and one of only two remaining cold water fisheries along the coast.

Therefore, we DENIED the Comprehensive Permit Application on August 25, 2022. The Applicant filed an Appeal of our Denial with the Housing Appeals Committee (HAC) on September 15, 2022. The Appeal is in process. In the first quarter of 2023, we expect the HAC to issue the schedule for the proceedings. We will need to hire expert witnesses and will partner with MECT, if they are approved by HAC as an intervener, in a joint defense of the Appeal. We thank the Town for approving an additional appropriation for FY2023 for Legal Services to enable us to proceed with the Appeal. The process is slow and we do not expect a decision until 2024. It is highly likely that whether we win or lose the Appeal, the aggrieved party will appeal the case to the Land Court or Superior Court. We thank all the Manchester-by-the-Sea residents for the support given to the ZBA during this process and for providing us with valuable information on various aspects of the case.

Filing fees have remained the same for more than ten (10) years and range from \$240 - \$290, depending on the type of application, and \$500 for a Comprehensive Housing Permit (M.G.L.C. 40B). The fees currently do not cover the cost of reviewing the applications, advertising the Public Hearings in the Manchester Cricket, mailing letters to abutters and the Salem Registry of Deeds Filing Fees, which are now \$110. We will be reviewing the fee schedule in 2023 to create a simplified schedule which more accurately reflects the cost of processing the applications.

Since COVID, residents have been spending more time at home which has increased their interest in changes being made to neighbors' properties and we appreciate the increased participation. To increase the efficiency of the Board it is helpful for Applicants to meet with their neighbors to provide them with details of their proposed project before they submit an Application to the ZBA.

Although being on the ZBA can be difficult at times, it is very interesting, so I encourage residents to consider volunteering to be a member of the Board, as I expect we will have vacancies in June. Thank you.

Sarah Mellish, Chair
Zoning Board of Appeals
Manchester-by-the-Sea, Massachusetts

**MANCHESTER-BY-THE-SEA
ANNUAL TOWN MEETING
MONDAY, APRIL 25, 2022**

The Annual Town Meeting of the Town of Manchester-By-The-Sea was held on Monday April 25, 2022 at 7:00PM at the Memorial Elementary School at 43 Lincoln Street, pursuant to the warrant being duly posted and the return of the Constable being received. The Meeting was managed by several election officials including Eileen Buckley, Kathy Ryan, Elizabeth Heisey, Ellen Flatley, Elaine Persons, Thomas Kehoe, Kurt Meldon, Gretchen Wood, Michelle Baer, Lee Simonds, Alison Anholt-White and Joanna Shah. Three hundred and nineteen (319) registered voters were checked in and twenty-nine (29) non-residents were present for the event. A quorum of 100 was reached at 6:49PM and the meeting was called to order at 7:05PM. Moderator Alan Wilson waived the reading of the warrant but confirmed it was properly posted. Moderator Wilson asked the meeting to rise for the invocation given by Pastor Ryan Ackerly followed by the Pledge of Allegiance. Moderator Wilson continued with the usual preliminaries consisting of the Memorial Resolution honoring deceased Town officials and employees. He submitted the following resolution which includes those who died during 2021:

RESOLUTION

Whereas the citizens of Manchester-by-the-Sea note with profound regret the deaths of several of their friends and neighbors during the past year, and seek to recognize and acknowledge their varied contributions to the Town’s commonwealth and welfare, and our mutual sense of community,

We citizens hereby salute the departed, acknowledge our common indebtedness to them, extend the sympathy of the Town to their intimates and survivors, and declare that this resolution be entered in the Town archives, and a true copy be sent to the appropriate survivors.

The persons memorialized and their achievements are proclaimed in the order of the dates of their deaths:

JENS KURE-JENSEN
Community Preservation Committee
Conservation Commission
Harbor Advisory Committee

ROBERT JULIANO
Parks and Recreation Committee

THOMAS C. ANDREWS
Fire Fighter
Council on Aging Driver

IRENE S. ANDREWS
School Bus Driver
School Cafeteria Worker

MARY ANN MCGOVERN
Council on Aging

JUDITH GAMBLE
Friends of the Council on Aging

Jeff Bodmer-Turner, Chair of the Board of Selectmen, moved the resolution as read, Becky Jaques, Vice Chair, seconds. The memorial resolution was unanimously adopted. The meeting rose for a moment of silence for their former town citizens.

Moderator Wilson recognized Eli Boling who is retiring as a selectman at the end of his current term. “In my 27 years as Moderator, never has the Town or the Board faced challenges comparable to those during his tenure: first the pandemic and then the negotiation with SLV. Through it all, Eli remained wise, respectful and unflappable.”

Jeffrey Bodmer-Turner, chair of the Board of Selectmen welcomed the Meeting and thanked everyone for attending. He commented on this being the first indoor annual meeting in three years and the first meeting in the new elementary school. He requested that we all mask up because there are many in Town who are still vulnerable to Covid-19.

Mr. Bodmer-Turner spoke on the four major areas the Board focused on this past year: infrastructure, natural resources, supporting local businesses, and public safety dispatch. The efforts by our Department of Public Works in reducing groundwater/storm water inflows into our wastewater treatment plant have resulted in a decrease in sewage treatment demand of over 140,000 gpd (21%). In acknowledgment of our progress, the Town has been given notice of the State's intent to lift the consent decree that has constrained new hookups while the work on the pipe linings proceeded. Our Public Works Department deserves recognition for their persistent efforts over many years for this critical project.

The Board voted to reestablish the Water Resources Protection Task Force to review and update the 1990 Horsley-Witten Drinking Water Protection Plan. The task force is up and running working diligently to identify a long-term plan of action with specific next steps for protecting our town water supply. The Board of Selectmen also collaborated with Friends of Manchester Trees to create a tree policy to protect our "green infrastructure" establishing a rigorous review process before a Town tree may be taken down.

In support of our local businesses, the Board eased beach access restrictions to draw non-residents to the Town and increase local business activity. The Board supported the use of ARPA funds to create a direct path from the public parking area behind Town Hall to the Village shopping area. Currently there are various town boards collaborating on initiating a parking study to propose innovations to increase activity to downtown businesses.

The proposal to join the Regional North Shore 911 Dispatch Center has been before the Town for the past eighteen months. The Board of Selectmen held three public forums to define the needed changes for dispatch, both operations and upgraded equipment. On April 14th and May 5th of this year we are holding two more public forums to dive deeply into the financial impacts of either maintaining our in-house dispatch or moving to the Regional Service. The website has all the information on this issue. There will be a town wide advisory vote on this question on the upcoming May 17th ballot. The Board urges the Meeting to become fully informed about this important decision before voting.

Mr. Bodmer-Turner told the Meeting that Open Town Meetings are one of the oldest forms of legislative bodies in our country, pre-dating the American Revolution and the United States Constitution. As such, we all have a responsibility to respect each other's opinions and to treat our differences and agreements with civility. He hoped that all present will find the time spent here to be informative and productive.

Mr. Bodmer-Turner also recognized Eli Boling by thanking him for his contributions as a member Board of Selectmen since 2013. "His contributions to the Town have always been well informed, very thoughtful, and immeasurably helpful. He has been a mentor to many of us and has guided the Board through some of the toughest problems the Town has faced with calm and grace. As Board members we all feel a deep sense of gratitude for his leadership."

The Town gifted Mr. Eli Boling a beautiful chair with a Town Seal for his selfless service to our community.

ARTICLE 1 Annual Town Report

To see if the Town will vote to receive and place on file the reports of the Town boards and committees appearing in the Annual Report, or take any other action relative thereto. Per petition of the Board of Selectmen.

RECOMMENDATION: Both the Board of Selectmen and Finance Committee recommend approval.

MOTION: Jeffrey Bodmer-Turner moved and John Round seconded the article as presented in the Warrant.

There was no discussion.

300 voters present.

Article 1 was approved with a majority vote: 269 yes, 2 no, 9 abstentions.

ARTICLE 2 Elected Officials Salaries

To see if the Town will vote to fix the 12-month fiscal year salary and compensation of all elective officers of the Town as provided in Section 108 of Chapter 41, as amended, as follows; or take any other action relative thereto.

Moderator	\$0.00
Chairman, Selectmen	\$0.00
Other four Selectmen	\$0.00

Per petition of the Board of Selectmen

RECOMMENDATION: Both the Board of Selectmen and Finance Committee recommend approval.

MOTION: Eli Boling moved and Ann Harrison seconded the article as presented in the Warrant.

There was no discussion.

300 voters present.

Article 2 was approved with a majority vote: 271 yes, 5 no, 8 abstentions.

ARTICLE 3 Essex North Shore Agricultural and Technical School District Appropriation

To see if the Town will vote to raise and appropriate or transfer from available funds \$223,380 as the Town’s share of the Essex North Shore Agricultural and Technical School District, or take any other action relative thereto.

Per petition of the Board of Selectmen

RECOMMENDATION: Both the Board of Selectmen and Finance Committee recommend approval.

MOTION: John Round moved and Jeffrey Bodmer-Turner seconded that the Town raise and appropriate the sum of \$223,380 for the purpose stated in the article.

300 Voters present.

Article 3 was approved with a majority vote: 281 yes, 10 no, 4 abstentions.

ARTICLE 4 Town Operating Budget

To see what sums of money the Town will raise by taxation or otherwise to pay Town debts and charges for the ensuing 12 months, effective July 1, 2022, and appropriate the same.

DEPARTMENTAL REQUESTS AND FINANCE COMMITTEE RECOMMENDATIONS

Item No.		Appropriations FY - 2022	Requests FY - 2023	Recommendations FY - 2023	Funding Sourcess
GENERAL GOVERNMENT					
33%					
SELECTMEN’S DEPARTMENT					
1	Salaries	309,884	319,232	319,232	TAXATION
2	Expenses	65,300	64,500	64,500	TAXATION
3	Audit	38,500	44,500	44,500	TAXATION
INFORMATION TECHNOLOGY					
4	Expenses	135,000	152,000	152,000	TAXATION
FINANCE COMMITTEE					
5	Salaries	3,500	3,800	3,800	TAXATION
6	Expenses	300	300	300	TAXATION
7	Reserve Fund	160,000	210,000	210,000	TAXATION
					85,000 OVERLAY SUR. 125,000

ELECTION & REGISTRATION					
8	Salaries	4,650	9,506	9,506	TAXATION
9	Expenses	17,475	18,000	18,000	TAXATION
ACCOUNTING					
10	Salaries	160,663	166,915	166,915	TAXATION
11	Expenses	4,700	4,700	4,700	TAXATION
ASSESSORS					
12	Salaries	131,118	129,279	129,279	TAXATION
13	Expenses	57,200	62,150	62,150	TAXATION
TREASURER/COLLECTOR					
14	Salaries	159,584	163,906	163,906	TAXATION
15	Expenses	28,940	31,925	31,925	TAXATION
TOWN CLERK					
16	Salaries	104,886	104,894	104,894	TAXATION
17	Expenses	5,300	7,555	7,555	TAXATION
LEGAL/PROF. SERVICES					
18	Expenses	80,000	95,000	95,000	TAXATION
APPEALS BOARD					
19	Salaries	8,320	8,320	8,320	TAXATION
20	Expenses	9,550	12,050	12,050	TAXATION
PLANNING DEPARTMENT					
21	Salaries	96,635	101,153	101,153	TAXATION
22	Expenses	6,600	6,600	6,600	TAXATION
TOWN HALL & COMMON					
23	Salaries	25,000	-	-	TAXATION
24	Expenses	60,500	38,200	38,200	TAXATION
PENSIONS					
25	Contributory	1,461,004	1,564,930	1,564,930	TAXATION 1,425,040 SEWER RATES 79,673 WATER RATES 60,217
INSURANCE					
26	Group Health Insurance	1,285,000	1,329,000	1,329,000	TAXATION 1,185,638 SEWER RATES 84,742 WATER RATES 58,620
27	Workers' Compensation	95,000	95,000	95,000	TAXATION 74,000 SEWER RATES 10,000 WATER RATES 11,000
28	Fire/Auto/Liability	130,000	130,000	130,000	TAXATION 106,900 SEWER RATES 11,550 WATER RATES 11,550
29	Unemployment Compensation	7,000	7,000	7,000	TAXATION
30	FICA-Medicare	100,500	103,515	103,515	TAXATION 95,381 SEWER RATES 4,440 WATER RATES 3,694
Total General Government		<u>4,752,109</u>	<u>4,983,930</u>	<u>4,983,930</u>	TAXATION 4,523,444 OVERLAY SUR. 125,000 SEWER RATES 190,405 WATER RATES 145,081 <u>4,983,930</u>

PUBLIC SAFETY
26%

POLICE

31	Salaries	1,730,836	1,874,324	1,874,324	TAXATION	
32	Expenses	96,314	99,675	99,675	TAXATION	

PARKING CLERK/RESIDENT PARKING

33	Salaries	6,264	6,389	6,389	TAXATION	
34	Expenses	21,600	20,200	20,200	TAXATION	

FIRE

35	Salaries	1,346,748	1,431,714	1,431,714	TAXATION	
36	Expenses	142,750	145,100	145,100	TAXATION	

HARBOR MASTER

37	Salaries	157,468	186,359	186,359	MOORING FEES	
38	Expenses	23,260	26,610	26,610	MOORING FEES	212,969

BUILDING DEPARTMENT

39	Building Inspector	46,981	47,921	47,921	TAXATION	
40	Gas/Plumbing Inspector	13,873	14,150	14,150	TAXATION	
41	Sealer of Weights & Measures	3,000	3,000	3,000	TAXATION	
42	Electrical Inspector	13,873	14,150	14,150	TAXATION	
43	Inspector's Expenses	4,500	4,500	4,500	TAXATION	
44	Permit Software	27,920	29,316	29,316	TAXATION	

EMERGENCY MANAGEMENT

45	Expenses	1,000	1,000	1,000	TAXATION	
46	Emergency Notification	4,725	4,725	4,725	TAXATION	

ANIMAL CONTROL

47	Expenses	16,315	16,315	16,315	TAXATION	
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Total Public Safety		<u>3,657,427</u>	<u>3,925,448</u>	<u>3,925,448</u>	TAXATION	3,712,479
					MOORING FEES	212,969
						<u>3,925,448</u>

PUBLIC WORKS
15%

DEPARTMENT OF PUBLIC WORKS

48	Salaries	894,464	917,355	917,355	TAXATION	874,923
					SEWER RATES	21,216
					WATER RATES	21,216

49	Expenses	382,800	340,900	340,900	TAXATION	
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FACILITIES

50	Salaries	-	35,337	35,337	TAXATION	
51	Expenses	-	105,500	105,500	TAXATION	

SNOW REMOVAL

52	Salaries	32,000	32,000	32,000	TAXATION	
53	Expenses	170,000	170,000	170,000	TAXATION	

54	STREET LIGHTING	35,000	60,000	60,000	TAXATION	
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SANITATION/COMPOSTING/RECYCLING

55	Salaries	15,000	15,000	15,000	TAXATION	
56	Expenses	60,000	43,500	43,500	TAXATION	

57	Rubbish Collection/Recycling	426,400	370,000	370,000	TAXATION	
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58	Disposal	174,250	230,000	230,000	TAXATION	
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Total Dept. of Public Works	<u>2,189,914</u>	<u>2,319,592</u>	<u>2,319,592</u>	TAXATION	2,277,160
				SEWER RATES	21,216
				WATER RATES	<u>21,216</u>
					<u>2,319,592</u>

**OTHER ENVIRONMENTAL
1%**

HISTORIC DISTRICT COMMISSION

59	Salaries	1,600	5,000	5,000	TAXATION
60	Expenses	950	950	950	TAXATION

CONSERVATION COMMISSION

61	Salaries	59,595	67,845	67,845	TAXATION	62,845
					WETLANDS FD.	5,000
62	Expenses	2,760	2,800	2,800	TAXATION	
63	CHEBACCO WOODS	1,250	1,250	1,250	TAXATION	
Total Other Environmental		<u>66,155</u>	<u>77,845</u>	<u>77,845</u>	TAXATION	72,845
					WETLANDS FD.	<u>5,000</u>
						<u>77,845</u>

**HUMAN SERVICES
2%**

HEALTH

64	Salaries	72,510	76,264	76,264	TAXATION
65	Expenses	48,750	50,250	50,250	TAXATION

VETERANS' SERVICES

66	Expenses	15,000	15,000	15,000	TAXATION
67	Veterans' Benefits	28,000	5,000	5,000	TAXATION

COUNCIL ON AGING

68	Salaries	175,897	180,669	180,669	TAXATION
69	Expenses	18,600	18,810	18,810	TAXATION

Total Human Services		<u>358,757</u>	<u>345,993</u>	<u>345,993</u>	TAXATION	<u>345,993</u>
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**LIBRARY
3%**

LIBRARY

70	Salaries	345,683	367,823	367,823	TAXATION	
71	Expenses	165,575	156,606	156,606	TAXATION	
Total Culture and Informational Services		<u>511,258</u>	<u>524,429</u>	<u>524,429</u>	TAXATION	<u>524,429</u>

**RECREATION
2%**

PARKS & RECREATION

72	Salaries	149,633	152,722	152,722	TAXATION	102,722
					PROGRAM FEES	50,000

73	Expenses	7,909	8,334	8,334	TAXATION	
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SINGING BEACH OPERATIONS

74	Salaries	75,642	79,424	79,424	TAXATION
75	Expenses	17,500	18,400	18,400	TAXATION

LIFEGUARDS

76	Salaries	61,803	64,893	64,893	TAXATION
77	Expenses	3,400	3,500	3,500	TAXATION

TUCK'S POINT

78	Salaries	6,715	8,000	8,000	TAXATION
79	Expenses	31,820	17,820	17,820	TAXATION

OTHER RECREATION

80	Memorial Day	3,000	3,000	3,000	TAXATION
81	Fourth of July	10,000	10,000	10,000	TAXATION

Total Recreation		<u>367,422</u>	<u>366,093</u>	<u>366,093</u>	TAXATION 316,093 PROGRAM FEES 50,000
					<u>366,093</u>

DEBT SERVICE

7%

DEBT SERVICE

	Principal on Bonds	822,409	764,861	764,861
	Interest on Bonds	295,646	268,998	268,998
	WPAT Administration Fees	1,873	1,704	1,704

82	Total Debt Service	<u>1,119,928</u>	<u>1,035,563</u>	<u>1,035,563</u>	TAXATION 881,897 SEWER RATES 153,666
					<u>1,035,563</u>

ENTERPRISE FUNDS

11%

SEWER FUND

83	Salaries	365,484	306,233	306,233	SEWER RATES
84	Expenses	306,500	329,600	329,600	SEWER RATES

WATER FUND

85	Salaries	305,909	254,763	254,763	WATER RATES
86	Distribution Expenses	138,500	142,000	142,000	WATER RATES
87	Treatment Expenses	597,652	612,720	612,720	WATER RATES

Total Enterprise Funds		<u>1,714,045</u>	<u>1,645,316</u>	<u>1,645,316</u>	SEWER RATES 635,833 WATER RATES 1,009,483
					<u>1,645,316</u>

TOTAL ARTICLE 4		<u>14,737,015</u>	<u>15,224,209</u>	<u>15,224,209</u>
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EXPENSES BUDGET SUMMARY

GENERAL GOVERNMENT	33%	4,752,109	4,983,930	4,983,930	TAXATION 4,523,444 OVERLAY SUR. 125,000 SEWER RATES 190,405 WATER RATES 145,081
					<u>4,983,930</u>
PUBLIC SAFETY	26%	3,657,427	3,925,448	3,925,448	TAXATION 3,712,479 MOORING FEES 212,969
					<u>3,925,448</u>
DEPARTMENT OF PUBLIC WORKS	15%	2,189,914	2,319,592	2,319,592	TAXATION 2,277,160 SEWER RATES 21,216 WATER RATES 21,216

						<u>2,319,592</u>
OTHER ENVIRONMENTAL	1%	66,155	77,845	77,845	TAXATION	72,845
					WETLANDS FD.	5,000
						<u>77,845</u>
HUMAN SERVICES	2%	358,757	345,993	345,993	TAXATION	<u>345,993</u>
LIBRARY	3%	511,258	524,429	524,429	TAXATION	<u>524,429</u>
PARKS & RECREATION	2%	367,422	366,093	366,093	TAXATION	316,093
					PROGRAM FEES	50,000
						<u>366,093</u>
DEBT SERVICE	7%	1,119,928	1,035,563	1,035,563	TAXATION	881,897
					SEWER RATES	153,666
						<u>1,035,563</u>
ENTERPRISE FUNDS	11%	1,714,045	1,645,316	1,645,316	SEWER RATES	635,833
					WATER RATES	1,009,483
						<u>1,645,316</u>
TOTALS	100%	<u>14,737,015</u>	<u>15,224,209</u>	<u>15,224,209</u>		<u>15,224,209</u>

FUNDING SOURCES SUMMARY

TAXATION	12,654,340
OVERLAY SURPLUS	125,000
MOORING FEES	212,969
PROGRAM FEES	50,000
WETLANDS FD	5,000
SEWER RATES	1,001,120
WATER RATES	1,175,780
TOTAL	<u>15,224,209</u>

Per petition of the Board of Selectmen

RECOMMENDATION: Both the Board of Selectmen and Finance Committee recommend approval.

MOTION: Jeff Bodmer-Turner moved and Sarah Mellish seconded that the Town raise by taxation or otherwise to pay Town debts and charges for the ensuing 12 months, effective July 1, 2022, and appropriate the same, the amounts presented in the “Expenses Budget Summary” section under the “recommended” and “funding sources” columns of the Finance Committee Report, page 28 under Article 4, provided however that, with prior approval of the Board of Selectmen and the Finance Committee, the Town Administrator is authorized to transfer unexpended funds within a summary category (for example, within General Government).

Sarah Mellish, Chair of the Finance Committee welcomed the Meeting and commented on the beautiful new school. She explained that the Finance Committee scrutinized the FY2023 operating budget for efficiencies but do still have staffing challenges to address. She said that in 2020, the Finance Committee held the tax levy increase to 0% due to the pandemic and to only 1.5% last year but that we cannot continue on that path. To support the proposed budget, the Town will need a tax levy increase of 2.5%. Additional funding for the Memorial School, which was expected and previously approved, will add 0.7% to

the tax rate for a total projected increase of 3.2%.

The challenges the Town is facing include the Police Reform Act implications and staffing needs in the Police Department, Fire Department, Harbor Department and Health Department. Rather than spend more tax dollars for now, the Finance Committee feels it is more prudent to use ARPA funds to pay for a new in-house Health Agent to work with the Board of Health. The Manchester Essex Regional School District may also require an override next year too. Lastly, Ms. Mellish explained that the Finance Committee feels the financial delta between retaining dispatch in-house and moving to the regional center is such that it is financially prudent to move to the regional center and use the funds saved to address the ongoing operational budget challenges.

DISCUSSION

There was a hold on #55, Street Lights under the Department of Public Works as the budget categories were read. Judy Sabella, 15 Rosedale Avenue commented that it seemed to be a large increase and that she sees the street lights on 24/7. She asked whether this was the cause of the increase.

Greg Federspiel, Town Administrator explained that in the past few years, the Town had not included maintenance on the lights just the cost of electricity. The Town needed to add this cost into this line item. Mr. Federspiel also said that should anyone see a light on when it should not be, to please contact the DPW at Town Hall.

306 voters present.

Article 4 was approved with a majority vote: 256 yes, 24 no, 7 abstentions

ARTICLE 5. Town Capital Budget

To see if the Town will vote to raise and appropriate the sums of money called for under the following items, or any other sums, for the purposes indicated, and to determine whether the money shall be provided by taxation, by appropriation from available funds in the Treasury, or by borrowing; or take any other action relative thereto:

Dept.	Item	Requested	Recommended	Funding Source
DPW	Road resurfacing	\$209,000	\$209,000	Fund Balance
DPW	Vehicle Replacement –			
	Large Dump Truck	\$245,000	\$245,000	Taxation
DPW	Storage Building/DPW Garage area	\$100,000	\$100,000	Taxation
DPW	Drainage/Sidewalk Improvements	\$250,000	\$250,000	Taxation
DPW	Facility Assessments/Plans	\$100,000	\$100,000	Fund Balance
DPW	Central Street Culvert	\$400,000	\$400,000	Taxation
DPW	Storm Damage Repair	\$ 25,000	\$ 25,000	Taxation
Town Hall	Upgrades inc. IT	\$ 35,000	\$ 35,000	Fund Balance
Town Hall	Generator Replacement/Upgrade	\$100,000	\$100,000	Taxation
Land Mgmt	Village Parking Study	\$ 20,000	\$ 20,000	Fund Balance
Land Mgmt	Water Resources Protection Studies	\$ 80,000	\$ 80,000	Fund Balance
Library	Accessible Bathroom Construction	\$200,000	\$200,000	Taxation
Park/Rec	Tuck’s Point Rotunda Engineering	\$ 60,000	\$ 60,000	Taxation
Public Safety	Fire Engine Replacement Fund	\$250,000	\$150,000	Taxation
Public Safety	Fire Gear Replacement	\$ 35,000	\$ 35,000	Fund Balance
Public Safety	Police Speed Trailer	\$ 6,900	\$ 6,900	Fund Balance
Public Safety	Police Tasers	\$ 12,600	\$ 12,600	Taxation
Public Safety	Replacement Police Cruiser & Motorcycle	\$ 59,400	\$ 59,400	Taxation
Public Safety	Fire Reporting Software	\$ 35,000	\$ 35,000	Taxation
Public Safety	Fire Station repairs/upgrades	\$ 30,000	\$ 30,000	Taxation
Public Safety	Radio Upgrades (Ps5)	\$ 8,525	\$ 8,525	Fund Balance

Harbor	Dredging Engineering/Permitting	\$ 20,000	\$ 20,000	Waterway Fund
Harbor	Pick-up truck	\$ 35,000	\$ 35,000	Fund Balance
Harbor	Reed Park Water and Electric Service	\$ 40,000	\$ 40,000	Fund Balance
Water	Plant Upgrades/Equipment Replacement	\$200,000	\$200,000	Water Enterprise
Water	Pipe replacement/improvements	\$600,000	\$600,000	Water Enterprise
				Retained Earnings & Fund Balance
Sewer	Plant Upgrades/Equipment Replacement	\$300,000	\$300,000	Sewer
				Enterprise, Retained Earnings, & Taxation
	TOTAL		\$3,356,425	

Per petition of the Board of Selectmen

RECOMMENDATION: Both the Board of Selectmen and Finance Committee recommend approval.

MOTION: Sarah Mellish moved and Jeffrey Bodmer-Turner seconded that the Town raise by taxation or otherwise to pay for the items listed and appropriate the same as presented in the “Recommended” and “Funding Source” columns of Article 5 as presented in the Warrant with the following clarifications:

Item 26, \$350,000 from Fund Balance and \$250,000 from Water Retained earnings;

Item 27, \$300,000 from Sewer Enterprise Fund

Sarah Mellish, Chair of the Finance Committee reminded the Meeting how important it is to keep up with our capital plan and continue to invest in our infrastructure. We have a policy that reserves may not be used to fund the operating budget, but excess reserves may be used for one-time capital expenditures and to fund OPEB.

The Committee feels the appropriate level of reserves (free cash + stabilization fund) is 10% of the total operating budget (Town + School District apportionment). Since FY2016 revenue received had exceeded estimates and actual expenses have been less than the budget, causing reserves to accumulate and exceed the 10% target.

This year, since our reserves still exceed our 10% target, the capital budget assumes the use of about \$900,000 in excess reserves. At the end of FY2023 we expect the reserves will be at our 10% target so excess reserves may not be available to help fund the capital budget in future years. To maintain our current level of capital expenditures and address larger projects such as DPW, climate change resiliency issues, etc., the Finance Committee believes we will need to obtain more tax revenue from Limited Commercial District businesses that do not adversely impact the cost of Town services and/or incur additional debt with debt exclusions which will impact the tax rate.

DISCUSSION

There were holds on items #3, 10 & 17.

Mary Foley, 1 Pulaski Drive questioned the purpose of item #3, Storage Building/DPW Garage area. Chuck Dam, DPW Director explained that it is a replacement for a building that was demolished 4 years ago. It will be a cold storage facility on the same footprint of the former building.

Christina Delisio, 6 Lincoln Street questioned the value of item #10, Village Parking Study. She believed that a parking study was a 50-60 thousand dollar project and questioned what we would be getting for this parking study. Greg Federspiel, Town Administrator explained that with the financial help and support of the MAPC and using volunteers, the Town only needs to put in the requested \$20K. Ms. Delisio moved to delete item 10 from Article 5. The motion to amend the article was seconded. Sarah Creighton, Vice-Chair of the Planning Board explained that the PB voted to support moving ahead

with the proposed study and that a majority of Board members favored moving ahead with this long desired analysis.

Peter Dragonas, 3 Powder House Lane

Tom Kehoe, 20 Lincoln Street spoke in support of the study and asked voters to support the Planning Board and not vote to delete this item.

Ms. Delisio explained that she was not opposed to the study but to having the MAPC conduct the study as it has “their own agenda as a State agency and wants to dictate what our small coastal community is to become.”

Greg Fedespiel disagreed with Ms. Delisio in saying the MAPC is not trying to take control of our community but are here to assist us. Manchester has the final say in any recommendations that the study may make.

Vote on the amendment to delete item #10 from Article 5 failed; 80 yes, 220 no, 8 abstentions.

Sylvia Vriesendorp, 52 Masconomo Street questioned the need for item # 17, Police Tasers.

Lieutenant Mark McCoy explained that currently officers do not all have the same use of force when they are out in the field. This purchase will allow each full time officer to have a taser to be used when they work. The purchase also includes virtual reality training. Sylvia Vriesendorp, 52 Masconomo Street asked how often tasers are used. Officer McCoy responded that they were deployed twice last year.

Alida Bryant, 57 Old Essex Road asked if this is required training. Officer McCoy responded that it is as part of the Police Department’s accreditation.

Andy Creighton, 37 Proctor Street asked how long tasers should last. Officer McCoy responded that they should work for about 10 years.

Edward Martin, 25 Bennet Street and John Carlson, 9 Walker Road both spoke in support of tasers and allowing our officers to have access to non-lethal means of force.

310 voters present.

Article 5 was approved by majority vote: 242 yes, 41 no, 12 abstentions.

ARTICLE 6 Manchester-Essex Regional School District

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the Town’s assessment from the District for the Gross Operating and Maintenance Budget of the Manchester-Essex Regional School District including debt service - 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 G.L. c. 71, § 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-two; or take any other action relative thereto.

Per petition of the Manchester-Essex Regional School Committee

RECOMMENDATION: Both the Board of Selectmen and Finance Committee recommend approval on all three motions under Article 6.

Motion #1 Annual Approval of the Regional School Assessment Formula

Ken Warnock of the Manchester Essex Regional School Committee moved and Matthew Harrington, also of the Manchester Essex Regional School Committee seconded that the town approve the assessment calculation 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”, by invoking and approving the provision found in para-

graph four of G.L. c. 71, § 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-two.

Ken Warnock, Regional School Committee member, thanked the residents and taxpayers for their support of the Regional School District and especially for the new Memorial Elementary School. Speaking briefly on recently completed projects and upcoming ones, he recommended that anyone with questions review the 2021 Town Report of the MERSD. The District is still recovering from the Covid-19 pandemic and are grateful that everyone kept the students at the center of our mission throughout these past few years. The biggest concern is that this is the first time in a long time that the District will not be providing “level services”. We are in the process of looking to cut academic programs and delay planned athletic field maintenance, and more of the same lies ahead without increasing revenues.

Mr. Warnock explained that level services typically grows at 3.5-4% for most districts, which runs beyond the limits of Proposition 2-1/2. This situation results in an increasing deficit year over year, which must be addressed in ways including the use of reserves and ultimately a Proposition 2-1/2 override. Manchester’s last such override was 7 years ago in FY 16, and we anticipate seeking a revenue increase from both towns next year for our FY24 Budget. Mr. Warnock assured the Meeting that the district maintains fiscal discipline in the face of state-mandated program increases and health care costs increases over 8% annually. Our reserves are no longer sufficient to prevent program cuts and a reduction in student services.

Mr. Warnock stated that the Manchester Essex Regional School Committee appreciates the voters’ continued support as we strive to maintain the excellent educational program that people of Manchester and Essex have come to expect. We remain committed to the education, well-being, and safety of our future citizens.

There was no discussion.

310 voters present.

Article 6, motion 1 was approved with a majority vote: 273 yes, 20 no, 8 abstentions

Motion #2 – Regional School Operating Assessment

Ken Warnock of the Manchester Essex Regional School Committee moved and Matthew Harrington, also of the Manchester Essex Regional School Committee seconded that the Town raise and appropriate \$15,909,698 to fund the Town’s assessment from the Manchester Essex Regional School District for the fiscal year beginning July first, two thousand twenty-two for the gross operating and maintenance budget.

There was no discussion.

310 voters present.

Article 6 motion 2 was approved with a majority vote: 231yes, 45 no, 22 abstentions

Motion #3- Regional School Debt Assessment

Ken Warnock of the Manchester Essex Regional School Committee moved and Matthew Harrington, also of the Manchester Essex Regional School Committee seconded that the Town raise and appropriate \$3,007,431 to fund the Town’s assessment from the Manchester Essex Regional School District to cover the long-term debt for the fiscal year beginning July first, two thousand twenty-two.

There was no discussion.

310 voters present.

Article 6 motion 3 was approved with a majority vote: 279 yes, 17 no, 8 abstentions

ARTICLE 7 Community Preservation Committee Appropriations

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2023 Community Preservation budget and to appropriate from the Community Preservation Fund estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2023; and further to reserve for future appropriation a sum of money from the Community Preservation Fund estimated annual revenues for open space, including land for recreational space, historic resources, and community housing purposes, as well as a sum of money to be placed in the 2023 Budgeted Reserve for general Community Preservation Act purposes; and further to appropriate from the Community Preservation Fund a sum or sums of money for Community Preservation projects or purposes as recommended by the Community Preservation Committee as follows; or take any other action relative thereto.

1. Community Preservation Committee Expenses (studies, etc.)(administrative)		\$25,000*
2. Bike and Pedestrian Committee Bike Racks	(open space & recreation)	\$7,000
3. Pine Street Athletic Field (old burn dump)	(open space & recreation)	\$800,000
4. Causeway/Sawmill Brook replanting	(open space & recreation)	\$35,000
5. Winthrop Field Drainage	(open space & recreation)	\$10,000
6. Western Woods Research	(open space & recreation)	\$7,500
7. Pollinator Gardens	(open space & recreation)	\$20,000
8. Affordable Housing Trust Project Funding	(community housing)	\$200,000
9. Restoration of Town Cemeteries and Parks	(historic preservation)	\$25,000
10. Tuck’s Point Rotunda Engineering	(historic preservation)	\$50,000
11. Fire Department Memorabilia Restoration	(historic preservation)	\$10,000
	TOTAL	\$1,189,500

(*Administrative amount limited to a maximum of 5% of total annual revenue)

Per petition of the Community Preservation Committee and the Board of Selectmen

RECOMMENDATION: Both the Board of Selectmen and Finance Committee recommend approval.

MOTION: Jack Burke of the Community Preservation Committee moved, and Jeffrey Bodmer-Turner seconded the article as presented in the Warrant with the following clarifications:

Items 1 & 8 to be funded from FY2023 CP estimated receipts for the purposes stated;

Item 3 to be funded taking \$300,000 from FY2023 CP estimated receipts and \$500,000 from the FY2022 CP fund balance for the purpose stated; and Items 2, 4, 9, 10, 11 to be funded from the FY2022 CP fund balance for the purposes stated; and Items 5, 6, 7, to be funded from the CPC fund balances reserved for open space and recreation for a grand total of \$1,189,500.

DISCUSSION

Sandy Rogers, 82 Old Essex Road placed a hold on item #3, Pine Street Athletic Field (old burn dump). She questioned whether the study that was approved at last year’s Annual Town Meeting was completed and if those results were brought to the Town.

Greg Federspiel, Town Administrator responded that yes that study was presented to the Parks and Recreation Committee in a public meeting and then to the Board of Selectmen. Ms. Rogers moved to separate item 3 from Article 7. The motion was seconded.

Isabella Bates, 2 Maconomo Street questioned if the area was safe for children because it

was used as a burn dump and has residual hazardous materials.

Greg Federspiel, Town Administrator explained that although there are heavy metals in the ground, the MA DEP has ok'd it for play but not permanent housing.

Christina Delisio, 6 Lincoln Avenue asked about the money that was voted on at the last special town meeting.

Cheryl Marshall, Director of the Parks and Recreation Department explained that the money from the Special Town Meeting was for the design study which is currently in progress. Previously it was the athletic fields master plan study that had been completed. Vote on the amendment to separate item #3 from Article 7 failed: 135 yes, 147 no, 9 abstentions.

295 voters present.

Article 7 was approved with a majority vote: 225 yes, 56 no, 11 abstentions.

ARTICLE 8 Other Post Employments Benefits Trust Fund Appropriation

To see if the Town will vote to raise and appropriate or transfer from available funds \$278,173 to be deposited into the Town's Other Post Employment Benefits Trust Fund, subject to said appropriation being expended from the Trust Fund only for the purposes authorized by section 20 of Chapter 32B of the General Laws of the Commonwealth of Massachusetts; or take any other action relative thereto.

Per petition of the Board of Selectmen

RECOMMENDATION: Both the Board of Selectmen and Finance Committee recommend approval.

MOTION: Ann Harrison moved and Rebecca Jaques seconded that the Town transfer from the Undesignated Fund Balance the sum of \$278,173 for the purpose stated in the article.

There was no discussion.

295 voters present.

Article 8 was approved with a majority vote: 273 yes, 8 no, 9 abstentions.

ARTICLE 9 Recreation Programs Revolving Fund Limitation

To see if the Town will vote, pursuant to the provisions of G.L. c.44, §53E½ as most recently amended, to set the following Fiscal Year 2023 spending limitations on expenditures from the revolving fund(s) set forth in the Town's Revolving Fund By-law, Article IV, Section 11 of the General By-laws:

Program or Purpose: Costs Associated with Town of Manchester-by-the-Sea Recreation Programs; FY2023 spending limit: \$350,000.

Or take any other action relative thereto.

Per petition of the Board of Selectmen

The Board of Selectmen and Finance Committee both recommended approval.

MOTION: Jeffrey Bodmer-Turner moved and Rebecca Jaques seconded the article as presented in the Warrant.

There was no discussion.

295 voters present.

Article 9 passed was approved with a majority vote; 271 yes, 8 no, 5 abstentions.

ARTICLE 10 Zoning By-Law Amendment - Limited Commercial District

To see if the Town will vote to amend the Zoning By-Law as follows:

a) By deleting the first sentence of Section 4.4.6 and substituting the following therefor: "By Special Permit from the Planning Board, and limited to the land areas west of

Pine Street, a/k/a Pipe Line Road and east of School Street, laboratories and establishments devoted to scientific research and development; light manufacturing, assembly and processing of materials related thereto and incidental accessory uses.” and by deleting the remainder of Section 4.4.6;

b) By deleting Section 5.5 and substituting the following therefor:

“5.5 Height Regulations

Residential Districts, General District, and the area of the Limited Commercial District west of School Street: No structure shall be erected or altered so that it exceeds 2-1/2 stories or so that the vertical distance measured from the highest point of the roof to the mean pre-construction grade exceeds thirty-five (35’) feet, whichever is lesser. Chimneys spires or towers not used for human occupancy may exceed ten (10’) feet above these height limits. Mean pre-construction grade is defined as a reference plane representing the average elevation of pre-construction ground adjoining the building at all exterior walls. A half-story is defined as a story with a sloping roof, the area of which at a height of four (4’) feet above the floor does not exceed two-thirds of the floor are of the story immediately below it.

Limited Commercial District in the area east of School Street: No structure shall be erected or altered so that the vertical distance measured from the highest point of the roof to the mean pre-construction grade exceeds fifty-five (55’). Chimneys, spires, towers and similar structures, tanks, HVAC equipment, solar panels, and mechanical appurtenances, not used for human occupancy may extend fifteen (15’) feet above the fifty-five (55’) foot height limit. Mean pre-construction grade is defined as a reference plane representing the average elevation of pre-construction ground adjoining the building at all exterior walls.

c) By deleting the following from Section 5.7.1: “and a minimum width at all points of not less than five hundred (500’) feet”;

d) By deleting Section 5.7.2 and substituting the following therefor: “Maximum lot coverage by buildings and accessory structures: 40%; and maximum lot coverage by impervious surfaces 60%”;

e) By adding the following to Section 5.7.3: “except said set back requirements may be reduced by Special Permit from the Planning Board where there is opportunity for better site design ”; and

f) By adding to Section 6.2.5, after “state layout of Route 128”, the following: “except said two hundred foot (200’) foot limit may be reduced by Special Permit from the Planning Board where there is opportunity for better site design ”;

Per petition of the Board of Selectmen and the Planning Board

RECOMMENDATION: The Board of Selectmen recommend approval. The Finance Committee recommend approval due to the potential revenue generation of new buildings however the Finance Committee reserves the ability to review proposed projects on a case-by-case basis through the Special Permitting process.

MOTION: Gary Gilbert moved and Rebecca Jaques seconded to amend the Town’s Zon-

ing By-Law as presented in Article 10 of the Warrant.

Gary Gilbert, on behalf of the Planning Board spoke on the Limited Commercial District, called the LCD. The LCD includes all the land north of Rt. #128 in the direction of Essex, and this proposal specifically targets the area east of School St, near the Manchester Athletic Club. He explained that the area has that name because we limited the possibilities of growth there so much that very little has been built and we have deprived ourselves the possibility of much needed tax revenue from reasonable development.

This proposal is to change regulations so that they are more appropriate for laboratory uses while also requiring complete site plan and Special Permit review.

One change allows increased building height which reflects the needs of laboratories for mechanical equipment in their ceilings. Taller buildings also have smaller footprints and this also accomplishes the sustainability goal of using up less land for a given building, thus protecting more open space and minimizing impacts on ground and surface water.

He reminded the Meeting that the town needs increased tax revenue and that we all would like to avoid regular, annual, tax overrides. The kind of development we are talking about allowing in the east end of the LCD has the least impacts on our community because it does NOT involve housing and is almost completely hidden from view. This is an opportunity to heal this already disturbed land, to reforest it and to make it a welcome part of our community.

Mr. Gilbert explained that the Planning Board wants the Meeting to know that they are not allowing anything to be built “as-of-right” and that the Planning Board retains the discretion to deny a special permit if not in the interest of the Town.. Any and all projects will need to go through the rigorous review from the Planning Board and the Conservation Commission.

The Planning Board voted unanimously on March 28, 2022 in support of this amendment.

Becky Jaques, Vice Chair of the Board of Selectmen reminded the Meeting that we have an opportunity here to bring in some good business revenue and that the Planning Board is very conscientious and will be sure to keep our Town’s best interest in mind as they review any and all applications.

Sarah Mellish, Chair of the Finance Committee explained that this amendment could allow for some laboratory research development in the LCD which could increase our revenues. The Finance Committee approves of this amendment.

DISCUSSION

Ms. Rogers, 82 Old Essex Road stood to express her concerns over the additional allowed building heights, additional building coverage and allowing more impervious surface.

Sarah Creighton, Planning Board member, responded to the questions stating that buildings will not be 5 floors but no taller than 55 feet which will also shrink the footprint of any building. The lot coverage changes allow for more business related buildings and parking and not homes. She stressed that any and all applications will still require a special permit.

In support of the Article were Paul Gudonis, 56 Masconomo Street and Mory Creighton

of the Finance Committee.

Lee Spence, 63 Pleasant Street moved the previous question.

Moderator Wilson called for a card vote on the motion to cut off debate.

The vote prevailed by more than 2/3rds .

394 voters present.

Article 10 was approved by a 2/3rd vote: 253 yes, 31 no, 4 abstentions.

Attorney General Approval received June 27, 2022

ARTICLE 11 Approve 3% Short-Term Rental Tax

To see if the Town will vote to accept the provisions of G.L. c. 64G, § 3A, authorizing the imposition of a local excise tax upon the transfer of occupancy of any room or rooms in a bed and breakfast establishment, hotel, lodging house, short-term rental, or motel in Town, at a rate of 3% of the total amount of rent for each such occupancy, to take effect on the first day of October, 2022, or take any action relative thereto.

Per petition of the Board of Selectmen

RECOMMENDATION: Both the Board of Selectmen and Finance Committee recommend approval.

MOTION: Jeffrey Bodmer–Turner moved and Rebecca Jaques seconded the article as presented in the Warrant.

Jeff Bodmer-Turner, Chair of the Board of Selectmen explained that the Board of Selectmen introduced Article 11 as one of their efforts to collect revenue for our town budget that is not based in property taxes. He stated that it is a very modest proposal with a very modest return. The operator of the short term rental will pay the state along with the current state excise tax. The State will reimburse the town quarterly. Manchester currently has a very limited number of registered properties for short term rentals, so it is difficult to predict what the amount of total revenue may be collected.

DISCUSSION

George Smith, 8 Masconomo Street questioned the definition of short term.

Mr. Bodmer-Turner replied that although our Bylaw states up to 6 nights, State law prevails in this case and define short term rental as not more than 31 consecutive days.

292 voters present.

Article 11 passed with a majority vote: 217 yes, 28 no, 3 abstentions.

ARTICLE 12 General Bylaw Amendment - Board of Selectmen to Select Board

To see if the Town will vote to amend the General Bylaws of the Town of Manchester By-the-Sea, copies of which are on file with the Town Clerk and available on the municipal website, to rename the Board of Selectmen as the Select Board, by striking out, in every instance in which they appear, the words “Board of Selectmen” and inserting in place thereof the words “Select Board”; and by striking out, in every instance in which they appear, the word “Selectman” and “Selectmen” and inserting in place thereof the words “Select Board Member” or “Select Board Members”; and further, to authorize the Town Clerk to make any non-substantive, ministerial revisions to ensure that gender and numerical issues in the related text of the General Bylaws are revised to properly reflect such change in title; and, further, to amend Article III, Section 2 of the General Bylaws, a copy of which is on file with the Town Clerk and available on the municipal website, by inserting the following new section therein, with the remaining sections of said Article to be renumbered accordingly; or take any action relative thereto:

SECTION 2. Select Board

The Select Board shall have all the powers and duties of a board of selectmen under the General Laws and any special laws, bylaws, regulations, or policies applicable to the Town, as well as such other powers and duties as are provided in the Town's Bylaws.

Per petition of the Board of Selectmen

RECOMMENDATION: The Board of Selectmen recommend approval

MOTION: Jeffrey Bodmer-Turner moved and Eli Boling seconded the article as presented in the Warrant.

Jeffrey Bodmer-Turner, Chair of the Board of Selectmen said that the Board voted 4-1 in support of this change.

DISCUSSION

Ann Harrison, 13 Tucks Point Road spoke in her personal capacity as the opposition vote on the Board of Selectmen. She explained that she did not feel this was necessary as there have been 65 years where a women served as Selectmen and she did not want to dishonor their service.

Nellie Boling, 99 Pleasant Street appreciates the article. She felt as if we as a community need to evolve with the times and grow. She feels that this new name will open the respected opportunity to everyone. It will make the position more inclusive which is a positive change.

Others who spoke in opposition of the article were Sue Thorne, 9 Saw Mill Road, Don Schwartz, 8 Ocean Street and Jim Starkey, 13 Tucks Point Road.

Other speakers in support of the article were Laura Tenny, 86 Pine Street and Isabella Bates, 2 Masconomo Road.

210 voters present.

Article 12 was approved with a majority vote: 116 yes, 83 no, 6 abstentions.

Attorney General Approval received June 27, 2022

ARTICLE 13 Appropriation or Transfer to Reduce the Tax Rate

To see what sum of money the Town will vote to appropriate or transfer from available funds for the purpose of reducing the tax rate, or take any other action relative thereto.

Per petition of the Board of Selectmen

MOTION: Jeffrey Bodmer-Turner moved and Sarah Mellish seconded to pass over the article.

Voice vote called unanimous by the Moderator

Jeffrey Bodmer-Turner moved to dissolve the Annual Town Meeting and Becky Jaques seconded the motion.

Voice vote called unanimous by the Moderator

Moderator Wilson declared the Annual Town Meeting dissolved at 9:32PM

**MANCHESTER-BY-THE-SEA
SPECIAL TOWN MEETING
MONDAY NOVEMBER 14, 2022**

The Special Town Meeting of the Town of Manchester-By-The-Sea was called for on Monday November 14, 2022, at 6:30pm at the Manchester Essex Middle High School at 36 Lincoln Street, pursuant to the warrant being duly posted and the return of the Constable being received. The Meeting was managed by several election officials including Lynda W. Taylor, Judith A. Laspesa, Carolyn Kelly, Katherine A. Ryan, Rachael O. Masterson, Elayne Taylor, Elaine C. Persons, Elizabeth A Heisey, Christopher J. Thomas, Kurt A. Melden, Eileen R. Buckley, Elizabeth R. Simonds, Gretchen A. Wood, Joanna Y. Shan, Peter M. Shaw, and Jeffrey Bodmer-Turner. Temporary Assistant Moderator Jay Bothwick and Temporary Assistant Town Clerk Ellen C. Flatley maintained the Meeting in the cafeteria. Five hundred and eighty-six (586) registered voters were checked in and thirty (30) non-residents signed in for the event. A quorum of 100 was reached and the meeting was called to order at 6:59pm. Moderator Alan Wilson waived the reading of the warrant but confirmed it was properly posted. The Meeting rose for the Pledge of Allegiance. The Moderator stated the usual procedural rules.

ARTICLE 1: Appropriation

To see if the Town will vote to appropriate the sum of \$130,000 from the Town's Undesignated Fund Balance (Free Cash) as a supplemental appropriation to the FY23 Legal/ Professional Services Account or take any action relative thereto. The supplemental appropriation is needed to help pay for expenses related to the permitting process for the proposed 40B project on Upper School Street.

Per petition of the Select Board

The Select Board and Finance Committee recommended approval.

MOTION

John Round moved the article as printed in the warrant. Ann Harrison seconded the motion.

DISCUSSION

John Round, Select Board member explained the reasoning behind the article. The \$130,000 is expected to cover the costs for the ZBA process and the appeal to the Housing Advisory Committee. However, decisions of the HAC may be appealed to Superior Court. Should that be the case, and we expect that it will, more money will be needed.

There was no further discussion.

VOTE

Passed with a simple majority (481 yes, 45 no, 9 abstain with approximately 571 voters present)

ARTICLE 2: Appropriation

To see if the Town will vote to appropriate the sum of \$450,000 from the Town's Fire Engine Apparatus Fund for an ambulance re-build or to purchase a new ambulance, or take any other action relative thereto.

Per petition of the Select Board

The Select Board and Finance Committee recommended approval.

Moderator Wilson explained that the decision whether to rebuild or purchase new is the responsibility of the Select Board in consultation with the Fire Chief and the Finance Committee. He asked that any discussion be on the merits of the appropriation and not on the options.

MOTION

Ann Harrison moved the article as printed. Brian Sollosy seconded.

DISCUSSION

Ann Harrison, Select Board member explained that the fire apparatus fund was established to reduce sticker shock when new purchases are needed. When the one Town ambulance goes out for repair, we rely on other Town's mutual aid which potentially adds minutes to response time. Approving this appropriation will help the Fire Department to serve the Town better.

Robert Meahl, 114 Beach Street questioned the bidding process for such purchases and if the Town would proceed with bidding for both options.

Town Administrator **Greg Federspiel** responded that the Town is required to get competitive bids and may even utilize the State's pre-approved bidding program. He stated that the Town would proceed with the bidding process based on the decision of the Select Board.

VOTE

Passed with a simple majority (486 yes, 69 no, 10 abstain with approximately 571 voters present)

ARTICLE 3: Special Act

To see if the Town will vote to petition the General Legislature to adopt a Special Act to permit the Town to recall elected officials and to provide for the process for recall, said Act to read as shown on Appendix A of this petition, a copy of which is attached hereto, or take any other action relative thereto.

Per Citizen's Petition

The Select Board did not recommend approval.

Moderator Wilson made a statement related to the State Conflict of Interest Law, M.G.L. Ch. 268A. He explained that since he is an elected official, if the recall proposal were approved by the meeting and enacted by the Legislature, the recall provision could apply to him. Nevertheless, he said he believed he could fairly and impartially preside over the debate.

Moderator Wilson also explained that a similar recall provision was approved at the annual town meeting in 2005. Senator Bruce Tarr introduced a bill for it to be approved by the Legislature in 2005 and again in 2007, but the bill was never enacted.

MOTION:

Ron Skates of 4 Boardman Avenue moved the article as printed in the warrant and it was seconded from the Meeting.

DISCUSSION

Mr. Skates introduced the article by explaining, this petition will ensure that our elected officials are not able to ignore the votes of the citizens. Many other communities around us and in the State already have a similar bylaw.

Eli Boling of 99 Pleasant Street moved to **amend the motion** as follows; In section 1,

replace the text “provided in this act” with the text “herein provided, for reason of lack of fitness, incompetence, neglect of duties, corruption, malfeasance, misfeasance or violation of oath”.

In section 2, increase the number 50 to 200.

In section 2, at the end of the first sentence, insert the text “, including specific facts supporting one or more of the reasons in section 1”.

In section 3, after the text “grounds for recall as stated in the affidavit”, insert the text “, including specific facts supporting one or more of the reasons in section 1”.

In section 4, increase the number 10 percent to 20 percent.

The amendment was seconded by the Meeting.

Mr. Boling said that no matter what the reason is, once started a recall process will be destructive. In his opinion, an elected official should not be removed because someone doesn't like their vote or position on something. The threshold needs to be high, and the reason must be clear.

Becky Jaques, Select Board Chair explained that the Select Board did not recommend the Article as submitted because of its vagueness.

Residents who spoke in favor of the main motion were **Ann Harrison**, 13 Tucks Point Road and **John Keefe**, 8 Victoria Road.

Residents who spoke in favor of the amended motion were **Ann Harrison**, 13 Tucks Point Road, **Christopher Gates**, 19 Desmond Avenue, and **Veronica Matthews**, 202 Beach Street.

Ron Skates felt the amended motion loses its intent which is to make the sure the Select Board listen to the vocal majority.

Hope Watt-Bucci, 2 Putnam Court moved the previous question. The motion was seconded from the floor.

VOTE on ending debate is a 2/3rds majority which prevailed with a Moderators visual count.

VOTE

Mr. Boling's amendment was approved by a majority vote.

The main motion as amended passed with a majority vote (431 yes, 122 no, 14 abstaining with approximately 578 voters present)

APPENDIX A As Amended TO CITIZENS PETITION TO SUBMIT A SPECIAL ACT TO RECALL ELECTED OFFICIALS IN THE TOWN OF MANCHESTER-BY-THE-SEA

SECTION 1. Any holder of an office elected solely by the voters of the town of Manchester by-the-Sea may be recalled and removed from the office by the registered voters of the town as provided in this act herein provided, for reason of lack of fitness, incompetence, neglect of duties, corruption, malfeasance, misfeasance or violation of oath.

SECTION 2. Not less than 50 200 registered voters of the town of Manchester-by-the-Sea may initiate a recall by filing with the town clerk an affidavit of intent to recall, signed under the penalties of perjury, containing the name of the officer and the office held whose recall is sought and a statement of the grounds of recall including specific facts supporting one or more of the reasons in section 1. The town clerk shall immediately forward the recall affidavit to the board of registrars to verify the signatures.

SECTION 3. Within 14 calendar days of receipt of the initial recall affidavit, the board of registrars shall certify to the town clerk a sufficient number of signatures. The

town clerk shall, within 3 business days thereafter, deliver to the first 10 signers of the affidavit a formal numbered printed recall petition sheet with the town clerk's signature and official seal attached thereto. The blanks shall be dated and addressed to the select board, shall contain the name of the person whose recall is sought, the office from which recall is sought and the grounds for recall as stated in the affidavit including specific facts supporting one or more of the reasons in section 1 and shall demand the election of a successor to the office. The names of the first 10 signers of the initial recall affidavit shall be listed above the voter signature lines and any instructions to signers. A copy of the petition shall be entered in a record book to be kept in the office of the town clerk.

SECTION 4. The recall petition shall be returned and filed with the town clerk and board of registrars not later than 5:00 P.M. 30 calendar days from the date of delivery of the recall petition sheets, or the next business day if the thirtieth day falls on a Saturday, Sunday, or legal holiday. The clerk shall notify the first 10 signers of the final date and hour for filing. The recall petition shall be signed by not less than ~~10~~ 20 per cent of the registered voters of the town of Manchester-by the-Sea as of the last annual town election and every signature shall include the place of residence of the signer with the street and number. Within 5 business days following the receipt of the signed petition, the town clerk shall submit the recall petition sheets to the board of registrars and the board of registrars shall certify in writing thereon the number of signatures that are names of registered voters in the town as of the date the petition sheet was filed with the town clerk.

SECTION 5. If the total recall petition sheets shall be found and certified by the board of registrars to be sufficient, the town clerk shall submit the certified petition to the select board within 2 business days. The select board shall immediately, and in not more than 5 business days, give written notice of the receipt of the certificate to the elected officer whose recall is being sought. If the officer sought to be removed does not resign within 3 business days thereafter, the select board shall, within 5 business days of the last day upon which the officer must resign under this Section, order a recall election to be held not less than 64 nor more than 90 calendar days from the date of the vote scheduling the election; provided, however, that if any other town election is to occur within 100 calendar days after the date of the vote, the select board may, in its discretion, place the question of recall on the ballot at such other election. If a vacancy occurs in the office sought to be recalled after a recall election has been ordered, but not yet been conducted, the election shall nevertheless proceed as provided in this act.

SECTION 6. An officer sought to be removed may be a candidate to succeed himself in an election to be held to fill the vacancy. The nomination of all candidates, the publication of the warrant for the recall election, and the conduct of the same shall be in accordance with the provisions of law relating to elections.

SECTION 7. The incumbent shall continue to perform the duties of the office until the recall election unless the incumbent resigns. If the incumbent is not recalled, the incumbent shall remain in office for the remainder of the incumbent's unexpired term, subject to recall as before. If recalled in the recall election, the incumbent shall be considered removed from office immediately. The successor, upon qualification, shall hold office during the unexpired term; provided, however, that if such person is not qualified within 10 business days of the recall election, the position shall be deemed vacant and may be filled in accordance with applicable law.

SECTION 8. Ballots used in a recall election shall contain the following question: shall (insert name and office) be recalled from office? Immediately at the right of the proposition, there shall be a designated place for voters to vote for or against the question. Under the proposition shall appear the word "CANDIDATES" with directions to voters as required by section 42 of chapter 54 of the General Laws. Beneath this, listed alphabetically, shall appear the names of candidates nominated as provided by law. If a majority of the votes cast on the recall question is in favor of the recall, the elected official shall be recalled and the ballots for the candidates shall be counted. The candidate who received the highest number of votes shall be elected to the office. If a majority of the votes cast on the recall question is in the negative, the votes for candidates to fill the potential vacancy need not be counted.

SECTION 9. An initial recall affidavit shall not be filed against an elected official within 3 months after the official has taken office nor, in the case of an officer subjected to a recall election and not recalled thereby, until at least 3 months have elapsed after the election at which the recall was submitted to the voters.

SECTION 10. A person who has been recalled from office, or who has resigned from office after the recall petition has been filed with the board of registrars shall not be appointed to any town office, board or committee within 3 years after the recall or resignation.

SECTION 11. This act shall take effect upon its passage.

ARTICLE 4: Zoning By-law Amendment

To see if the Town will vote to amend the Zoning By-laws, by deleting Sections 1, 2, 3 and 4 in their entirety and replacing them with new sections titled, Section 1: Purpose and Authority, Section 2: Definitions, Section 3: Districts, and Section 4: Use Regulations, to provide greater clarity regarding applicability; to add definitions; to clarify differences between sub areas of Residential District D; to provide regulations regarding split lots; to insert a Table of Uses that categorizes by type, district and permit granting authority all allowed principal and accessory uses and clarifies regulations of other accessory uses; or take any other action relative thereto.

Per Petition of the Planning Board

The Select Board recommended approval.

MOTION

Sarah Creighton, vice-chair of the Planning Board made the motion for Article 4 as printed in the voters booklet, including adopting the zoning map of Manchester-by-the Sea as prepared by App Geo dated January 2022, referenced in the text of section 3.2 of the proposed zoning bylaw amendment and to amend the zoning map legend by adding the word "single" before Residential District A, B, C and E. Ron Mastrogiacomo, chair of the Planning Board seconded.

As written in the voter's booklet:

SECTION 1.0 PURPOSE AND AUTHORITY

1.1 PURPOSE. This Zoning By-law ("this By-law") has been enacted to promote and protect the public health, safety, convenience, and general welfare of the inhabitants of the Town of Manchester-by-the-Sea and the public generally by:

- Encouraging the most appropriate use of land and water within the Town;
- Preventing overcrowding of land;
- Preventing undue concentration of population on the one hand, and preventing excessive scattering of population on the other;
- Encouraging various lot sizes and housing types for persons of various age and income levels;
- Minimizing traffic hazards and congestion;
- Providing for adequate light, air, and sanitation;
- Reducing hazards from fire, flood, panic, and other dangers;
- Assisting in the economical provision, utilization and expansion for all services provided to the public, including streets, drainage, water supply, sewage disposal, schools, parks and open spaces;
- Preventing blight and pollution of the environment;
- Maintaining and enhancing the natural and historical amenities of Manchester-by-the-Sea;
- Conserving the value of land and buildings;
- Promoting the development of a sustainable coastal community and encourage climate resiliency and adaptation, and
- Implementing the recommendations of the Town's Master Plan as adopted by the Planning Board.

1.2 **AUTHORITY.** This By-law is enacted in accordance with the provisions of the General Laws, Chapter 40A, and any and all amendments thereto, and by Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts.

1.3 **SCOPE.** For these purposes, the construction, repair, alteration, reconstruction, height, number of stories, and size of buildings and structures, the size and width of lots, the percentage of lot area that may be occupied, the size of yards, courts, and other open spaces, the density of population, and the location and use of buildings, structures, and land in the Town are regulated as hereinafter provided.

1.4 **APPLICABILITY.** Except as set forth in The Administration and Procedures Section of this By-law or as otherwise provided herein, all buildings or structures hereinafter erected, reconstructed, altered, enlarged, or moved, and the use of all premises in the Town, shall be in conformity with the provisions of this By-law. No building, structure or land shall be used for any purpose or in any manner other than is expressly permitted within the District in which such building, structure or land is located. When the application of this By-law imposes greater restrictions than those imposed by any other regulations, permits, restrictions, easements, covenants, or agreements, the provisions of this By-law shall control.

1.5 **AMENDMENTS.** This By-law may from time to time be changed by amendment, addition, or repeal by the Town in the manner provided in G.L. c. 40A, s.5, and any amendments thereto.

1.5.1 **Change of Zoning Boundary.** If geographic change of a zoning boundary description is proposed, words of boundary description change for insertion in the warrant shall be accompanied by a brief written statement of the nature, extent and location in the Town of the zoning map change proposed, together with three black-line prints of a diagram to scale showing the area to be changed, stating pertinent dimensions in feet.

1.5.2 **Costs.** The costs of publication and of mailing of notice of hearing and the costs of holding such zoning hearing and of making a public record of the proceedings at such hearing if such a record be made, shall be paid by the Planning Board. However, the Planning Board may determine whether a fee to cover such costs shall be required of the zoning amendment proponents.

1.6 SEVERABILITY. The invalidity of any section or provision of this By-law shall not invalidate any other section or provision herein.

SECTION 2.0 DEFINITIONS

For the purpose of this By-law certain terms and words shall have the following meanings. Words used in the present tense include the future; the singular number includes the plural; the plural includes the singular; the words “used” or “occupied” include the words “designed,” “arranged,” “intended,” or “offered,” to be used or occupied; the words “building,” “structure,” “lot,” “land,” or “premises” shall be construed as though followed by the words “or any portion thereof”; and the word “shall” is always mandatory and not merely directory. Terms and words not defined herein but defined in the Rules and Regulations Governing the Subdivision of Land in Manchester-by-the-Sea, Massachusetts shall have the meanings given therein unless a contrary intention clearly appears.

Accessory: A building, structure or use which is subordinate to, and the use of which is customarily incidental to, and is located on the same lot with the principal building, structure or use to which it is accessory.

Accessory Dwelling Unit: A dwelling unit accessory to the principal unit as governed by Section 9.1

Affordable Housing: A dwelling unit available for rental by or sale to a low- or moderate-income household in accordance with the regulations of the Commonwealth’s Department of Housing and Community Development and eligible for inclusion on the Subsidized Housing Inventory.

Agriculture: The cultivation of ground for purpose of producing fruits and vegetables for the use of man and beast, or the act of preparing the soil, sowing and planting seeds, dressing plants and removing crops, and includes aquaculture, horticulture, silviculture, viticulture, and raising or feeding of cattle and other livestock.

Assisted Living Residence: A residential development subject to certification by the Executive Office of Elder Affairs under G.L. c. 19D and 651 CMR 12.00.

Boarder: An individual other than a family member occupying a dwelling unit who, for consideration, is furnished sleeping accommodations, meals, and may be provided personal care or other services, but excluding guests at a bed and breakfast.

Basement: That part of a building partly underground but having more than one-half of its entire wall area below the level of the adjoining ground. A basement shall be counted as a floor or story if used for business or dwelling purposes.

Building: A structure having a roof (including an awning or similar covering) adapted to permanent or continuous occupancy for assembly, business, education, industrial, institutional, residential or storage purposes. The term “building” shall be construed where applicable as if followed by the words “or portion thereof”.

Building Height: See Height

Business or Professional Office: A business establishment which does not offer a product or merchandise for sale to the public but offers a professional service to the public. However, general or personal service establishments are not to be included in the definition of business offices.

Cemetery: A burial ground; graveyard.

Child Care Center: A childcare center as that term is defined in G.L. c. 15D, s. 1A.

Commercial Recreation, Indoors: Entertainment and recreational facilities operated as a business for gain, including but not limited to bowling alley, theater, fitness center, or sports arena, provided such use is housed indoors in sound-insulated structure protecting neighborhood from inappropriate noise in any season.

Commercial Recreation, Outdoors: Golf, swimming, tennis, or other outdoor recreational facility operated as a business for gain.

Contractors Yard: Premises used by a building contractor or subcontractor for storage of equipment and supplies, fabrication of subassemblies, and parking of wheeled equipment.

Drive-In or Drive-Through Establishment: A business establishment that includes service that is provided from a drive-up or drive-through window or other similar arrangement that allows the service of a patron while the patron remains in a vehicle, whether parked or live parked. The term shall include eating establishments and service establishments such as banks, dry cleaners, pharmacies, and the like, and automotive service stations and gasoline stations and the like.

Dwelling: A privately or publicly owned permanent structure containing sleeping, kitchen and bathroom facilities designed for and used or held ready for use as a permanent residence by one family. The terms “one family,” “two family,” or “multifamily” dwelling shall not include hotel, lodging house, hospital, membership club, trailer, however mounted, or dormitory or structure solely for transient or overnight occupancy.

Dwelling Unit: One or more living or sleeping rooms arranged for the use of one or more individuals living as a single housekeeping unit, with permanent provisions for cooking, living, sanitary, eating, and sleeping facilities.

Dwelling, Single Family: A dwelling designed for occupancy by one family.

Dwelling, Two Family: A building constructed to house two families, each occupying a single dwelling unit, with each dwelling unit being substantially connected to the other with fire separation assemblies such as walls or floors.

Dwelling, Multifamily: A building containing three or more dwelling units constructed on a single lot, substantially connected to the other with fire separation assemblies such as walls or floors.

Earth Removal: The following definitions shall apply:

Percent Slope: A rise in grade (in feet) over a horizontal distance of one hundred feet.

Best Management Practice (BMP): A structural, non-structural, or vegetative measure which reduces erosion, sediment, peak storm discharge, and/or improves the quality of stormwater runoff as described in the Massachusetts Stormwater Management Handbook.

Earth: Soil, sod, loam, peat, humus, clay, sand, gravel, stone, and ledge.

Electric Charging Station, Level Two: A facility equipped with a compatible cable such as J 1772, for the recharging of the batteries of motor vehicles.

Essential Services: Services and facilities offered by public utility or governmental agency by the erection, construction, alteration, or maintenance of underground or overhead gas, electrical, steam, or water transmission or distribution systems and structures, excluding power plants or transfer stations. Facilities necessary for the provisions of essential services include poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, hydrants, and other similar equipment and accessories in connection therewith.

Family: One or more persons occupying a dwelling unit and living as a single, housekeeping unit.

Family Day Care Home, Large: An accessory use as defined in G.L. c. 15D, s. 1A.

Family Day Care Home, Small: An accessory use as defined in G.L. c. 15D, s. 1A.

Floor Area, Gross: The sum of all living areas of a building measured from the exterior faces of the structure excluding unenclosed spaces such as porches and unconditioned spaces such as mechanical rooms and those portions of basements or attics which are not finished and not provided with a heat source.

Funeral Home: Facility for the conducting of funerals and related activities such as embalming.

General Service Establishment: Shop for small appliance or tool repair, upholstery or furniture repair, bicycle repair, printer, blacksmith, builder, carpenter, caterer, electrician, mason, painter, plumber or roofer.

Grade - Average: The average elevation as taken at twenty-foot intervals around the full perimeter of the building including all attached garages, bays and building extensions.

Greenhouse: A greenhouse shall be defined as a glass or slow burning plastic enclosed building used for cultivating plants.

Height of Building: The height of a building is the vertical distance measured from the average grade of the existing ground level adjoining the building at each exterior wall to the highest point of the roof.

Home Occupation: Customary home occupations including photographers, artists, home-cooking, dressmaking, millinery, hairdressing, software developers and other similar occupations, by a person resident on the premises.

Hospital: A building providing 24-hour in-patient services for the diagnosis, treatment or other care of human ailments including, where appropriate, a sanitarium, nursing home, and convalescent home.

Hotel: A building or any part of a building containing rooming units without individual cooking facilities for transient occupancy and having a common entrance or entrances. A hotel may include a restaurant, bar or tavern, and accessory recreational facilities. It does not include a motel, boarding house, lodging house, or rooming house.

Impervious Surface: A surface or land covering that prohibits penetration of water into underlying ground layers. As a result, rain and snow are unable to infiltrate into the ground resulting in runoff.

Junk Yard: A yard, field or other area used as a place for storage for more than thirty days for three or more unserviceable, discarded, worn-out, or junk motor vehicles, plumbing, heating supplies, household appliances or furniture; and/or discarded, scrapped or junk lumber; and/or old scrap copper, brass, rope, rags, batteries, paper trash, rubber debris, waste, and/or scrap metal.

Kennel: An establishment as defined in G.L. c. 140, s. 137A.

Ledge: Contiguous boulder or rock formations, either exposed or underlying unconsolidated ground surface materials such as soil.

Light Manufacturing: Fabrication, assembly, processing, finishing work or packaging

Lot: The whole area of a single area of land in one ownership, with definite boundaries, used, or available for use, as the site of one or more buildings. A lot for the purpose of this Zoning By-law may or may not coincide with a lot of record title.

Lot Area: The horizontal area of a lot. For purposes of Section 5.0 the area of a lot shall not include: (1) The area within the limitation of the street right of way; or (2) tideland lying below Mean High Water (per U.S. Geodetic Survey), except that such tideland shall be included for determining minimum setbacks.

Lot Frontage: The continuous distance between opposing side lot lines where they intersect the street measured along, and following the angle or curve of, the street right of way.

Lot Width: The distance between side property lines of a lot measured parallel to the front property line and being measured at the location of the front property line setback.

Manufacturing: A use engaged in the basic processing and manufacturing of materials, or the manufacture from previously prepared materials, of finished products or parts, including processing, fabrication, assembly, treatment, packaging, incidental storage, sales and distribution of such products.

Medical Clinic: A facility as defined in 105 CMR 145.020, including a mobile clinic and urgent care facility.

Medical Office: A building designed and used as an office by physicians, dentists, or

psychotherapists for the diagnosis and treatment of human patients that does not include overnight care facilities or licensing as a clinic.

Motel: A building or any part of a building containing rooming units without individual cooking facilities for transient occupancy and having a common entrance or entrances. Generally, does not include a restaurant, bar or tavern, or accessory recreational facilities. Does not include a boarding house, lodging house, or rooming house.

Motor Vehicle Hourly Rental Station: A facility at which, by contract, motor vehicles are made available for rent for a period not longer than 24 hours.

Motor Vehicle Light Service Station: A building or premises used for the dispensing, sales or offering for sale of motor fuels directly to users of motor vehicles. Other sales activities and any repairs shall be activities minor in scope and clearly subordinate to the sale of motor fuels, oils and lubricants.

Motor Vehicle Repair: A building or use which is designed or intended to be used for the storage, servicing, repair, maintenance, or cleaning of motor vehicle equipment.

Motor Vehicle Sales: Premises for the sale of used or new motor vehicles, including supplying of fuel, oil, lubrication, washing, or repair services, but not to include body work or painting.

Municipal Yards and Facilities: Town yards and related storage facilities for de icing, sand, construction materials, and the like.

Nonconforming Use or Structure: A lawfully pre-existing use or structure which does not conform to the regulations for the District in which such use or structure exists.

Long-term care facility: An institution licensed by the Department of Public Health as a nursing, convalescent or rest home, charitable home for the aged, hospital or sanitarium pursuant to G.L. c 3, ss. 51 and 71.

Parcel: An area of land in one ownership, with definite boundaries, generally not available for use as the site of one or more buildings without further Zoning relief.

Parking Space: An area in a building or on a lot available for parking one motor vehicle, having a width of not less than the area required in section 6.1.2, exclusive of passageways and driveways appurtenant thereto and with free and unimpeded access to a street over unobstructed passageways or driveways.

Personal Service Establishment: A facility providing personal services such as hair salon, barber shop, tanning beds, dry cleaning, print shop, photography studio, and the like.

Personal Wireless Telecommunications Service Facilities: The following definitions shall apply for the purposes of Section 8.1:

Personal Wireless Telecommunication Service: Commercial mobile services, unlicensed wireless services and common carrier wireless exchange access services.

Personal Wireless Telecommunication Service Facilities: Facilities for the provision of personal wireless telecommunication services.

Printing and Publishing: An establishment providing convenient services for printing or photocopying flyers, brochures, photographs, blueprints and the like.

Private club: A facility where the principal purpose is for members of a non-profit organization or group of people organized for a common purpose to meet to pursue common goals, interests and activities, and usually characterized by certain membership qualifications, payment of fees and dues, regular meetings, and a constitution and bylaws.

Public Utility: Electrical, gas, steam, water, communication or public passenger transportation systems and their appurtenances. Excluded from this definition are all personal wireless service facilities.

Qualified Acre: Agricultural land on which the sale of products produced from the agri-

culture, aquaculture, silviculture, horticulture, floriculture or viticulture use on the parcel annually generates at least \$1,000 per acre based on gross sales dollars in area not zoned for agriculture, aquaculture, silviculture, horticulture, floriculture or viticulture.

Recreational Club (Commercial, Indoor): A structure for recreational, social or amusement purposes, which may include as an accessory use the consumption of food and drink, including all connected rooms or space with a common means of egress and entrance. Such facilities shall include health clubs or other commercial recreational centers conducted for profit.

Residential Conservation Cluster (RCC): A residential development in which the buildings are clustered together with reduced lot sizes and frontage.

Restaurant: A building, or portion thereof, containing tables and/or booths for at least two-thirds (2/3) of its legal capacity, which is designed, intended and used for the indoor sales and consumption of food prepared on the premises, except that food may be consumed outdoors in landscaped terraces, designed for dining purposes, which are adjuncts to the main indoor restaurant facility.

Retail: A facility selling new or used goods to an end user.

School-Aged Child Care Program: A school-aged childcare program as that term is defined in G.L. c. 15D, s. 1A.

Senior Housing:

Assisted Living Facility: A residential development subject to certification by the Executive Office of Elder Affairs under G.L. c. 19D, and 651 CMR 12.00.

Continuing Care Facility: A facility regulated by G.L. c. 93, s. 76.

Independent Living Facility: A facility providing apartments for rent, with optional services on the site for the convenience of residents, including but not limited to transportation, barber/beauty services, sundries for personal consumption, laundry services and other amenities, provided such uses serve primarily the residents and staff of the facility.

Long Term Care Facility: A facility, including a convalescent or nursing home, rest home, infirmary maintained in towns, and charitable homes for the aged, as defined and regulated in 105 CMR 150.001.

Senior Housing: Housing for persons over the age of 55 subject to the Senior Housing Laws, as defined herein.

Senior Housing Facility: An Assisted Living Facility, Continuing Care Facility, Independent Living Facility, or Long-Term Care Facility, whether operated as a free-standing facility or in combination with another type of facility on the same lot or adjacent lot in common control.

Senior Housing Laws: Collectively and separately, the Fair Housing Act, 42 USC Section 3607(b), 24 CFR Subtitle B, Ch. 1, Section 100.300 et seq. and G.L. c. 151B, s. 4.

Setback: The minimum distance which a building or other structure must be set back from a property boundary.

Special Permit: A specific authorized use within this Zoning By-law that may be granted upon application to the designated special permit granting authority.

Story: That portion of a building contained between any floor and the floor or roof next above it; it does not include either the lowest portion so contained if more than one-half of such portion vertically is below the mean finished grade of the ground adjoining such building, or the uppermost portion so contained if under a sloping roof and not designed or intended to be used for human occupancy.

Story, Half: A floor level with a roof above, the area of which at a height of four (4) feet above this floor level does not exceed two-thirds of the floor level immediately below it.

Street: Any accepted Town way; a way established by or maintained under county, state or federal authority; a way established by and constructed according to a subdivision plan approved in accordance with the Subdivision Control Law; and a way determined by the Planning Board to have sufficient width, suitable grades and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon. A public or private way shall not be deemed to be a street relative to any lot that does not have rights of access to and passage over said way.

Structure: A combination of materials assembled at a fixed location to give support, shelter or utility, including but not limited to, buildings (whether principal or accessory), platforms and decks, swimming pools, tennis or similar courts, satellite dishes of three (3) feet diameter or greater, sheds, shelters, and display signs. The term “structure” shall be construed where applicable as if followed by the words “or portion thereof”. The term “structure” shall not include walls or fence.

Swimming Pool: Any constructed pool, located above or below the ground, whether portable or fixed, used or capable of being used for swimming, wading, or bathing purposes. Pools having depth of two feet or more and having a capacity of two hundred cubic feet or more in volume shall be considered structures.

Toxic or Hazardous Materials: Any substance or mixture of such physical, chemical or infectious characteristics as to pose a significant, actual or potential hazard to water supplies, or other hazard to human health, if such substance or mixture were discharged to land or waters of this Town, or as defined or regulated by federal or state law.

Veterinary facility or clinic: A place where animals or pets are given medical or surgical treatment and the boarding of animals is limited to short term care incidental to the use.

Warehouse: A building used primarily for the storage of goods and materials, for distribution, but not for sale on the premises.

Warehouse, Mini- or Self-Storage: Establishment providing individual storage units for long- or short-term rental to persons or businesses.

Wind Energy Conversion Facilities (WECF): For the purposes of Section 11.2, the following definitions shall apply:

Distributed Generation: Energy generation that is located at or near the end-user.

Height: The height of a wind turbine measured from grade elevation at the base of the tower to the elevation at the tip of the blade at its highest point.

Nacelle: The frame and housing at the top of the tower that encloses the gearbox and generator and protects them from the weather.

Rotor: The blades and hub of the wind turbine that rotate during turbine operation.

Wind Energy Conversion Facility (WECF): All equipment, machinery and structures utilized in connection with the conversion of wind to electricity. This includes, but is not limited to, all transmission, storage, collection and supply equipment, substations, transformers, site access, service roads and machinery associated with the use.

Wind Monitoring or Meteorological Test Tower (Met Tower): A temporarily installed tower used for supporting anemometer, wind vane and other equipment to assess the wind resource at a predetermined height above the ground.

Wind Turbine: A device that converts kinetic energy of the wind into rotational energy to turn an electrical generator shaft. A wind turbine typically consists of a rotor, nacelle and supporting tower.

Wholesale: Sale of goods not at retail.

Yard: A portion of a lot, upon which the principal building is situated, unobstructed artificially from the ground to the sky, except as otherwise provided herein. An interior court

shall not be considered to be a yard or any part thereof.

Yard, Front: A yard extending for the width of the lot between the front line of the nearest building wall and the front lot line.

Yard, Rear: A yard, except by an accessory structure or accessory use as herein permitted, extending for the full width of the lot between the rear line of the building wall and the rear lot line.

Yard, Side: Yard extending for the full length of a building between the nearest building wall and the side lot line.

Zoning Act: Chapter 40A of the Massachusetts General Laws, as amended by Chapter 808 of the Acts of 1975, and any amendments thereafter.

SECTION 3.0 DISTRICTS

3.1 **ESTABLISHMENT.** For the purpose of this By-law, the Town of Manchester-by-the-Sea is hereby divided into the following Zoning Districts, as shown on the Zoning Map(s):

Residential Districts:

Single Residence District A	SRA
Single Residence District B	SRB
Single Residence District C	SRC
Residence District D1	RD1
Residence District D2	RD2
Single Residence District E	SRE
General District	GD
Limited Commercial District	LCD

3.2 **ZONING MAP.** The location and boundaries of the Zoning Districts are shown on the map entitled “Zoning Map of Manchester-by-the-Sea” as prepared by AppGeo dated January 2022 or as may be amended.

3.3 **ZONING MAP INTERPRETATION.** For the purposes of interpretation of the Zoning Map, the following shall apply:

3.3.1 **Center Line.** Zoning District boundaries which appear to follow streets, railroads, wood roads or brooks shall coincide with the center line thereof.

3.3.2 **Lot Line.** Zoning District boundaries which appear to follow a property or lot line, the exact location of which is not indicated by means of dimensions shown in figures, shall coincide with the property or lot line.

3.3.3 **Parallel.** Zoning District boundaries which appear to run parallel to the sidelines of streets shall be regarded as parallel to such lines. Dimensions shown in figures placed upon said map between such boundary lines and sidelines of public or private ways are the distances in feet of such boundary lines from such lines.

3.4 **SPLIT LOTS**

3.4.1 **By Town Boundary.** When a lot is situated in part in the Town and in part in an adjacent municipality, the provisions of this By-law shall be applied to the portion of such lot in the Town in the same manner as if the entire lot were situated in the Town.

3.4.2 **By Zoning District Boundary.** When a lot is transected by a Zoning District boundary, the regulations of this By-law applicable to the larger part of the area of such lot may also be the grant of a special permit from the Planning Board be deemed to govern in the smaller part beyond such Zoning District boundary but only to an extent not more than thirty (30) linear feet in depth beyond such Zoning District boundary. This provision shall not apply in the Residence District D2.

SECTION 4.0 USE REGULATIONS

4.1 **PRINCIPAL USES**

4.1.1 **Applicability of Use Regulations.** Except as otherwise provided by law, in each District no building, structure, or land shall be used or occupied except for the purposes

permitted as set forth in the accompanying Table of Uses and Parking Regulations. Any principal or accessory use not listed shall be construed to be prohibited.

1. No dwelling shall be erected except on a lot fronting on a street, and there shall be not more than one principal residential building on any lot.

4.1.2 Permitted Uses. In the following Table of Uses, the uses permitted by right in the District shall be designated by the letter (Y). Uses designated (N) shall not be permitted in the District. Those uses that may be permitted by special permit in the District, in accordance with the relevant Sections of this By-law, shall be designated by identification of the Special Permit Granting Authority, which is either:

ZBA	Zoning Board of Appeals
PB	Planning Board
SB	Select Board

4.1.3 Uses Subject to Other Regulations. Uses permitted by right or by special permit shall be subject, in addition to these use regulations, to all other provisions of this By-law.

4.2 TABLE OF USES

See Manchester-by-the-Sea Table of Allowed Uses at the end of Section 4.

4.3 ACCESSORY USES

4.3.1 Permitted Accessory Uses in All Districts. Allowed permitted accessory uses are defined by the Table of Uses. In all the Districts, accessory uses not listed in section 4.3.2 or in the Table of Uses are prohibited.

4.3.2 Non-Residential Accessory Uses. Any use permitted as a principal use is also permitted as an accessory use provided such use is customarily incidental to the main or principal building or use of the land. Any use authorized as a principal use by special permit may also be authorized as an accessory use by special permit provided such use is customarily incidental to the main or principal building or use of the land. Any use not allowed in the district as a principal use is also prohibited as an accessory use except as listed in 4.3.3. Accessory uses are permitted only in accordance with lawfully existing principal uses. In all instances where site plan review and approval are required for a principal use, the addition of any new accessory use to the principal use, where such addition exceeds the thresholds established in Section 12.6 shall also require site plan review and approval.

4.3.3 Residential Accessory Uses. In addition to the accessory uses allowed in the Table of Allowed Uses or that meet the definition of accessory use in Section 2, the following accessory uses are specifically permitted as of right or by special permit in a single or two-family residence whether in or outside a Residence District, as set forth herein:

1. Boarders in Single-Family Dwelling. The renting of rooms and/or furnishing of board to not more than four (4) persons in an owner-occupied single-family dwelling, with common cooking and living facilities, shall be a permitted accessory use.
2. Home Occupation.

4.2 Manchester-by-the-Sea Table of Allowed Uses
 The uses permitted by right in the district shall be designated by the letter (Y). Uses not permitted in the District shall be designated (N). Those uses that may be permitted by special permit in the District, in accordance with Sections 6 and 12, shall be designated by identification of the Special Permit Granting Authority, which is either: Zoning Board of Appeals (ZBA) or Planning Board (PB). Uses subject to Board of Health regulations are designated by BOH. Uses permitted by right or by special permit shall be subject, in addition to these use regulations, to all other provisions of the By-law. Notes to the table are found following the Table.

USE	Districts							
	A	B	C	D1	D2	E	G	LCD (1)
	Single Residential I A	Single Residential I B	Single Residential I C	Residential I District 1	Residential I District 2	Single Residential I E	General	Limited Commercial
A. RESIDENTIAL								
1. One single family detached dwelling	Y	Y	Y	Y	Y	Y	Y	N
2. Two family dwelling	N	N	N	Y	ZBA	N	Y (2)	N
3. Conversion of a one-family dwelling into a two-family dwelling	N	N	N	Y	ZBA /Y (3)	N	Y	N
4. Conversion of an existing dwelling into a three-family dwelling with no increase in gross floor area	N	N	N	N	N	N	Y (4)	N
5. Multifamily dwelling with not more than four dwelling units (with conditions described in note 4 below)	N	N	N	N	N	N	PB (5)	N
6. Residential Conservation Cluster (6)	PB	PB	PB	PB	PB	PB	PB	N
B. COMMUNITY FACILITIES								
1. Use of land or structures for religious purposes	Y	Y	Y	Y	Y	Y	Y	Y
2. Use of land or structures for educational purposes (7)	Y	Y	Y	Y	Y	Y	Y	Y
3. Child Care Center/School Aged Child Care Program	Y	Y	Y	Y	Y	Y	Y	Y
4. Municipal uses including: parks, playgrounds, senior center, offices, fire and police stations, municipal recreational uses, municipal wells, water storage and processing, sewage lift stations, and related building and parking facilities	Y	Y	Y	Y	Y	Y	Y	Y
6. Charitable or philanthropic use; hospital, nursing care	PB	PB	PB	PB	PB	PB	PB	N

USE	Districts							
	A	B	C	D1	D2	E	G	LCD (1)
facility, sanitarium								
7. Community or private club	PB	PB	PB	PB	PB	PB	PB	Y
8. Cemetery, not conducted for profit	PB	PB	PB	PB	PB	PB	PB	N
9. Public utility or public communications building not including a service station or outside storage of supplies	PB	PB	PB	PB	PB	PB	PB	N
C. AGRICULTURAL USES								
1. Non-nuisance agriculture, horticulture and floriculture	Y	Y	Y	Y	Y	Y	Y	Y
2. Greenhouse, nursery uses for horticultural and floricultural purposes	N	N	N	N	N	N	Y	N
3. The raising or keeping of livestock, including poultry, horses, or cows as regulated by the Board of Health.	BOH	BOH	BOH	N	N	BOH	N	BOH
D. COMMERCIAL USES								
1. Business or professional office building; bank or financial institution	N	N	N	N	N	N	Y	Y
2. The office of a doctor, dentist or other member of a recognized profession (8)	Y	Y	Y	Y	Y	Y	Y	N
3. Medical office building for no more than three doctors (9)	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZB A	Y
4. General retail uses	N	N	N	N	N	N	Y	N
5. Personal or general service establishment	N	N	N	N	N	N	Y	N
6. Restaurant	N	N	N	N	N	N	Y	N
7. Indoor recreational club or facility	N	N	N	N	N	N	N	Y
8. Printing and publishing establishment	N	N	N	N	N	N	Y	N

USE	Districts							
	A	B	C	D1	D2	E	G	LCD (1)
10. Yacht storage, construction, and service and related uses	N	N	N	N	N	N	Y	N
11. Fish and shellfish landing, storage, and handling (but not a fish processing or similar plant)	N	N	N	N	N	N	Y	N
12. Wind energy conversion systems	N	N	N	N	N	N	N	PB
13. WECF, Wind Monitoring and Meteorological towers	N	N	N	N	N	N	N	PB
14. Large-scale ground-mounted solar photovoltaic installation (See Section 11.1)	N	N	N	N	N	N	N	Y
15. Public parking or garaging of automobiles not incidental to another permitted use	N	N	N	N	N	N	PB	PB
16. Helicopter landing, storage or parking facility	PB	PB	PB	PB	PB	PB	PB	PB
17. Marijuana business and treatment center	N	N	N	N	N	N	N	PB
18. Adult Entertainment Establishments	N	N	N	N	N	N	N	PB
19. Laboratories, research and development, and related light manufacturing, assembly	N	N	N	N	N	N	N	PB (10)
E. ACCESSORY USES								
1. Up to four-boarders in a single-family dwelling with common cooking and living facilities (11)	Y	Y	Y	Y	Y	Y	Y	Y
2. Maintaining on any lot not more than one commercial vehicle	Y	Y	Y	Y	Y	Y	Y	Y
3. Garaging or maintaining of more than 4 automobiles when accessory to a dwelling	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZB A	N
4. Tennis court, or similar court when accessory to a dwelling	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZB A	N

USE	Districts							
	A	B	C	D1	D2	E	G	LCD (1)
5. Swimming pool accessory to a dwelling as defined in section 4.3.2	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZB A	N
6. Accessory Dwelling Unit (12)	ZBA	ZBA	ZBA	N	N	ZBA	ZB A	N
7. As part of an existing garage, stable or other existing structure, family living quarters for an employee of the owner/occupant (13)	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZB A	N
8. Customary home occupation conducted in a dwelling by a person residing on the premises (14)	Y	Y	Y	Y	Y	Y	Y	N
9. Accessory uses or structure on the same lot with and customarily incidental to a permitted main use on the same premises, including off-street parking	Y	Y	Y	Y	Y	Y	Y	Y
10. Family day care home, large	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZB A	ZBA
11. Family day care home, small	Y	Y	Y	Y	Y	Y	Y	Y
12. Adult social day care	ZBA	ZBA	ZBA	ZBA	ZBA	ZBA	ZB A	ZBA
F. OTHER								
1 Matters (including the construction or alteration of any structure or the use thereof) all or any part of which is within tideland lying below Mean High Water (per U.S. Geodetic Survey) (15)	N/A	PB	PB	N/A	N/A	PB	PB	N/A

NOTES TO TABLE:

Note 1: Any allowed use within the LC District requires site plan approval from the Planning Board as provided in this By-law.

Note 2: Such alteration or reconstruction shall not include an increase in floor area or volume, except that shed and individual dormers shall not be considered to be an increase in volume.

Note 3: In the D2 district, the conversion of a single-family residence in existence on the lot as of May 6, 1991 to a two-dwelling unit structure and the construction of a two-dwelling unit are permitted, if authorized by a special permit issued by the Zoning Board of Appeals. However, the conversion to a two-dwelling unit of a structure existing on the lot as of May 6, 1991, that does not involve any increase in the size, height or volume of the

structure, including the construction of exterior stairways, porches, patios or decks, shall not require a special permit as long as there is compliance with the following criteria.

- a. The units within the structure shall connect with the municipal sanitary sewer;
- b. The new or expanded structure is appropriate in terms of bulk, shape, location on the lot and relationship to abutting properties and existing structures within the immediate and general neighborhood;
- c. Off-street parking regulations of Section 6.2 of this By-law are met;
- d. The converted two-unit structure may not be substantially different in character from the existing building, except in a case where changes in building facade or design would better reflect the overall character of the surrounding neighborhood, and
- e. The resulting structure will be in harmony with the surrounding neighborhood.

Note 4: An existing dwelling which is altered or reconstructed so as to contain no more than three dwelling units. Such alteration or reconstruction shall not include an increase in floor area or volume. Except for shed dormers, individual dormers are not considered to be an increase in volume.

Note 5: A new or enlarged existing dwelling containing not more than 4 dwelling units if authorized by a special permit issued by the Planning Board in accordance with the special permit provisions of this By-law; in addition, the following stated provisions shall also apply. After the required public hearing, the Planning Board shall find and determine that such dwelling and use, including the site, plans and designs of the dwelling and any accessory buildings, constitute a desirable development in and will not be detrimental to the neighborhood, and subject further to the following conditions:

- a. Each unit shall have independent cooking facilities;
- b. No living quarters shall be located so that the floor elevation is more than 36 inches below the finished exterior grade;
- c. The dwelling and to the extent appropriate any accessory building shall connect with a municipal sanitary sewer;
- d. The density shall not exceed the rate of 15 dwelling units per acre of lot except for a dwelling constructed or enlarged on a lot of less than 12,000 square feet existing on January 25, 1974, and;
- e. Such other conditions and restrictions as the Planning Board may prescribe in the interest of the Town in carrying out the purposes of this By-law.

Note 6: See Section 9.2 for details

Note 7: Not for profit

Note 8: Provided there is no display or advertising except for a small professional sign not over one square foot in area.

Note 9: The offices within a single building for not more than three medical doctors, subject to the following conditions:

- a. The Board of Appeals determines that there is a need in the Town for such offices within a single building, that there is no reasonably available and suitable office space for such doctors within a single building, or land for such a building, in a district other than a Residence District, and that there is adequate and safe off-street parking for doctors and their staffs and patients;
- b. There is no display or advertising except for a small professional sign for each doctor not over one square foot in area;
- c. No more than one building with offices for more than one doctor shall be permitted in the Residence Districts, and
- d. Site plan approval is required by the Planning Board.

Note 10: By Special Permit from the Planning Board, and limited to the land areas west

of Pine Street, a/k/a Pipe Line Road, and east of School Street, laboratories and establishments devoted to scientific research and development; light manufacturing, assembly and processing of materials related thereto and incidental accessory uses.

Note 11: Providing there is no sign or display to advertise such use. (But it shall not be permissible to construct or operate overnight camps.).

Note 12: See Section 9.1 for requirements

Note 13: As part of an existing garage, stable or other existing structure approved by special permit of the Zoning Board of Appeals, family living quarters for and to be occupied only by an employee of the owner occupant of the dwelling while such garage, stable or other existing structure, approved by the Zoning Board of Appeals, is an accessory use. Said employee must be employed on the premises.

Note 14: Provided there is no visible display of goods from the street and no exterior advertising, except a sign of not more than two square feet in area and provided such occupation shall not be carried on in an accessory building.

Note 15: For which an application for a state license under G.L. c. 91, s. 18 is required thereunder to be submitted for comments to the Planning Board.

DISCUSSION

Moderator Wilson explained that the Planning Board is split on their recommendations so he will allow both sides 2.5 minutes to share their opinions.

Ron Mastrogiacomo, chair of the Planning Board explained that in 2019 the Town took the advice of the Master Plan Committee and appropriated money to undertake a thorough review of these Bylaws. The Planning Board had the help of one of the State's zoning experts who suggested updates and new ways to organize the By-Laws. The Planning Board recommended these changes after over 100 public meetings, 12 public forums, 2 public hearings, and an Open House where they have heard from the public and deliberated among the Board. The changes to the Zoning Bylaws do three things:

First, they make the zoning regulations easier to understand and administer while strengthening the laws.

Second, they clarify and update the rules for making changes to properties that do not fully conform within our existing Zoning requirements which helps our many older buildings that pre-date town zoning regulations.

Third, they provide a path for more diverse housing options in direct response to a recommendation of the 2019 Master Plan.

Christine DeLisio, speaking on behalf of the minority view of the Planning Board felt that the Planning Board proposed too much at one time. She explained that the codification process began as an exercise to cleanup, simplify and bring our current bylaws into compliance, which Articles 4-9 do however, the remainder of the changes will change our current zoning. She would recommend that the Town hit the pause button and gradually introduce Zoning Changes that are in step with the Master Plan, in the future, one at a time.

Sarah Creighton of the Planning Board explained that the changes under this motion clarify the Zoning in three ways.

First, they clarify the authority & purpose of the by-law, consolidate all definitions into one section, and explain how to treat lots that span two districts.

Second, update the Zoning map and clarify District D's two parts-- this is the district along Pine, Pleasant, School streets. No change is made to uses allowed in District D or to the boundaries of any zoning district.

Third, and most importantly, we propose a Use Table to list the allowed and accessory uses for each district and identify the boards having jurisdiction. The table replaces 6 pages of dense and confusing text but does not change the allowed uses.

Residents who spoke in regard to this motion were **Robert Meahl**, 114 Beach Street, **Tim Gates**, 2 Desmond Avenue, **L. Morrison**, 22B Pine Street, **Sheila Hill**, 1 Running Ridge Row, **Steve Hall**, 30 Loading Place Road, **Gar Morse**, 11 Jersey Lane, and **Lorraine Iovanni**, 20A Pine Street. All expressed some issue of confusion and lack of clarity with what is being presented.

There was a brief discussion on private vs. public ways initiated by **Nick White**, 9 Spy Rock Hill Road, and included commentary from special counsel to the Planning Board, **Mark Bobrowski**.

Becky Jaques, chair of the Select Board expressed the Select Board support of this because it stems from our Master Plan which incorporated and expressed the will and desire of our residents.

Sarah Mellish, 11 Bennet Street moved the previous question. The motion was seconded from the floor.

Vote on ending debate is a 2/3rd vote and prevailed as declared the Moderator.

Vote

Passed by a 2/3rds vote (389 yes and 133 no with approximately 575 voters)

ARTICLE 5: General By-law Amendment

To see if the Town will vote to amend the General By-laws, by: adding a new Section A3 Junk Cars to Article XIV: Resident Parking; by numbering "Construction Site Activity" as Section 45 of Article X: Police and other Regulations; by adding a new Section 46 Driveway Entrances to Article X: Police and Other Regulations; by adding a new Article XXII: Storage of Commercial Materials and Vehicles; and by adding a new Article XXIII: Stormwater Management Special Permit, to allow regulation by the General By-laws, or take any other action relative thereto.

Per Petition of the Planning Board

The Select Board recommended approval.

MOTION

Sarah Creighton made the motion for Article 5 as printed in the voter's booklet with the following corrections: on page 6 of the motion at line 166 "See Section 6" should be changed to "See Section 7", on page 12 at line 402, subparagraph "e" should be changed to paragraph "4", on page 12 at line 403 subparagraph "f" should be changed to subparagraph "a", paragraph "B" should be changed to subparagraph "b". Ron Mastrogiacommo seconded.

As written in the voter's booklet,

Add a new Section A3 to ARTICLE XIV: RESIDENT PARKING
SECTION A3 JUNK CARS

No person in charge or control of any real estate within the Town, whether as owner, tenant, occupant, lessee or otherwise, shall allow any partially dismantled, nonoperating, wrecked or junked motor vehicles to remain on such property longer than 60 days without a valid windshield sticker, so-called, issued and displayed in accordance with the requirements of Chapter 90, Section 7A of the General Laws as amended, and the rules and regulations of the Registrar of Motor Vehicles, unless a permit therefor has been obtained from the Zoning Board of Appeals. The Board shall not issue a permit unless it finds that

such vehicle on said premises will not constitute a hazard to the safety or welfare of the inhabitants of the Town nor will otherwise nullify or substantially derogate from the intent or purpose of this By-law. No such permit shall be required for a vehicle in an enclosed building nor for a vehicle on the property of a lawful business or farming enterprise necessary to such operation, or for motor vehicles at the place of business of a holder of a class license under Sections 58 and 59 of Chapter 140 of the General Laws.

Number "Construction Site Activity" as Section 45 of ARTICLE X: POLICE AND OTHER REGULATIONS

Add a new Section 46 to ARTICLE X: POLICE AND OTHER REGULATIONS
SECTION 46: DRIVEWAY ENTRANCES

A. Purpose and Intent

The purpose of this By-law is to promote pedestrian safety, limit potential traffic conflicts, and to control the flow of water onto public ways and neighboring properties.

B. Applicability

All new and relocated driveway entrances for all land uses shall require a permit issued by the Department of Public Works (DPW). This permit shall be separate and in addition to any required site plan review and prior to any building permit requiring a new or altered driveway entrance.

C. Regulation of Driveway Entrances

All driveway entrances shall be located at least 20 feet from the nearest street intersection, 10 feet from the nearest driveway entrance or fire hydrant, and 5 feet from side lot lines, trees, utility poles or street light fixtures. Driveway entrances should be designed to maximize visibility in all directions, and to minimize the flow of water onto the public way and adjacent properties. There shall be not more than one apron and curb cut per residential lot. To avoid reduction of on-street parking, to maintain accessible cross-slopes on public sidewalks, and to minimize vehicle-pedestrian conflicts, residential uses shall utilize only one driveway entrance.

The driveway width as it approaches the driveway entrance shall have a minimum of 8 feet and a maximum of 12 feet in width, with a combined driveway flare area of 5 feet divided on either side of the driveway as needed and a curb return, if applicable, of no more than 3 feet.

If a sidewalk or roadway is constructed or modified, it shall be done in accordance with MAAB/ADA and DPW standards. The use of pervious materials is encouraged.

D. Administration and Enforcement

The owner must submit a Driveway/Entrance Application. Said Application shall be subject to regulations developed by the Planning Board and may be modified from time to time.

Any curb cuts that do not comply with the criteria defined herein, or in the opinion of the DPW should require special review, may be permitted if a special permit is granted by the Planning Board.

All driveway entrances in existence prior to the adoption of this By-law shall not require review unless they are substantially modified or relocated. A driveway entrance permit shall expire after 2 years of issuance.

Failure to comply with this By-law shall result in a fine of \$50 per day until the non-compliance is corrected or temporary allowances are granted by the DPW.

Add New ARTICLE XXII STORAGE OF COMMERCIAL MATERIALS AND VEHICLES
The Building Inspector shall allow the following, provide that they are not visible from the

public way and do not create a nuisance:

- The commercial storage of building and landscaping materials and equipment, excluding that from retail establishments;
- Commercial landscaping equipment, materials, supplies;
- Unless garaged on the premises, the overnight parking of commercial vehicles owned or operated by a resident of the premises limited to one commercial vehicle less than 10,000 pounds of gross vehicle weight

Storage of recreational vehicles, boats, and trailers within five (5) feet from the property line.

Add a new Article XXIII STORMWATER MANAGEMENT SPECIAL PERMIT

SECTION 1 PURPOSE AND INTENT

- A. Regulation of discharges to the municipal separate storm sewer system (MS4) is necessary for the protection of the Town of Manchester-by-the-Sea's water bodies and groundwater, and to safeguard the public health, safety, welfare and the environment. Increased and contaminated stormwater runoff associated with developed land uses and the accompanying increase in impervious surface are major causes of impairment of water quality and flow and contamination of drinking water supplies, erosion of stream channels, alteration or destruction of aquatic and wildlife habitat, and flooding.
- B. This By-law establishes stormwater management standards for the final conditions that result from development and redevelopment projects, as well as construction activities, to minimize adverse impacts offsite and downstream which would be borne by abutters to development projects and the general public.
- C. The goals and objectives of this By-law are:
1. To require practices to control the flow of stormwater from new and redeveloped sites into the Town storm drainage system in order to prevent flooding and erosion;
 2. To protect groundwater and surface water from degradation;
 3. To promote groundwater recharge;
 4. To prevent pollutants from entering the Town's municipal separate storm sewer system (MS4) and to minimize discharge of pollutants from the MS4;
 5. To ensure adequate long-term operation and maintenance of structural stormwater best management practices so that they work as designed;
 6. To comply with state and federal statutes and regulations relating to stormwater discharges; and
 7. To establish the Town's legal authority to ensure compliance with the provisions of this By-law through inspection, monitoring, and enforcement.

SECTION 2 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, 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.

Best management practice (BMP): An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

Clearing: Any activity that removes the vegetative surface cover.

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

Disturbance of land: Any action that causes a change in the position, location, or arrangement of soil, sand, rock, gravel or similar earth materials.

Grading: Changing the level or shape of the ground surface.

Grubbing: The act of clearing land surface by digging up roots and stumps.

Impervious surface: Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes (without limitation) roads, paved parking lots, sidewalks, and rooftops.

Massachusetts Stormwater Management Policy: The Policy issued by the Department of Environmental Protection, and as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act G.L. c. 131, § 40 and Massachusetts Clean Waters Act G.L. c. 21, s. 23-56. The Policy addresses stormwater impacts through implementation of performance standards to reduce or prevent pollutants from reaching water bodies and control the quantity of runoff from a site.

Municipal Separate Storm Sewer System (MS4) or Municipal storm drain system: The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Manchester-by-the-Sea.

Operation and Maintenance Plan: A plan setting up the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

Outfall: The point at which stormwater flows out from a point source that is a discernible, confined and discrete conveyance into waters of the Commonwealth.

Outstanding resource waters (ORWs): Waters designated by Massachusetts Department of Environmental Protection as ORWs. These waters have exceptional sociologic, recreational, ecological and/or aesthetic values and are subject to more stringent requirements under both the Massachusetts Water Quality Standards (314 CMR 4.00) and the Massachusetts Stormwater Management Standards. ORWs include vernal pools certified by the Natural Heritage Program of the Massachusetts Department of Fisheries and Wildlife and Environmental Law Enforcement, all Class A designated public water supplies with their bordering vegetated wetlands, and other waters specifically designated.

Owner: A person with a legal or equitable interest in property

Person: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

Point source: Any discernible, confined, and discrete stormwater conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, or container from which pollutants are or may be discharged.

Redevelopment: Development, rehabilitation, expansion, demolition or phased projects that disturb the ground surface or increase the impervious area on previously developed sites.

Runoff: Rainfall, snowmelt, or irrigation water flowing over the ground surface.

Stormwater management plan: A plan required as part of the application for a Stormwater Management Permit. ~~See Section 6~~ See Section 7.

Stormwater: Storm water runoff, snow melt runoff, and surface water runoff and drainage.

TSS: Total suspended solids.

SECTION 3 AUTHORITY

This By-law is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34.

SECTION 4 APPLICABILITY

- A. No person may undertake a construction activity including clearing, grading, and excavation that result in a land disturbance that will disturb equal to or greater than one acre of land or will disturb less than one acre of land but is part of a larger common plan of development that will ultimately disturb equal to or greater than one acre of land draining to the Town's municipal separate storm sewer system without a special permit from the Planning Board.
- B. Activities or land uses that otherwise require a special permit from the Planning Board shall not be required to obtain an independent special permit under this Article provided that the applicable terms, conditions, and requirements of this Article are imposed within the special permit issued by the Planning Board.
- C. Exemptions:
 - 1. Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.04;
 - 2. Maintenance of existing landscaping, gardens or lawn areas associated with a single-family dwelling;
 - 3. The construction of fencing that will not substantially alter existing terrain or drainage patterns;
 - 4. Construction and installation of utilities other than drainage (gas, water, electric, telephone, etc.) which will not alter terrain or drainage patterns;
 - 5. Large-Scale Ground-Mounted Solar Photovoltaic Installations.
 - 6. As authorized in the Phase II Small MS4 General Permit for Massachusetts, storm water discharges resulting from the activities identified in this Section that are wholly subject to jurisdiction under the Wetlands Protection Act and demonstrate compliance with the Massachusetts Storm Water Management Policy as reflected in an Order of Conditions issued by the Conservation Commission are exempt from compliance with this Section.

SECTION 5 ADMINISTRATION

- A. The Planning Board shall administer, implement and enforce this By-law pursuant to G.L. c. 40A s.9 and the special permit regulations of the Zoning By-laws.

SECTION 6 PERMITS AND PROCEDURE

- A. Filing Application. The site owner or his agent shall file a completed application package for a Stormwater Management Special Permit (SMSP) as follows: one copy (with the filing fee) with the Town Clerk and ten (10) additional copies with the Planning Board (by delivery with the above copy to the Town Clerk). Permit issuance is required prior to any site altering activity. While the applicant can be a representative, the permittee must be the owner of the site. Each copy of the SMSP Application package shall include:
 - 1. a completed Application Form with original signatures of all owners;
 - 2. a list of abutters, certified by the Assessor's Office;
 - 3. the Stormwater Management Plan and project description as specified in Section 7 of this By-law;
 - 4. the Operation and Maintenance Plan as required by Section 8 of this By-law;
- B. Entry. Filing an application for a special permit grants the Planning Board, or its agent, permission to enter the site to verify the information in the application and to inspect for compliance with the resulting special permit
- C. Other Boards. The applicant for a Stormwater Management Special Permit shall deliver a copy of the application package, within three (3) business days of filing

the application with the Planning Board, to each of the Board of Health, Conservation Commission and Department of Public Works, and shall file a certificate of such delivery with the Planning Board.

- D. Fee Structure. The Planning Board is authorized to establish an application form and filing fees, and to retain, at the applicant's expense, Registered Professional Engineers, or other professional consultants, to review and advise the Board on any or all aspects of these plans.
- E. Public Hearing. The Planning Board shall hold a public hearing in accordance with G.L. c. 40A, ss. 9 and 11.
- F. Actions. The Planning Board's action, rendered in writing, shall consist of either:
 - 1. Approval of the Stormwater Management Special Permit Application based upon determination that the proposed plan meets the Standards in this By-law Section 7 and Section 12.5 of the Zoning By-laws and will adequately protect the water resources of the Town and is in compliance with the requirements set forth in this this Article XXIII.
 - 2. Approval of the Stormwater Management Special Permit Application; subject to any conditions, modifications, or restrictions required by the Planning Board which will ensure that the project meets the Standards in this By-law Section 6 and Section 12.5 of the Zoning By-law and adequately protects water resources.
 - 3. Disapproval of the Stormwater Management Special Permit Application based upon a determination that the proposed plan, as submitted, does not meet the Standards in this By-Law and Section 6.3 and Section 12.5 of the Zoning By-Laws or adequately protect water resources, as required herein.
 - 4. Project Completion. At completion of the project, the permittee shall submit as-built record drawings of all structural stormwater controls and best management treatment practices required for the site. The as-built drawing shall show deviations from the approved plans, if any, and be certified by a Registered Professional Engineer.

SECTION 7 STORMWATER MANAGEMENT PLAN

- A. The Stormwater Management Plan shall contain sufficient information for the Planning Board to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the applicant for reducing adverse impacts from stormwater. The Plan shall be designed to meet the Massachusetts Stormwater Management Standards as set forth in Part B of this section and DEP Stormwater Management Handbook Volumes I and II. The Stormwater Management Plan shall fully describe the project in drawings, and narrative.
- B. The Plan shall include:
 - 1. A locus map;
 - 2. The existing zoning and land use at the site;
 - 3. The proposed land use;
 - 4. The location(s) of existing and proposed easements;
 - 5. The location of existing and proposed utilities;
 - 6. The site's existing and proposed topography with contours at 2-foot intervals;
 - 7. The existing site hydrology;
 - 8. A description and delineation of existing stormwater conveyances, impoundments, and wetlands on or adjacent to the site or into which stormwater flows;

9. A delineation of 100-year flood plains, if applicable;
10. Estimated seasonal high groundwater elevation (November to April) in areas to be used for stormwater retention, detention, or infiltration;
11. The existing and proposed vegetation and ground surfaces with runoff coefficient for each;
12. A drainage area map showing pre-construction and post-construction watershed boundaries, drainage area, and stormwater flow paths;
13. A description and drawings of all components of the proposed drainage system including:
 - a. locations, cross sections, and profiles of all brooks, streams, drainage swales, and their method of stabilization;
 - b. all measures for the detention, retention, or infiltration of water;
 - c. all measures for the protection of water quality;
 - d. the structural details for all components of the proposed drainage systems and stormwater management facilities;
 - e. notes on drawings specifying materials to be used and construction specifications; and
 - f. expected hydrology with supporting calculations.
14. Proposed improvements including location of buildings or other structures, impervious surfaces, and drainage facilities, if applicable;
15. Timing, schedules, and sequence of development including clearing, stripping, rough grading, construction, final grading, and vegetative stabilization;
16. A maintenance schedule for the period of construction; and
17. Any other information requested by the Planning Board.

C. Standards

Projects shall meet the Standards of the Massachusetts Stormwater Management Policy, which are as follows:

1. No new stormwater conveyances (e.g. outfalls) may discharge untreated stormwater directly to or cause erosion in wetlands or waters of the Commonwealth.
2. Stormwater management systems must be designed so that post-development peak discharge rates do not exceed pre-development peak discharge rates. This Standard may be waived for discharges to land subject to coastal storm flowage as defined in 310 CMR 10.04.
3. Loss of annual recharge to groundwater shall be eliminated or minimized with infiltration measures including environmentally sensitive site design, low impact development techniques, stormwater best management practices, and good operation and maintenance. The annual recharge from the post-development site should approximate the annual recharge rate from the pre-development or existing site conditions based on soil types. This Standard is met when the stormwater management system is designed to infiltrate the required recharge volume as determined in accordance with the Massachusetts Stormwater Handbook.
4. Stormwater management systems shall be designed to remove 80% of the average annual post-construction load of Total Suspended Solids (TSS). It is presumed that this standard is met when:
 - a. Suitable practices for source control and pollution prevention are in a long-term pollution prevention plan and are thereafter implemented and maintained;

- b. Structural stormwater management best management practices (BMPs) are sized to capture the required water quality volume determined in accordance with the Massachusetts Stormwater Handbook; and
 - c. Pre-treatment is provided in accordance with the Massachusetts Stormwater Handbook.
5. For land uses with higher potential pollutant loads, source control and pollution prevention shall be implemented in accordance with the Massachusetts Stormwater Handbook to eliminate or reduce the discharge of stormwater runoff from such land uses to the maximum extent practicable. If through source control and/or pollution prevention all land uses with higher potential pollutant loads cannot be completely protected from exposure to rain, snow, snow melt, and stormwater runoff, the proponent shall use the specific structural stormwater BMPs determined by the Department to be suitable for such uses as provided in the Massachusetts Stormwater Handbook. Stormwater discharges from land uses with higher potential pollutant loads shall also comply with the requirements of the Massachusetts Clean Waters Act, G.L. c. 21, ss. 26-53 and the regulations promulgated thereunder at 314 CMR 3.00, 314 CMR 4.00 and 314 CMR 5.00.
 6. Stormwater discharges to critical areas within the Zone II or Interim Wellhead Protection Area of a public water supply and stormwater discharges near or to any other critical area require the use of the specific source control and pollution prevention measures and the specific structural stormwater best management practices determined by the Department to be suitable for managing discharges to such areas as provided in the Massachusetts Stormwater Handbook. A discharge is near a critical area if there is a strong likelihood of a significant impact occurring to said area, considering site-specific factors. Stormwater discharges to Outstanding Resource Waters and Special Resource Waters shall be removed and set back from the receiving water or wetland and receive the highest and best practical method of treatment. A “storm water discharge” as defined in 314 CMR 3.04(2)(a)1 or (b) to an Outstanding Resource Water or Special Resource Water shall comply with 314 CMR 3.00 and 314 CMR 4.00. Stormwater discharges to a Zone I or Zone A are prohibited unless essential to the operation of a public water supply. Critical areas also include swimming beaches and cold-water fisheries.
 7. Redevelopment of previously developed sites must meet the Stormwater Management Standards only to the maximum extent practicable: Standard 2, Standard 3, and the pretreatment and structural best management practice requirements of Standards 4, 5, and 6. Existing stormwater discharges shall comply with Standard 1 only to the maximum extent practicable. A redevelopment project shall also comply with all other requirements of the Stormwater Management Standards and stormwater management systems must be designed to improve existing conditions.
 8. A plan to control construction-related impacts including erosion, sedimentation and other pollutant sources during construction and land disturbance activities (construction period erosion, sedimentation, and pollution prevention plan) shall be developed and implemented.
 9. All stormwater management systems must have a long-term Operation

and Maintenance Plan to ensure that systems function as designed.

10. All illicit discharges to the stormwater management system are prohibited.

When one or more of the Standards cannot be met, an applicant may demonstrate that an equivalent level of environmental protection will be provided.

D. Reporting Requirements

The applicant shall prepare and submit semi-annual reports to the Planning Board for the first two (2) years after issuance of the Certificate of Completion, and annual reports thereafter demonstrating compliance with the terms and conditions of the special permit received from the Planning Board.

SECTION 8 OPERATION AND MAINTENANCE PLANS

- A. An Operation and Maintenance Plan (O&M Plan) is required at the time of application for all projects. The O&M Plan shall be designed to ensure that compliance with the Permit, this By-Law and the Massachusetts Surface Water Quality Standards, 314 CMR 4.00 are met in all seasons and throughout the life of the system. The Planning Board shall make the final decision of what maintenance option is appropriate in each situation. The Planning Board will consider natural features, proximity of site to water bodies and wetlands, extent of impervious surfaces, size of the site, the types of stormwater management structures, and potential need for ongoing maintenance activities when making this decision. The O&M Plan shall remain on file with the Planning Board and shall be an ongoing requirement. The O&M Plan shall include:

1. The name(s) of the owner(s) for all components of the system;
2. Maintenance agreements that specify:
 - a. The names and addresses of the person(s) responsible for operation and maintenance;
 - b. The person(s) responsible for financing maintenance and emergency repairs;
 - c. A Maintenance Schedule for all drainage structures including swales and ponds;
 - d. A list of easements with the purpose and location of each; and
 - e. The signature(s) of the owner(s).
3. Stormwater Management Easement(s):
 - a. Stormwater management easements shall be provided by the property owner(s) as necessary for:
 - i. access for facility inspections and maintenance;
 - ii. preservation of stormwater runoff conveyance, infiltration, and detention areas and facilities, including flood routes for the 100- year storm event; and
 - iii. direct maintenance access by heavy equipment to structures requiring regular cleanout.
 - b. The purpose of each easement shall be specified in the maintenance agreement signed by the property owner(s);
 - c. Stormwater management easements are required for all areas used for off-site stormwater control unless a waiver is granted by the Planning Board;
 - d. Easements shall be recorded with the Essex County South Registry of Deeds prior to issuance of a Certificate of Completion by the Planning Board;
 - e. ~~Changes to Operation and Maintenance Plans;~~

- f. ~~The owner(s) of the stormwater management system must notify the Planning Board of changes in ownership or assignment of financial responsibility.~~
- B. ~~The maintenance schedule in the Maintenance Agreement may be amended to achieve the purposes of this By-law by mutual agreement of the Planning Board and the Responsible Parties. Amendments must be in writing and signed by all Responsible Parties. Responsible Parties shall include owner(s), persons with financial responsibility, and persons with operational responsibility.~~

4. Changes to Operation and Maintenance Plans:

- a. The owner(s) of the stormwater management system must notify the Planning Board of changes in ownership or assignment of financial responsibility.
- b. The maintenance schedule in the Maintenance Agreement may be amended to achieve the purposes of this By-law by mutual agreement of the Planning Board and the Responsible Parties. Amendments must be in writing and signed by all Responsible Parties. Responsible Parties shall include owner(s), persons with financial responsibility, and persons with operational responsibility.

SECTION 9 SURETY

- A. The Planning Board may require the permittee to post a surety bond, irrevocable letter of credit, cash, or other acceptable security before the start of land disturbance or construction activity. The bond shall be in an amount deemed sufficient by the Planning Board to ensure that the work will be completed in accordance with the permit. If the project is phased, the Planning Board may release part of the bond as each phase is completed in compliance with the permit, but the bond may not be fully released until the Board has received the final inspection report as required below and has issued a Certificate of Completion. Where the applicant is simultaneously seeking approval from the Planning Board pursuant to the Subdivision Control Law, the performance bond provisions of G.L. c. 41, s. 81-U shall supersede the requirements of this By-law provided that, in the opinion of the Planning Board, the performance bond so executed includes sufficient protections to the Town for work to be completed.

SECTION 10 INSPECTIONS

The Planning Board's representative shall inspect the site at the following stages:

- 1. Initial Site Inspection:
 - a. prior to approval of any plan.
- 2. Erosion Control Inspection:
 - a. to ensure erosion control practices are in accord with the filed plan.
- 3. Bury Inspection:
 - a. prior to backfilling of any underground drainage or stormwater conveyance structures.
- 4. Final Inspection:
 - a. After the stormwater management system has been constructed and before the surety has been released, the applicant must submit a record plan detailing the actual stormwater management system as installed. The Planning Board's representative shall inspect the system to confirm its "as-built" features. This inspection shall also evaluate the effectiveness of the system in an actual storm. If the inspection finds the system to be

adequate, the Planning Board shall issue a Certificate of Completion.

- b. If the system is found to be inadequate by virtue of physical evidence or operational failure, even though it was built in accordance with the Stormwater Management Plan, it shall be corrected by the permittee before the performance guarantee is released. If the permittee fails to act, the Town may use the surety bond to complete the work.

SECTION 11 CERTIFICATE OF COMPLETION

The Planning Board will issue a letter certifying completion upon receipt and approval of the final inspection reports and/or upon otherwise determining that all work of the special permit has been satisfactorily completed in conformance with the special permit and this By-law.

SECTION 12 SEVERABILITY

If any provision, paragraph, sentence, or clause of this By-law shall be held invalid for any reason, all other provisions shall continue in full force and effect.

DISCUSSION

Sarah Creighton explained that this motion transfers three provisions from the Zoning Bylaw to the General Bylaws, where they have broader applicability and may be enforced as needed. The General Bylaw governs the daily management of town government and services. By contrast, Zoning regulations are constrained to land uses and permitting of new projects. This motion also fixes an administrative error by renumbering a section of the General Bylaw that is currently unnumbered.

Mary Foley, speaking on behalf of the minority view of the Planning Board addressed the current driveway/curb cuts bylaw. The driveway/curb cut process is a public process through the Planning Board that includes notice to abutters and a public hearing. Ms. Foley believes that the current process works. There is no need to hand this over to the DPW and remove any public notice.

Ms. Foley made a motion to divide the question under Article 5 into two parts; motion 1 to amend the General By-law by adding “Section A3 Junk Cars”, and Article XXII, “Storage of Commercial Materials and Vehicles and “**Article XXIII** Stormwater Management Special Permit” to the General By-law and motion 2 to amend the General By-law by numbering “Construction Site Activity as Section 45 of Article X and adding new “Section 46; Driveway Entrances”.

Motion to divide the question was seconded and passed with a majority vote.

Residents **Sandy Rogers**, 82 Old Essex Road, **David Koeplin**, 6 Greenbrier Road, **Marty Flood**, 31 Hickory Hill Road and **Faith Rossi**, 17 Highland Avenue voiced questions on stormwater management, junk cars and driveways. **Sarah Creighton** and **Chris Olney** both of the Planning Board answered all the questions.

John Keefe, 8 Victoria Road, **George Record**, 1 Pinewood Road, **Caitlin Eppes**, 26 Proctor Street and **Karen Bennet**, 28 Lincoln Street shared sentiments of confusion and the desire to end the Meeting.

After the point of order reminding the meeting of a motion on the floor from **Jeff Bodmer-Turner**, the Meeting went on to vote.

Vote 1

Moderator Wilson explained that the Meeting will now vote on motion 1 of the divided question which included amending the General By-law by adding Junk Cars, Storage of Commercial Materials and Vehicles and Stormwater Management provisions to the General Bylaws.

Passed with a simple majority (346 yes, 121 no, 24 abstain with approximately 517 voters present)

Vote 2

Moderator Wilson explained that the Meeting will now vote on motion 2 of the divided question which included amending the General By-law by numbering “Construction Site Activity” and adding Driveway Entrances.

Passed with a simple majority (228 yes, 226 no, 13 abstain with approximately 517 voters present)

ARTICLE 6: Zoning By-law Amendment

To see if the Town will vote to amend the Zoning By-laws, by deleting Section 8.5 Junk Cars, by deleting Section 6.15 Stormwater Management Special Permit, and by deleting Section 6.2.7 Curb Cuts to allow regulation by the General By-law, provided the amendments to the General By-laws presented under Article 5 are approved by the Attorney General, or take any other action relative thereto.

Per Petition of the Planning Board

The Select Board recommended approval.

MOTION

Sarah Creighton made the motion for Article 6 as printed in the voter’s booklet. Ron Mastrogiacono seconded.

As written in the voter’s booklet; Amend the Zoning Bylaws by deleting the following sections and their subsections, provided the amendments to the General Bylaws presented in Article 5 are approved by the Attorney General:

- Section 8.5 Junk Cars
- Section 6.15 Stormwater Management Special Permit
- Section 6.2.7 Driveways/Curb Cuts

DISCUSSION

Sarah Creighton explained that having approved the provisions in the previous article to the General Bylaws, we can now delete them from the Zoning Bylaw to avoid the confusion of having them in both.

Residents **Michael Davis**, 11 Highland Avenue and **Mary Palermo**, 2 Parsons Lane questioned the vote and number of voters.

Moderator Wilson explained that several voters have left.

VOTE

Passed with more than 2/3rd majority (333 yes, 105 no, 6 abstain with approximately 466 voters present)

Cathy Bilotta, Select Board member explained to the Meeting that the Town Clerk and team are keeping track of voter attendance between each article, so we have a count of voters present throughout the meeting.

ARTICLE 7: Zoning By-law Amendment

To see if the Town will vote to amend the Zoning By-laws, by renumbering Section 7.0 Administration to Section 12.0 Administration and Procedures, and by renumbering Section 6.1 Non-Conforming Uses and its subsections to Section 7.0 Non-Conforming Uses or take any other action relative thereto.

Per Petition of the Planning Board

The Select Board recommended approval.

MOTION

Sarah Creighton made the motion for Article 7 as printed in the voter’s booklet. Ron Mastroggiacommo seconded.

As written in the voter’s booklet; Amend the Zoning By-laws by renumbering Section 7.0 to Section 12.0 Administration and Procedures Section 6.1 and its subsections to Section 7.0.

DISCUSSION

Sarah Creighton explained that the motion under Article 7 renubers the Administration and Non-Conforming Use sections. This motion does not make any changes to wording- that will come in subsequent motions.

Residents **Chuck Furlong**, 19 Ocean Street and **John Shane**, 5 Blynman Circle asked to end the Meeting.

VOTE

Passed by a 2/3rds vote (387 yes, 35 no, 9 abstain with approximately 466 voters present)

ADDITIONAL MOTION

Ron Mastroggiacommo, Chair of the Planning Board moved to pass over and do nothing on articles 8-16. Sarah Creighton seconded.

DISCUSSION

Isabella Bates, 2 Masconomo Street stated that the Planning Board does an unbelievable amount of work on our behalf. Although she agreed that what we are being asked to consider is confusing, she asked to honor the Planning Board for their work and consider Article 8.

Amended Motion – Ron Mastroggiacommo then asked to withdraw his previous motion to pass over Articles 8 through 16. Moderator Wilson allowed Mr. Mastroggiacommo to withdraw his motion.

ARTICLE 8: Zoning By-law Amendment

To see if the Town will vote to amend the Zoning By-laws, by deleting Section 6.0 Special Provisions and replacing it with a new Section 6.0 General Regulations to renumber the section; remove redundant sections; create a comprehensive set of special permit and site plan review standards; change special permit and site plan review regulations to performance-based regulations where possible; make other minor modifications; delete site plan special permit requirements in compliance with case law; and, change stormwater regulations to reference those in the General By-law, or take any other action relative thereto.

Per Petition of the Planning Board

The Select Board recommended approval.

MOTION

Chris Olney made the motion for Article 8 as printed in the voter’s booklet, with two corrections; on page 19 of the motion, in section 6.4.2 at line 610 subparagraph “e” should be changed to paragraph “5”, and on page 20, at line 654, section “6.5.5” should be changed to “6.4.5”. Ron Mastrogiacomo seconded.

As written in the voter’s booklet; Amend the Zoning By-laws by deleting Section 6.0 Special Provisions and replacing it with new Section 6.0 General Regulations, as follows:
SECTION 6.0 GENERAL REGULATIONS

6.1 OFF-STREET PARKING

6.1.1 General.

Purpose: Off-street parking must be provided to service the net increase in parking demand created by new construction, additions or change of use. The regulations governing the design and maintenance of off-street parking facilities are intended to protect the health, safety and welfare of the users of the parking facility and of abutting properties, including pedestrians and motorists. Therefore, the regulations herein provide for internal and perimeter landscaping, planting, walls, fences and other improvements to reduce noise, glare or reflection from autos, lights, fumes and the like, and minimum standards for parking space and aisle dimensions to ensure safe traffic circulation within the parking facility and from entrances and exits. An additional goal of these regulations is to reduce land clearing and environmental harms from impervious surfaces and urban heat island, as well as to control development costs.

6.1.2 Number and Dimension of Spaces. The standards set forth in the Table 6.1: Manchester-by-the-Sea Table of Uses and Parking must be met without counting any existing parking necessary for existing activities to meet these requirements. Off-street parking spaces shall be designed with minimum dimensions of nine (9’) feet by eighteen (18’) feet. In parking areas of more than six (6) spaces, one third of the spaces may be compact car spaces, with minimum dimensions of eight (8’) feet by sixteen (16’) feet. Parking facilities shared between two or more users are encouraged to minimize excess paving and the size and number of areas devoted to parking. Parking lots and associated improvements shall comply with ADA and the MA Architectural Access Board regulations (521 CMR). Traffic-calming measures such as crosswalks, bike lanes, rumble-strips and landscape islands may be required as necessary. For accessory uses not listed in this table, the required number of parking spaces to accommodate expected demand will be determined by the Inspector of Buildings, with the advice of the Planning Board.

USE	Parking Spaces Required
A. RESIDENTIAL	
One single-family detached dwelling	2
Two-family dwelling	3
Three-family dwelling	5
Four- family or more dwelling unit	1.5 spaces per unit, rounded up
Residential Conservation Cluster	Same as required for equivalent dwelling unit
Senior Housing	1 for each independent residential unit; .75 for each assisted living unit

Table 6.1: Manchester-by-the-Sea Table of Uses and Parking

USE	Parking Spaces Required
B. COMMUNITY FACILITIES	
Use of land or structures for religious purposes	1 space per every three seats and/or each 60 inches of permanent bench seating, or, where no fixed bench seats are used, one space per each four persons maximum occupancy
Use of land or structures for educational purposes or by a religious sect or denomination, or by a nonprofit educational corporation	1 space for each staff person, plus one space per each five persons of rated capacity in the largest auditorium, plus one space for each student vehicle which can be expected at any time on the premises
Child Care Center/School-Aged Child Care Program	1 space per 10 children maximum rated capacity, plus one space per employee on largest shift
Municipal parks, playgrounds, senior center, offices, fire and police stations, municipal recreational uses, municipal wells, water storage and processing, sewage lift stations, and related building and parking facilities	Spaces required for each component of the mixed use
Municipal yards and related facilities	Spaces required for each component of the mixed use
Charitable or philanthropic use; Hospital	1 space for each three persons of rated capacity
Community or private club, not conducted for profit	1 space for each three persons of rated capacity
C. AGRICULTURAL	
Greenhouse and nursery uses on parcels less than five acres or two qualified acres	1 space per 150 sq. ft. of gross sales or service floor area
D. COMMERCIAL	
Adult Entertainment Uses	1 space for each three persons of rated capacity
Business or professional office; bank or financial institution	1 space per 300 sq. ft. of gross floor area
Medical office building	1 space per 300 sq. ft. of gross floor area
General retail uses	1 space per 150 sq. ft. of gross sales or service floor area
Personal or general service establishment	1 space per 150 sq. ft. of gross sales or service floor area
Restaurant	1 space for each four persons of rated capacity

Table 6.1: Manchester-by-the-Sea Table of Uses and Parking

USE	Parking Spaces Required
Fast-food restaurant	1 space for each four persons of rated capacity
Motor Vehicle Light Service Station	1 space per 100 square feet of area in service bays
Repair or body shop for motor vehicles	1 space for each three persons of rated capacity
Motor vehicle or boat sales and service	1 space per each three employees on duty during normal work period, plus 1 space per each company car or truck
Printing and publishing establishment	1 space for each three employees on duty during normal work period, plus 1 space per each company car or truck
Indoor recreational club or facility operated for profit	1 space for each three persons of rated capacity
Outdoor recreational club or facility operated for profit	1 space for each three persons of rated capacity
Veterinary office or clinic	1 space per 300 sq. ft. of gross floor area
Yacht storage, construction, and service and related uses	1 space for each three employees on duty during normal work period, plus 1 space per each company car or truck
Fish and shellfish landing, storage, and handling (but not a fish processing or similar plant)	1 space for each three employees on duty during normal work period, plus 1 space per each company car or truck
Large-scale ground-mounted solar photovoltaic installation (See Section 7.1)	Parking spaces adequate to accommodate all normal demand as determined by the Inspector of Buildings, with the advice of the Planning Board
Marijuana Business	Parking spaces adequate to accommodate all normal demand as determined by the Inspector of Buildings, with the advice of the Planning Board
E. ACCESSORY USES	
Up to four-boarders in a single-family dwelling	N/A
Garaging or maintaining of more than 4 automobiles when accessory to a dwelling	1 for each vehicle
Accessory Dwelling Unit	1
Family day care home	1 space per 10 children maximum rated capacity, plus one space per employee on largest shift
Adult social day care	1 space per 10 persons maximum rated capacity, plus one space per employee on largest shift

6.1.3 Location. Required parking shall be either on the same premises as the activity it serves, or located within three hundred (300') feet of the building entrance on a separate parcel, not separated by a street having right-of-way width of sixty (60') feet or more, and in a Zoning District allowing the activity it serves. Parking is allowed in any driveway serving a single-family or two-family residence, subject to the requirements of this Section.

6.1.4 Backing. Parking areas for commercial buildings or multi-family properties shall be designed and located so that their use does not involve vehicles backing onto a public way or way utilized for public access.

6.1.5 Setbacks. Parking is allowed within the driveway for residential uses. No parking area shall be located in the front yard or within five (5') feet of any property line. Parking in any other location may be authorized only by Special Permit from the Planning Board. Any waivers of setback requirements shall be limited to only those situations where the applicant needs a reduction in setback to meet the parking requirements for the proposed use.

6.1.6 Parking Area Plantings. Landscape treatment around the perimeter and interior of the parking lot is required and shall be used to break up large expanses of pavement and manage excess heat (heat island effect) and stormwater. Parking areas containing five (5) or more parking spaces shall have at least one (1) tree per every five (5) parking spaces, such trees to be located either within the lot or within ten (10') feet of it. Such trees shall be at least two (2") inches trunk diameter, with not less than forty (40) square feet of unpaved soil per tree, in landscape islands with no dimension less than four (4') feet in width. For any parking area having twenty (20) or more spaces, at least five (5%) percent of the interior area shall include landscaping, including trees in landscape islands of at least the dimensions of one (1) parking space with no more than ten (10) contiguous parking spaces between each island. Trees shall be so located as to provide visual relief and sun and wind interruption within the parking area, shade for pedestrian circulation routes, and to assure safe patterns of internal circulation. Trees shall be protected by curbs, bollards, or other barriers sufficient to prevent damage.

6.1.7 Short-Term Bicycle Parking. To encourage alternative and sustainable modes of transit, adequate parking for bicycles shall be provided for all commercial and multi-family developments and shall be located in a publicly accessible space near pedestrian entrances to the uses they are intended to serve. Short-Term Bicycle Parking shall be intended primarily to serve visitors making trips of up to a few hours to a particular use; however, it may serve other bicycle users as needed.

6.1.8 Special Permit. The Special Permit Granting Authority, or, if there is none, the Planning Board, may grant a special permit to waive any parking or loading requirement, when such waiver shall result in better design and cause no detriment to the neighborhood

6.2 SIGNS

6.2.1 General. Advertising and other signs shall be permitted elsewhere in this By-law. Signs shall also be subject to the applicable provisions of the General By-laws of the Town of Manchester-by-the-Sea.

6.2.2 Flashing, Animated, and Illuminated Signs. No flashing, animated, or internally illuminated signs shall be permitted in any District. No illuminated sign of any kind shall be permitted in a Residence District.

6.2.3 Real Estate Signs. A real estate sign not over six (6) square feet in area advertising for sale or rent the property on which it is placed is permitted in any district.

6.2.4 General and Limited Commercial Districts. In the General District and Limited Commercial District, the following signs are permitted:

1. One firm name sign for each firm or enterprise located in a building, no larger

than five (5') feet by twenty (20') feet, attached to or flush to the building.

2. One non-illuminated announcement sign no larger than three (3') feet by three (3') feet, at the entrance or gates of a building.

3. One non-illuminated sign for each firm or enterprise located in a building, no larger than two (2') feet by six (6') feet, located at least fifty (50') feet from any street.

4. In the General District, in addition to the signs permitted by this Section, one or more signs for advertising a business conducted on the premises is permitted, not projecting above the building on the premises and no larger than one (1) square foot for each linear foot of frontage up to a maximum of one hundred (100) square feet.

6.2.5 Special Permit. The Special Permit Granting Authority, or, if there is none, the Planning Board, may grant a special permit to waive any signage requirement, when such waiver shall result in better design and cause no detriment to the neighborhood.

6.3 PERFORMANCE STANDARDS FOR SPECIAL PERMITS AND SITE PLAN REVIEW

6.3.1 Purpose. The following Performance Standards are adopted in order to control the size, scale, and impacts of developments that require a special permit and/or site plan review. A special permit under this Section shall be granted only if the Planning Board or SPGA finds that it is in conformance with this Section generally and with Criteria, Procedure, and Conditions in Sections 12 of this By-law.

6.3.2 Procedures, Rules and Regulations. In addition to the procedures and requirements detailed in Sections 12 of this By-law, applicants for special permits or site plan approval shall comply with these Performance Standards. The Planning Board or SPGA may waive any of these procedures or requirements for single-family residences or for multi-family properties of six units or less.

6.3.3 General Standards

1. Lighting. The proposed development shall not produce lighting so as to unreasonably interfere with the use and enjoyment of property within the Town.

2. Noise. The proposed development shall not unreasonably interfere with the reasonable use and enjoyment of property within the Town as a result of the generation of noise

3. Topographical Standards and Clearing. The proposed development will not unnecessarily alter the general topography and drainage, will minimize disturbance to natural habitat and ecosystems, and will provide natural buffers along property lines. The standards described in Section 6.4 shall apply to all applications for Special Permit or Site Plan Review.

4. Site Development Standards. To the extent feasible the proposed development shall be located to preserve and enhance the natural features of the site,

5. Pedestrian and Vehicular Access; Traffic Management, Parking. The proposed development shall be designed to maintain safety for pedestrians, bicyclists, and motor vehicle occupants.

6. Aesthetics. The location, size and design, building materials, and operating characteristics of the proposed development shall be compatible with abutting properties, with natural and built environment in the area and the surrounding neighborhood.

7. Landscaping, Walls, and Fences. The proposed development shall provide landscape amenities that contribute to human and environmental health, while providing adequate plantings and screening to mitigate the view of unsightly components of the development

8. Utilities; Security; Emergency Systems. The proposed development shall be adequately served by public or private utilities, security systems, and emergency systems.

9. Fiscal Impact. The proposed development shall maintain a positive net fiscal position and social benefit to the Town for the long term.

6.3.4 Outdoor Lighting Standards. Lighting practices and systems shall (i) reduce light pollution, light trespass and glare in order to preserve and enhance the natural, scenic, and aesthetic qualities of the Town; (ii) conserve energy and minimize lighting cost without decreasing nighttime safety, security, and productivity; and (iii) preserve the night sky as a natural resource to enhance nighttime enjoyment of property within the Town. The proposed development shall not produce lighting that causes negative impacts such as light trespass, glare, light pollution, or energy waste, in order to protect from intrusion of unwanted light and to preserve and enhance the natural, scenic, and aesthetic qualities of the Town. Glare is not allowed, including within property boundaries. Glare is light that enters the eye directly from light fixtures or indirectly from reflective surfaces that causes visual discomfort or reduced visibility. Lighting practices and systems shall (i) provide sufficient lighting for public safety, (ii) mitigate light trespass, and glare for abutters and the public at large; (iii) conserve energy; and (iv) prevent light pollution and preserve the night sky as a natural resource in order to reduce negative impacts on wildlife and to protect views of the night sky.

1. Shielding. All outdoor light fixtures shall be shielded so as to meet the goals of this Section.

2. Light Trespass. All light fixtures shall be located, aimed, and shielded so as to minimize light pollution and light trespass across property boundaries including any buffer zones or setbacks. Lighting shall comply with International Dark Sky Standards.

3. Light Intensity, Color, and Efficiency. Lighting shall be designed to provide the minimum intensity needed at any particular time with a 0.5-foot candle average maintained. Color temperature shall not exceed 3,500 Kelvin. Lighting shall be LED or approved current technology to minimize energy use.

4. Illuminated Surfaces. Area lighting shall be reduced or eliminated outside business hours. The Planning Board or SPGA may require that parking areas be equipped to support shut-off for specific periods of time or unused areas to reduce lighting trespass.

5. Flickering and Flashing Lights. No flickering or flashing lights shall be permitted. Processes such as arc welding, which create light flashes shall be confined within buildings or shielded to prevent either direct glare or flashing.

6. Searchlights. The operation of laser shows or searchlights for advertising is prohibited.

7. Indoor Lighting. Indoor light sources will not be projected outside in a manner to defeat the intent of this Section.

8. Outdoor Signs. Outdoor light fixtures used to illuminate an outdoor sign shall be mounted on top of the sign structure or otherwise restricted to prevent up-light and light trespass. Internally illuminated signage is prohibited.

9. Height of Fixtures.

a. Wall-Mounted Fixtures attached to a building for area lighting shall be mounted no higher than twelve (12') feet above grade;

b. Pole-mounted exterior lighting fixture types shall be mounted no higher than fourteen (14') feet above grade for pedestrian walkway lighting and twenty (20') feet above grade for parking lot lighting.

10. Hours of Operation. Except as may be deemed appropriate for site safety or security, all external lighting, including lighting accessory to authorized signs, shall be extinguished one-half hour after the facility is closed for the business day. Such lighting may be timed to resume one-half hour prior to the arrival of the first employee on the premises. Motion activated lights are encouraged for security purposes.

11. Exemptions

- a. Lighting within public ways for the purpose of illuminating public ways.
- b. Lighting for outdoor recreational athletic facilities, with proper controls to minimize glare and light trespass, and automatic shutoff no later than 11:00 pm.
- c. Lighting in swimming pools and other water features.
- d. Lighting for public monuments, public art and statuary, flagpoles, or historic buildings at the discretion of the Planning Board or SPGA.

6.3.5 Noise Standards. The proposed development shall not unreasonably interfere with the reasonable use and enjoyment of property within the Town as a result of the generation of noise. Practices and systems shall (i) reduce noise pollution in order to preserve and enhance the natural and aesthetic qualities of the Town; (ii) preserve property values; and (iii) preserve neighborhood character. The proposed development shall meet all Town, State, and Federal noise regulations as certified by a professional acoustical engineer if the Inspector of Buildings deems such certification necessary.

1. Limitation. No person or entity shall operate or cause to be operated any source of sound in a manner that creates a sound level of 10 dBA above ambient, as set forth in 310 CMR 7.10, measured at the property boundary of the receiving land use.

2. Hours of Operation. As a condition of any special permit or site plan approval, the SPGA or Planning Board may prohibit or regulate the following circumstances regarding hours of operation.

- a. The loading, unloading, opening, closing or other handling of boxes, crates, containers, building materials, garbage cans, or other objects or materials for sale or storage or use in a manner that causes a condition of noise pollution at any time but most specifically between the hours of 6:00 P.M. and 8:00 A.M. across a real property boundary in any district established under this By-law.
- b. Operating or permitting the operation of tools or equipment used in construction, drilling or demolition work between the hours of 6:00 P.M. and 8:00 A.M. on weekdays or Saturday or at any time on Sundays or Holidays so that the sound creates a condition of noise pollution across a real property boundary.
- c. The operation of construction devices between the hours 8:00 A.M. and 6:00 P.M. including such items as compressors, jackhammers, bulldozers, cranes, etc., in a manner that causes a condition of noise pollution that could be avoided by the application of best available technology, which might include mufflers where commercially available.

6.3.6 Topographical Changes and Clearing. The standards described in Section 6.4 shall apply to all applications for Special Permit or Site Plan Review.

6.3.7 Site Development Standards. To the maximum extent feasible, the proposed development shall be located and designed to preserve and enhance the natural features and topography of the site, to avoid disturbances to existing healthy mature vegetation and environmentally sensitive areas, to maintain or mimic natural hydrologic conditions, to minimize adverse impacts of development on adjoining properties and the general public, to minimize the alteration of the natural features of the site, to adhere to the principles of resiliency and sustainability and to preserve and enhance scenic points and viewsheds, historic buildings and places, and similar community assets which add value and attrac-

tiveness to the development and the Town.

1. Land Disturbance. Site/building design shall preserve natural topography outside of the development footprint to reduce unnecessary land disturbance and to preserve natural drainage on the site.
2. Replication. Cleared vegetation and alteration of topography shall be replicated with native woodland vegetation planted in disturbed areas as needed to enhance or restore wildlife habitat and pre-development site characteristics.
3. Clearing for Utility Trenching. Clearing for utility trenching shall be limited to the minimum area necessary to maneuver a backhoe or other construction equipment. Roots should be cut cleanly rather than pulled or ripped out during utility trenching. Tunneling for utilities installation should be utilized wherever feasible to protect root systems of trees.
4. Site Design:
 - a. Placement of buildings, structures, or parking facilities shall not detract from the site's scenic qualities and shall blend with the natural landscape.
 - b. Building sites shall be directed away from the crest of hills, and foundations shall be constructed to take advantage of the natural terrain.
 - c. Sites shall be designed in such a way as to prevent impacts to rare and endangered species and protect wildlife habitat on a site, and to maintain contiguous forested areas.
 - d. Site design shall be guided by energy conservation and sustainability principles and resiliency principles and best practices to protect human and environmental health.
5. Archeological or Historical Resources. The SPGA or Planning Board may require applicants to submit the proposed development plan to the Town's Historical Commission and/or the Massachusetts Historical Commission for review and comment regarding possible archaeological or historical resources on the site.
6. Preservation of Existing Vegetation. Priority shall be given to the preservation of existing stands of trees, trees at site perimeter, contiguous vegetation with adjacent sites (particularly existing sites protected through conservation restrictions), and specimen trees. Understory vegetation beneath the dripline of preserved trees should be retained in an undisturbed state. During clearing and/or construction activities, all vegetation to be retained shall be surrounded by temporary protective fencing or other measures located a minimum of twelve (12") inches outside of the dripline before any clearing or grading occurs and maintained until all construction work is completed and the site is cleaned up. Barriers shall be large enough to encompass the essential zone of all vegetation to be protected. All vegetation within the protective fencing shall be retained in an undisturbed state. No staging or stockpiling of construction materials or activities shall occur in tree root protection zones. All work within the root zone of existing trees to be preserved shall be carried out under the direction and supervision of a Certified Arborist.
7. Revegetation. Proper revegetation techniques shall be employed during construction using native plant species, proper seed bed preparation, fertilizer and mulching to protect germinating plants. Revegetation shall occur as soon as possible and shall occur during the planting season appropriate to the selected plant species.
8. Limit of Clearing. Development envelopes for structures, driveways, wastewater disposal, lawn areas and utility work shall be designated to limit clearing and grading. In order to minimize the clearing and grading on a site associated with construction activities such as parking of construction vehicles, offices/trailers, stockpiling of equipment/materials, such activities may be limited to areas

already planned for permanent structures. Topsoil shall not be stockpiled in areas of protected trees, wetlands, and/or their vegetated buffers.

9. Finished Grade. Finished grades should preserve, match, or blend with the natural contours and undulations of the land to the greatest extent possible. Finished grade shall be no higher than the trunk flare(s) of trees to be retained.

10. Topsoil. A minimum of eighteen (18") inches of topsoil shall be placed on all disturbed surfaces which are proposed to be planted with trees or other woody plant material. A minimum of six (6") inches of topsoil shall be placed in lawn or grass areas.

11. Irrigation. The Planning Board or SPGA may require that water for the purpose of irrigation shall be provided by an onsite well, after consultation with the Water Department.

12. Phasing of Development. The Planning Board or SPGA may limit the extent of a site exposed at any one time through phasing of construction operations. Effective sequencing shall occur within the boundaries of natural drainage areas.

6.3.8 Pedestrian and Vehicular Access; Traffic Management Standards. The proposed development and/or redevelopment shall be designed with a forecast for the next five (5) years from the time of application to (i) minimize hazards to public health and safety as a result of traffic; (ii) provide safe access and circulation on the site for expected vehicles, bicyclists, pedestrians, and emergency vehicles; (iii) provide off-site traffic mitigation, where required, to offset the impact of the development; (iv) reduce the traffic impacts of the proposed development on the area and the Town by incorporating traffic management devices; and (v) minimize the impact on scenic roads, historic districts, natural resources, and community character. The development shall not degrade safety for pedestrians, bicyclists, motor vehicle occupants, or property.

1. Access. To the extent feasible, access to nonresidential uses and structures shall be provided via one of the following: (i) Access via a common driveway serving adjacent lots or premises; (ii) Access via an existing side street; (iii) Access via a cul-de-sac or loop road shared by adjacent lots or premises. Access via roadways abutting residential districts shall be avoided where possible. Access and egress to a development with frontage on more than one street shall be in a manner that causes the least impact to the surrounding neighborhoods as determined by the Planning Board or SPGA.

2. Driveways. Each development shall be served by an adequate driveway. The Planning Board or SPGA may, in certain circumstances, allow additional driveways as a condition of approval where the access is shared or the project has frontage on two separate streets. All driveways shall be designed to afford adequate sight distance to pedestrians, bicyclists, and motorists exiting to public ways. Improvements may be required on the public way for vehicular turning movements in or out of the site and safe pedestrian access to adjoining sidewalks, paths, walking trails or bikeways.

3. Curb Cuts. Curb cuts shall be limited to the minimum width for safe entering and exiting as determined by the Planning Board in consultation with Town public safety departments. The location of driveway openings in relation to traffic and to adjacent streets shall provide for the convenience and safety of vehicular and pedestrian movement within the site. The number of curb cuts on state and local roads shall be minimized.

4. Interior Circulation. The proposed development shall assure safe interior circulation within its site by separating pedestrian, bikeways, and vehicular traffic.

5. Transportation Plan Approval. The proposed development shall be subject to

Transportation Plan approval by the Planning Board or SPGA. The Transportation Plan shall consist of the following information:

a. A plan showing the proposed parking, loading, and traffic circulation within the site; access and egress points; and other features related to traffic generated by the proposed use.

b. A traffic study, prepared by a qualified traffic engineer licensed by the Commonwealth of Massachusetts, detailing the expected traffic impacts. For proposed development in excess of twenty-five thousand (25,000) gross square feet, the required traffic study shall substantially conform to the Institute of Transportation Engineers "Traffic Access and Impact Studies for Site Development: A Recommended Practice," latest edition (TIAS). The SPGA shall approve the geographic scope and content of the TIAS. In addition, the applicant shall submit a Transportation Demand Management (TDM) plan tailored to the specific uses and the geographic location of the site.

c. Proposed mitigation measures, if any, such as left-turn lanes, roadway widening, signage, signalization of intersections.

d. For proposed development in excess of twenty-five thousand (25,000) square feet of gross floor area, the applicant shall submit a Traffic Management Component (TMC) as part of the Transportation Plan. The TMC shall provide information on the number of expected person trips to and from the site, broken down by various travel modes (e.g., single occupancy vehicle, carpool, walk, bicycle, commuter rail, shuttle bus, etc.). The TMC may also incorporate one or more of the following techniques to reduce the number of single occupancy vehicle trips by employees coming to and departing from the proposed use:

(1) Establishment of or contribution to a Traffic Management Association (TMA) within the region, which provides shuttle services for employees and other services as may be appropriate;

(2) Employee carpools or vanpools sponsored by the employer or the TMA;

(3) Subsidized commuter rail passes, provided by the employer, and sold on the site or offered through payroll deduction;

(4) Monetary incentives to employees who do not use a parking space;

(5) On-site shower facilities and bicycle racks for employees who do not drive to work;

(6) Other techniques as may be deemed appropriate by the SPGA or Planning Board or its traffic consultant.

6. Reduction in Parking. In consideration of the applicant providing one or more of the above measures to reduce vehicular traffic to and from the site, the Planning Board or SPGA may reduce the number of required parking spaces below what would ordinarily be required by Section 6.1 of this By-law. To be considered for such a reduction, the applicant's traffic engineer shall determine and justify the parking demand for the project, as well as reduction in needed parking spaces attributable to each traffic management measure.

7. Level of Service Maintenance or Improvement.

a. If the proposed project will result in an intersection level of service below a rating of LOS D, the applicant may be required to provide detailed plans with a cost estimate (including reconstruction concepts), that when implemented would result in an intersection level of service rating of D or better.

b. If the proposed project will result in a reduction in level-of-service of one

letter grade or an increase of ten (10) seconds of delay to a signalized or unsignalized intersection, the applicant may be required to provide detailed plans with a cost estimate that when implemented would result in a return to existing conditions.

8. Dangerous Intersections. The Planning Board or SPGA may require mitigation for any net increase in traffic volumes of ten (10%) percent or more at an intersection that has an accident history of more than five (5) accidents in the last three (3) years for which data is available.

9. Sight Distance. Acceptable sight distance shall be provided and maintained at all access locations, egress locations, and all intersections affected by the Development. At a minimum, these site distances shall meet the stricter of the Massachusetts Highway Department and American Association of State Highway Transportation Officials standards for safe-stopping sight distances.

10. Maximum Parking. The maximum parking allowed for a development shall be the minimum number of spaces required under this Zoning By-law. The SPGA may allow a greater number of parking spaces provided the need is supported by a transportation study completed by a qualified transportation planner. 11. Mitigation. The Planning Board or SPGA may require as a condition of any special permit off-site improvements to mitigate the impact of the proposed development. Such improvements include intersection widening and traffic signals or the Traffic Management Component of the Transportation Plan, referenced above.

12. Pedestrian and Bicycle Safety. Pedestrian and bicycle circulation, and the amenities required thereof, on and off site, shall be in accordance with the following requirements:

a. All development and redevelopment shall provide for pedestrian and bicyclist connections on the property, and allow for possible future connections with adjoining properties, where deemed appropriate by the Planning Board or SPGA.

b. Pedestrian access shall connect to all building entrances with further connections to local sidewalks.

c. All road and intersection widening and new traffic signals or modification of existing traffic signals required as part of a Development or Redevelopment shall include appropriate bicycle and pedestrian accommodation.

d. The Planning Board or SPGA may require proposed development and redevelopment to provide sufficient rights-of-way on their properties to accommodate expected needs for bicycle and pedestrian use.

e. Sidewalks, crosswalks, walkways, bike racks or other pedestrian access shall be provided to allow access to adjacent properties and between individual businesses within a development.

f. If the property abuts a public bikeway/right-of-way, a paved access route to the bikeway may be required.

13. Location of Parking Areas. Where feasible, the Planning Board or SPGA may require parking areas to be located to the side or behind buildings so as to provide an appropriate setting for the building within the context of the site and neighborhood and allow parking areas to be shared with adjacent businesses. The Planning Board or SPGA may require alternative studies of parking area layouts. Except where physical constraints, site configuration, or safety considerations preclude strict compliance, all parking must be accessible by driveways to the parking areas of adjacent nonresidential uses and land zoned for nonresidential uses.

14. Parking in Required Front Setback. The Planning Board or SPGA may pro-

hibit parking within the required front setback.

15. Traffic Calming Features. Traffic calming measures such as crosswalks, bike lanes, rumble strips and landscaped islands may be required.

6.3.9 Aesthetic Standards. The location, size and design, building materials, and operating characteristics of the proposed development shall be compatible with and shall not adversely affect the livability or appropriate development of abutting properties, with natural and built environment in the area and the surrounding neighborhood.

1. Views. Existing scenic viewsheds shall be preserved or enhanced by the proposed development.

2. Compatibility with Neighborhood. The location, size and design, building materials, and operating characteristics of the proposed development shall be compatible with and shall not adversely affect the livability or appropriate development of abutting properties, with natural and built environment in the area and the surrounding neighborhood, with consideration to be given to the following:

a. harmony in scale, bulk, massing, and density;

b. consistency with the goals and objectives of the Master Plan and with any other plan that has been adopted by the Town.

6.3.10 Landscaping, Walls, and Fences

1. Purpose. This Section is intended to ensure that the proposed development shall, through green infrastructure landscaping practices using vegetation, soils, and natural features: reduce runoff and treat stormwater at its source; promote groundwater recharge; protect water and air quality; provide shade and cooling with canopy trees and plantings to mitigate urban heat island effect; and, provide landscape amenities that contribute to human and environmental health. Landscaping shall screen negative impacts from public and private views, shall avoid and/or minimize clearing of trees and mature vegetation, and minimize soil removal and grade change. Proposed landscaping shall require adaptive and drought-tolerant species and prohibit invasive plants. Plantings shall be laid out in informal drifts rather than formal rows and shall undulate with site topography. Planting of native trees, shrubs, and other plants is required in disturbed areas intended for natural re-growth. Site plans must conform with stormwater requirements in General Bylaws.

2. Street Trees. Street trees are shade trees located along a Road and/or Street. Where existing street trees are more than fifty (50') feet apart on average or do not exist along a Street or Road, the Applicant shall plant street trees. Street Trees shall be placed in a linear fashion along the Right-of-Way or way boundary, at a maximum spacing of forty (40') feet on center. Where the character of the site is predominantly wooded or pastoral, the Applicant may cluster trees informally along the lot line, with a maximum of seventy-five (75') feet between clusters of three or more trees.

3. Fencing. Fencing up to six (6') feet in height, may be allowed in conjunction with plantings. At least fifty (50%) percent in length of built fences that face a public way shall be softened with plantings. Design and height of such fencing, with accompanying landscaping, shall be subject to the approval of the SPGA or Planning Board.

4. Retaining Walls. Retaining walls shall be constructed to a maximum height of six (6') feet. If site conditions require elevation changes of greater than six (6') feet, retaining walls shall be terraced and landscaped. Any retaining wall greater than thirty-six (36") inches in height shall be designed by a structural engineer. The face of any retaining walls visible from residential districts shall be designed

with textured or natural stone, solid fieldstone or fieldstone veneer or other similar material. At least fifty (50%) percent in length of built walls that face a public way shall be softened with plantings.

5. Berms. The Planning Board or SPGA may require a berm or berms in appropriate circumstances to promote the goals of this Section.

6. Unightly Uses and Areas. Exposed storage areas, refuse disposal facilities, HVAC, machinery, service areas, truck loading areas, utility buildings and structures and other unsightly uses shall be screened from view from neighboring properties and streets using dense, hardy evergreen plantings, or earthen berms, or wall or tight fence complemented by evergreen plantings.

7. Maintenance. All landscaping features, structures and areas required for buffering or screening shall be properly maintained. Dead shrubs or trees shall be replaced within one growing season as a condition of approval. Green infrastructure systems shall be inspected and maintained to preserve stormwater management functions.

8. Waiver. The Planning Board or SPGA, during the course of special permit or site plan review, may waive any provision of this Section, upon a finding that no substantial detriment shall result.

6.3.11 Utilities; Security; Emergency System Standards. The proposed development shall be adequately served by public or private utilities, security systems, and emergency systems.

1. Wastewater Treatment and Disposal. The SPGA or Planning Board may require a report from the Board of Health confirming that the proposed site development provides for wastewater treatment and or disposal in a manner that is consistent with regulations of the Commonwealth of Massachusetts and the Board of Health.

2. Water. There shall be sufficient water capacity to meet the flow demands of the proposed use without causing municipal water flow characteristics off-site to fall below the standards adopted by the Town.

3. Site Security. There shall be a certification by the Police Chief that the petitioner has provided a written plan for site security, which plan has been approved by the Police Chief.

4. Underground. All electrical, cable and telecommunications services shall be installed underground.

5. Fire Alarm System. There shall be sufficient municipal fire alarm system capacity to meet the operating requirements of the proposed site development and use under applicable codes, regulations, and statutes enforced by the Fire Chief.

6.3.12 Fiscal Analysis Standards. The SPGA or Planning Board shall require a fiscal analysis of the proposed development to determine the long-term benefit and cost to maintain a positive net fiscal position, giving consideration to revenue estimates and actual growth in municipal service costs induced by the proposed development. The long-term social benefit to the Town shall also be taken into consideration in this analysis.

1. The applicant shall provide an analysis of fiscal costs from the development, including increases in marginal costs, assessment of the capacity of existing municipal facilities to serve the new development, and, by order of magnitude, share of capital costs if improvements are needed.

2. The applicant shall identify an order of magnitude estimate as to the extent to which this development would generate the additional need for Town services including responses from police, fire, EMS, schools and affordable housing.

3. The applicant shall provide an estimate of future real estate tax revenue to be generated by the project based on reasonable estimates of assessed value and current tax rates.

6.3.13 Waiver of Standards. The SPGA or Planning Board may, in the course of granting a special permit or site plan approval for nonresidential or multifamily development, waive any of these performance standards where such waiver is not inconsistent with public health and safety, and where such waiver does not derogate from the purposes of this Section because the proposed development will adequately serve the goals and objectives set forth in Section 6.3.1.

6.3.14 Enforcement. The SPGA or Planning Board may ensure compliance with these performance standards at the application stage by requiring evidence of probable compliance, whether by example of similar facilities or by engineering analysis, verified by technical peer review. In addition, the SPGA or Planning Board may require a monitoring program post permit issuance for compliance purposes for a time period as may be specified in the special permit or site plan approval.

6.4 EARTH REMOVAL AND FILLING

6.4.1 Purpose:

Purposes of this By-law are to regulate earth removal and filling activities associated with land development, promoting responsible site planning practices without preventing the reasonable development of land:

1. Minimize Negative Impacts on the Area. Protect adjoining premises from seriously detrimental uses, including making provisions for stormwater management and surface water drainage, sound and sight buffers, and preservation of views, light, and air;
2. Protect public health, safety, and welfare. Promote the convenience and safety of vehicular and pedestrian movement within the site and on adjacent streets. If applicable, this shall include the location of driveway openings, access by emergency vehicles, the arrangement of parking and loading spaces, and provisions for persons with disabilities;
3. Be harmonious with the area. Promote land development and site planning practices that are compatible with and reinforce the Town's scenic character and are harmonious with existing natural landforms; and
4. Protect the natural landscape. Ensure that clearing and grading activities will not excessively alter existing landscape, vegetation, water resources or natural systems.

6.4.2 Applicability:

1. Definitions (for purposes of this Section 6.4):

Each lot within the Single Residence Districts A, B, C, and E, and Residence District D1 and D2, consists of two parts. One part [the "Setback Area"] is that portion of the lot from its exterior boundaries to the lines delimiting its minimum front, side and rear building setbacks as prescribed by Section 5.4. The other part [the "Interior Area"] is the rest of the lot. That portion of the Setback Area of a lot between the lines delimiting its minimum side building setbacks from its front exterior boundaries to the line delimiting its minimum front building setback, all as so prescribed, is the "Central Front Setback Area"; and the remaining portion of the Setback Area is the "Side/Rear Setback Area".

"Green Activities" means planting, trimming, harvesting, additions, subtractions or other changes of, in or to the trees, shrubs, grass, plants, vegetation or other non-nuisance agricultural, horticultural, floricultural or silvicultural products. Without limitation of the generality of the foregoing, "Green Activities" include the annual addition of up to twelve (12") inches of soil or other material to any area.

"Ledge" means a boulder or rock formation, whether or not cracked or broken into contiguous pieces, (1) which has a volume of three (3) or more cubic

yards, or (2) the removal of all or any part of which, in the opinion of the Inspector of Buildings or as proposed by the lot owner, normally would involve either blasting or hoe-ramming. Such Ledge is an exposed ledge if its uncovered surface area is fifty (50) or more square feet.

“Authorized Structures/Drives Activities” means construction, maintenance or other changes (A) within the layout of any street, or sidelines of any easement for any common driveway on which the lot has frontage, or (B) under the Rules and Regulations Governing the Subdivision of Land in Manchester-by-the-Sea, Massachusetts or this Zoning By-Law within the footprint of buildings and other structures, and sidelines of driveways and turnarounds, authorized (with specific reference to any ledge removal permitted) by either the Planning Board or the Zoning Board of Appeals or (C) within the footprint of a residential building, provided that any excavation does not exceed a depth of fifteen (15’) feet from the pre-construction grade and is authorized by a building permit issued by the Inspector of Buildings.

“Septic Activities” means construction, maintenance or other changes in a septic system authorized (with specific reference to any ledge removal permitted) after a public hearing by the Board of Health.

“Utilities Activities” means construction, maintenance or other changes in water, gas, sewer, electric, telephone, cable and other utilities installed underground within one or more trenches each not exceeding 4 feet in width (the number and location of such trenches to be as determined by the Planning Board under the Subdivision Rules and Regulations, otherwise by the Inspector of Buildings) extending (a) from the front exterior boundary of the lot through the Center Front Setback Area to structures within the Interior Area, and/or (b) between structures within the lot.

2. General: As described in this Section 6.4.2, and except for certain *de minimis* or excluded activities, a special permit is required from the Planning Board for certain ledge removal and/or other topographical changes or disturbances within the Setback Area or (different criteria) the Interior Area of a lot in the residential zoning districts [Single Residence Districts A, B, C, and E, and Residence District D1 and D2].

3. Exclusions: No such special permit under this Section 6.4 is required for any or all of the following (collectively, the “Excluded Activities”):

- a. Authorized Structures/Drives Activities; and/or
- b. Septic Activities; and/or
- c. Utilities Activities; and/or
- d. Green Activities.

4. Setback Area Special Permits: Topographical changes (other than Excluded Activities) within the Setback Area for any lot in Single Residence Districts A, B, C, and E, and in Residence District D, may not be made without a special permit from the Planning Board if such changes:

- a. Involve within the Setback Area removal of either any portion of any pre-construction exposed ledges or more than five (5’) feet vertically or horizontally of other ledges; and/or
- b. Result in a change in elevation (from the pre-construction elevation) of more than five (5’) feet at any point (otherwise than within the footprint of any structure) within the Setback Area; and/or
- c. Result in the excavation, deposit or removal of more than twenty (20) cubic yards of earth, clay, sand, gravel and rock within the Setback Area,

whether or not any such material so excavated, deposited or removed is relocated elsewhere either within the Setback Area or the lot; and/or
d. Disturb more than ten (10%) percent of the Setback Area.

~~e. Interior Area Special Permits: Topographical changes (other than Excluded Activities) within the Interior Area for any lot in Single Residence Districts A, B, C, and E, and in Residence District D, may not be made without a special permit from the Planning Board (in addition to any Earth Removal Permit which may be required under Article XII of the Town's General By-Law) if such changes:~~

- ~~i. Involve within the Interior Area removal of any portion of any pre-construction exposed ledges; and/or~~
- ~~ii. Result in a change in elevation (from the pre-construction elevation) of more than ten (10') feet at any point (otherwise than within the footprint of any structure) within the Interior Area; and/or~~
- ~~iii. Result in the excavation, deposit or removal of more than one hundred (100) cubic yards of earth, clay, sand, gravel and rock within the Interior Area, whether or not any such material so excavated, deposited or removed is relocated elsewhere either within the Interior Area or the lot; and/or~~
- ~~iv. Disturb more than thirty (30%) percent of the Interior Area.~~

5. Interior Area Special Permits: Topographical changes (other than Excluded Activities) within the Interior Area for any lot in Single Residence Districts A, B, C, and E, and in Residence District D, may not be made without a special permit from the Planning Board (in addition to any Earth Removal Permit which may be required under Article XII of the Town's General By-Law) if such changes:

- a. Involve within the Interior Area removal of any portion of any pre-construction exposed ledges; and/or
- b. Result in a change in elevation (from the pre-construction elevation) of more than ten (10') feet at any point (otherwise than within the footprint of any structure) within the Interior Area; and/or
- c. Result in the excavation, deposit or removal of more than one hundred (100) cubic yards of earth, clay, sand, gravel and rock within the Interior Area, whether or not any such material so excavated, deposited or removed is relocated elsewhere either within the Interior Area or the lot; and/or
- d. Disturb more than thirty (30%) percent of the Interior Area.

6.4.3 Procedure: Special Permits under this Section 6.4 shall be granted only if the Planning Board finds that it is consistent with the purpose and intent outlined in Section 6.4.1 of this Bylaw and in conformance with this Section 6.4 generally and Section 12 of the Manchester-by-the-Sea Zoning By-laws and the requirements of MGL Chapter 40A, Section 9. Each application shall be in the form and number of copies prescribed by the Planning Board, and shall be filed [each with a site plan as proposed for the lot] with the Planning Board by submission to the Town Clerk, together with such filing fee as the Planning Board shall determine. Applicants are encouraged to discuss their proposals informally with the Planning Board prior to filing.

6.4.4 Application Requirements:

Plans subject to Special Permit approval under this Section 6.4 shall be prepared by a Registered Architect, Landscape Architect, or Professional Engineer. The lot identification shall include its Assessors Map and Lot numbers. The site plan for the lot shall be prepared at a scale no greater than 1"=40', and shall show (except as otherwise prescribed

or waived by the Planning Board) all existing and proposed contour elevations (at two (2') foot contour line intervals), structures, parking spaces, driveway openings, service areas, facilities for sewage, refuse and other waste disposal and for surface water drainage, wetlands, vernal pools, streams, ponds and other surface water, areas subject to the 100-year flood, and landscape features such as exposed ledges, fences, walls, trees (having a diameter, four and a half (4 ½') feet from the ground, exceeding six (6") inches), planting areas, walks and lighting, both existing and proposed. The site plan also shall show the relation of locus map at a scale not greater than 1" = 2,000'. The site plan also shall show all contiguous land owned by the applicant or by the owner of the property, and shall identify all abutters, by name and Assessors Map and Lot numbers. The applicant shall submit such material as may be required by the Planning Board regarding measures proposed to prevent pollution of surface or ground water, soil erosion, increased runoff, changes in groundwater level, and flooding, and regarding design features intended to integrate the proposal into the existing landscape, to preserve the same, to enhance aesthetic, and to screen objectionable features from neighbors.

6.4.5

6.5.5 Expenses Incurred:

Expenses incurred by the Planning Board in connection with an application under this Section 6.4, including the reasonable fees and expenses of any consultants retained by the Planning Board, shall be paid by the applicant for such Special Permit.

DISCUSSION:

Chris Olney, Planning Board member explained that this motion changes the General Regulations section of the Zoning Bylaw by updating and organizing criteria for site plan review and special permits. The proposed regulation consolidates all criteria needed to review special permits into a single set of standards and removes redundant or conflicting requirements. New criteria are included for lighting standards, promoting bicycle transit, trees and other vegetation, and climate resiliency. The new criteria include new performance standards as well as prescriptive requirements. The proposed standards will be clearer, can be more easily applied to site-specific conditions, and provide increased environmental protection than the current regulations.

Residents who spoke in support of the motion were **Judy Morse**, 11 Jersey Lane, **Axel Magnuson**, 52 Masconomo Street and **Alida Bryant**, 57 Old Essex Road. **Richard Blau**, 25 Harbor Street. **Tim Gates**, 2 Desmond Avenue expressed concerns.

Town Administrator **Greg Federspiel** explained that there are no changes being made about what can be done in any district. This Article proposes an improvement in the eyes of the Planning Board to the standards with which they can review any project.

Denny Hall, 20 Masconomo Street moved the previous question. The motion was seconded from the floor.

Vote to cut off debate passed by a 2/3rds majority declared by the Moderator.

Vote

Passed by a 2/3rds vote (336 yes, 81 no, 11 abstain with approximately 466 voters present)

ADDITIONAL MOTION

Ron Mastrogiacomo moved that the meeting pass over/do nothing/take no action on Articles 9-16.

Sarah Creighton seconded the motion.

VOTE

Passed by a majority

ARTICLE 9: Zoning By-law Amendment

To see if the Town will vote to amend the Zoning By-laws, by substituting a new Section 12 Administration for Section 12.0 (as renumbered under Article 7) to clarify administrative requirements; add a section about review of Dover Amendment cases; add a section about reasonable accommodations; and define the make-up and role of the Planning Board, or take any other action relative thereto.

Per Petition of the Planning Board

The Select Board recommends approval.

PASSED OVER/TOOK NO ACTION

ARTICLE 10: Zoning By-law Amendment

To see if the Town will vote to amend the Zoning By-laws, by deleting section 7 (as renumbered under Article 7) replacing it with a new Section 7 Non-Conforming Uses that revises and expands regulations to allow more flexibility in approving modifications or re-uses of properties that are not in compliance with zoning regulations, to allow the Zoning Board of Appeals greater discretion in allowing non-conforming uses that are less detrimental to the Town, or take any other action relative thereto.

Per Petition of the Planning Board

The Select Board recommends approval.

PASSED OVER/TOOK NO ACTION

ARTICLE 11: Zoning By-law Amendment

To see if the Town will vote to amend the Zoning By-laws, by adding a new Section 8.6 Adult Entertainment to provide regulations of such establishments by special permit of the Planning Board, or take any other action relative thereto.

Per Petition of the Planning Board

The Select Board recommends approval.

PASSED OVER/TOOK NO ACTION

ARTICLE 12: Zoning By-law Amendment

To see if the Town will vote to amend the Zoning By-laws, by deleting Section 9.2 Residential Conservation Cluster and replacing it with a new Section 9.2 Residential Conservation Cluster to remove the minimum lot size for residential conservation clusters and specify density bonuses for deeded affordability, open space, or Town amenities, or take any other action relative thereto.

Per Petition of the Planning Board

The Select Board recommends approval.

PASSED OVER/TOOK NO ACTION

ARTICLE 13: Zoning By-law Amendment

To see if the Town will vote to amend the Zoning By-laws, by adding a new Section 9.4 Senior Housing to provide regulations that allow, by special permit, the development and use of alternative housing and nursing care for seniors and to create health care, housing and other supportive services for the senior populations in all Districts, and amending the Table 4.2 Table of Use Regulations adopted under Article 1 of this Town Meeting) to add Senior Housing by Special Permit of the Planning Board in all Districts, or take any other

action relative thereto.

Per Petition of the Planning Board

The Select Board recommends approval.

PASSED OVER/TOOK NO ACTION

ARTICLE 14: Zoning By-law Amendment

To see if the Town will vote to amend the Zoning By-laws, by modifying Accessory Use # 6 in Table 4.2 Table of Use Regulations (adopted under Article 4 of this Town Meeting) in Section 4 to “Y/ZBA” in Residential Districts A, B, C, E and the General District; and by deleting Section 9.1 Special Housing Provisions and replacing it with a new Section 9.1 Accessory Dwelling Units or take any other action relative thereto.

Per Petition of the Planning Board

The Select Board recommends approval.

PASSED OVER/TOOK NO ACTION

ARTICLE 15: Zoning By-law Amendment

To see if the Town will modify the Zoning Bylaws by amending section 9.1 of the Zoning By-Laws by:

- 1) Deleting Section 9.1.2 (a) “Except in Single Residential District E, the lot size shall be two (2) times the minimum lot size as determined by zoning regulations.”
- 2) Amending 9.1.2 (b) by deleting “the single family dwelling shall have existed on the lot as of March 1, 1984” and replacing it with “The single family dwelling shall have existed on the lot with an occupancy permit for two (2) or more years.
- 3) Amending 9.1.2 (c) by changing “Off-street parking for at least four(4) vehicles...” to “Off-street parking for at least three (3) vehicles...”
- 4) Re-lettering the remaining subsections (b) through (i) or take any other action relative thereto.

Per Petition of the Planning Board

The Select Board recommends approval.

PASSED OVER/TOOK NO ACTION

ARTICLE 16: Zoning By-law Amendment

To see if the Town will modify Table 4.2 Table of Use Regulations (adopted under Article 4 of this Town Meeting) of the Zoning Bylaws section E Accessory Uses #7 and Note 13 by inserting “or family member” after “employee”, or take any other action relative thereto.

Per Petition of the Planning Board

The Select Board recommends approval.

PASSED OVER/TOOK NO ACTION

Conclusion

Select Board member, Becky Jaques moved to dissolve the Meeting. Ann Harrison seconded the motion, and it passed by unanimous voice vote.

Moderator Wilson declared the Meeting dissolved at 10:02pm and thanked everyone for coming.

TOWN OF MANCHESTER-BY-THE-SEA ANNUAL TOWN ELECTION RESULTS

MAY 12, 2022

OFFICIAL RESULTS

Constable (3 Yrs)	Top 3	Planning Board (3 Yrs)	Top 3
Joseph P Aiello	1090	Mary Foley	924
G David MacDougall	904	Ronald Mastrogiacomo	901
Write-In Marletta	26	Laura L Tenny	887
Write-In Leach	45	Write-Ins	21
Write-Ins	32	Blanks	1887
Blanks	2523	Total	4620
Total	4620		
Housing Authority (5 Yrs)		School Committee (3 Yrs)	Top 2
Write-In McCoy	168	Eric W Bradford	520
Write-In Kenny	79	Kristen McLaughlin	299
Write-Ins	28	Anna Lin Mitchell	718
Blanks	1265	Erica T Spencer	1042
Total	1540	Nadia Wetzler	104
		Write-Ins	5
Library Trustee (3 Yrs)		Blanks	392
Eden Davies	1155	Total	3080
Write-Ins	2	Selectman (3 Yrs)	Top 2
Blanks	383	Jeffrey H Bodmer-Turner	699
Total	1540	Catherine Bilotta	1076
		Brian Sollosy	700
Moderator (1 Yr)		Write-Ins	0
Alan Wilson	1258	Blanks	605
Write-Ins	7	Total	3080
Blanks	275		
Total	1540	Total Manchester Voters	4,383
Q - Dispatch		Voters Today	1,540
Yes	635	Turnout	35%
No	854		
Blanks	51		
Total	1540		

ANNUAL TOWN ELECTION RECOUNT RESULT

JUNE 1, 2022

Bilotta	1075
Bodmer-Turner	699
Sollosy	701
Write In	1
Blanks	604
Total	3080

**TAX COLLECTOR'S REPORT
FISCAL YEAR 2022**

**REAL ESTATE OUTSTANDING AS OF
6/30/2022**

FISCAL YEAR 2021	-
FISCAL YEAR 2022	\$205,464.31

**PERSONAL PROPERTY OUTSTANDING
AS OF 6/30/2022**

FISCAL YEAR 2018	\$384.76
FISCAL YEAR 2019	\$777.91
FISCAL YEAR 2020	\$2,212.25
FISCAL YEAR 2021	\$2,293.15
FISCAL YEAR 2022	\$2,329.04

**MOTOR VEHICLE EXCISE OUSTAND-
ING AS OF 6/30/2022**

CALENDAR YEAR 2018	\$1,639.59
CALENDAR YEAR 2019	\$3,100.71
CALENDAR YEAR 2020	\$11,829.67
CALENDAR YEAR 2021	\$18,264.10
CALENDAR YEAR 2022	\$47,014.58

**BOAT EXCISE OUTSTANDING AS OF
6/30/2022**

FISCAL YEAR 2016	\$819.00
FISCAL YEAR 2017	\$928.51
FISCAL YEAR 2018	\$654.00
FISCAL YEAR 2019	\$1,305.00
FISCAL YEAR 2020	\$2,327.18
FISCAL YEAR 2021	\$1,993.60
FISCAL YEAR 2022	\$2,261.05



Fourth of July Parade

**TREASURER'S TRUST FUND REPORT
6/30/2022**

CEMETERY PERPETUAL CARE FUND

	General Ledger	Bank Balance	Due to (Due from)
Balance June 30, 2021	\$455,840.51		
Income from perpetual care	\$ 5,550.00		
Interest Earned	\$ (82.28)		
Withdrawals	\$ -		
Balance June 30, 2022	<u>\$461,308.23</u>	\$450,358.23	\$(10,950.00)

CEMETERY SALE OF LOTS FUND

Balance June 30, 2021	\$184,913.19		
Income from sale of lots	\$ 7,200.00		
Interest Earned	\$ (32.79)		
Withdrawals	\$ -		
Balance June 30, 2022	<u>\$192,080.40</u>	\$179,480.40	\$(12,600.00)

MISCELLANEOUS FUNDS

	6/30/21 General Ledger	INCOME	DEPOSITS	EXPENDITURES	6/30/22 General Ledger	6/30/22 Bank Balance	Due to (Due from)
B.L. Allen Fund	\$1,478.38	\$(0.26)			\$1,478.12	\$1,478.12	\$-
Tuck's Point Invest	\$10,758.65	\$(1.99)			\$10,756.66	\$10,756.66	\$-
Post War Rehab	\$5,677.55	\$(1.00)			\$5,676.55	\$5,676.55	\$-
Essex Woods Park	\$18,232.37	\$(3.31)			\$18,229.06	\$18,229.06	\$-
Clara Winthrop	\$47,218.26	\$(9.20)	\$12,650.00	\$(25,398.20)	\$34,460.86	\$50,413.02	\$15,952.16 *
Susan Crowell	\$13,520.55	\$(2.47)			\$13,518.08	\$13,518.08	\$-
Knight Cemetery	\$8,827.34	\$(1.61)			\$8,825.73	\$8,825.73	\$-
Julia Ware Fund	\$3,169.50	\$(0.57)			\$3,168.93	\$3,168.93	\$-
Odd Fellows	\$4,677.24	\$(0.84)			\$4,676.40	\$4,676.40	\$-
Adele Q Ervin Library Fund	\$102,190.79	\$83.60			\$102,274.39	\$102,274.39	\$-
Stabilization Fund	\$1,879,804.79	\$(343.73)			\$1,879,461.06	\$1,879,461.06	\$-
OPEB	\$3,167,213.31	\$98,247.07	\$549,561.00		\$3,815,021.38	\$3,815,021.38	\$- **

* Roughly \$7,000 of expenditures was FY 21 spending reported in FY 22

** Deposits include ATM appropriation from FY 21 and FY 22

**DEBT SERVICE
FISCAL YEAR 2022**

Article 5 TM 4/05/10 & Land Acquisition

Date of Issue 5/26/2011	Principal	Interest
FY 2021 Ending Balances	\$1,440,000.00	\$261,149.68
FY 2022 Payments	\$(180,000.00)	\$(49,668.76)
Total Balances Outstanding	\$1,260,000.00	\$211,480.92

Municipal Purpose Loan of 2014 (G.O.)

Date of Issue 2/13/14	Principal	Interest
FY 2021 Ending Balances	\$1,100,000.00	\$211,999.65
FY 2022 Payments	\$(100,000.00)	\$(33,500.00)
Total Balances Outstanding	\$1,000,000.00	\$178,499.65

Municipal Purpose Loan of 2018 (G.O.)

Date of Issue 3/29/18	Principal	Interest
FY 2021 Ending Balances	\$4,375,000.00	\$1,165,587.50
FY 2022 Payments	\$(280,000.00)	\$(181,912.50)
Total Balances Outstanding	\$4,095,000.00	\$983,675.00

MA Clean Water Trust (DW-14-03)

Date of Issue 4/13/17	Principal	Interest
FY 2021 Ending Balances	\$1,199,297.00	\$214,817.80
FY 2022 Payments	\$(63,481.00)	\$(23,985.94)
Total Balances Outstanding	\$1,135,816.00	\$190,831.86

MA Clean Water Trust (CW-14-31)

Date of Issue 4/13/17	Principal	Interest
FY 2021 Ending Balances	\$48,928.00	\$978.56
FY 2022 Payments	\$(48,928.00)	\$(978.56)
Total Balances Outstanding	\$ -	\$ -



Annual Cardboard Regatta

**TOWN OF MANCHESTER-BY-THE-SEA
TOWN ACCOUNTANTS REPORT
FISCAL YEAR ENDING JUNE 30, 2022**

<u>Receipts General Fund</u>		RENTALS-CROWELL CHAPEL RENTAL	2,300.00
<u>TAXES</u>		<u>CEMETERIES</u>	
REAL ESTATE TAXES	29,215,687.29	CEMETERIES-BURIALS/CREMATIONS	30,450.00
PERSONAL PROPERTY TAXES	729,867.30	<u>FINES & FORFEITURES</u>	
TAX LIENS REDEEMED	14,506.58	FINES-PARKING	36,871.00
SEWER BETTERMENT	23,972.89	FINES-COURT	6,209.44
		FINES-DOGS	110.00
MOTOR VEHICLE EXCISE	1,097,722.74	FINES-LIBRARY	653.05
		FINES-COVID-19 ENFORCEMENT	-
BOAT TAX	15,381.09	<u>STATE AID</u>	
		COMM.-CSI-STATE AID UNRESTRICTED	252,034.00
INTEREST/CHARGES RE & PP TAXES	58,133.07	COMM.-CSI-LOSS OF TAXES ELDERLY	4,623.00
INT. CHGS. REL. MV TAXES	20,071.14	COMM.-CSI-VETERAN'S BENEFITS	12,808.00
INTEREST/SEWER BETTERMENTS	490.60	COMM.-EXTRA POLLING HOURS	-
INTEREST/CHARGES ON BOAT TAXES	408.74	<u>TRANSFERS INTO GENERAL FUND</u>	
INTEREST ON TAX LIENS	3,847.49	TRANSFERS FROM SEWER	388,838.00
<u>FEES AND CHARGES</u>		TRANSFERS FROM WATER	153,589.00
FEES-AFFORDABLE HOUSING TRUST	6,786.25	TRANSFER FROM SPECIAL REVENUES	55,000.00
FEES-BOARD OF APPEALS	6,175.00	TRANSFER FROM HARBOR IMPROV.	23,380.00
FEES-CABLE	857.00	MEALS TAX COLLECTIONS	70,845.59
FEES-COMM-FLU CLINIC REIMB.	2,738.83		
FEES-CONSERVATION COMMISSION	13,394.00	RECREATION-BEACH PASSES	207,054.00
FEES-COPIES-ZONING BY-LAWS	-	RECREATION-NON-RESIDENT PARKING	44,230.00
FEES-COPYING	-	RECREATION-PARKING STICKERS	43,212.00
FEES-FILM/PHOTO	-		
FEES-HISTORIC DISTRICT	900.00	AMBULANCE CHARGES	203,745.24
FEES-INSURANCE REPORTS	37.76	INVESTMENT INCOME	18,298.85
FEES-LIBRARY	184.00	<u>OTHER RECEIPTS</u>	
FEES-MISCELLANEOUS-FIRE DEPT.	2,925.00	SHARED SCHOOL RESOURCE OFFICER	50,281.21
FEES-MISCELLANEOUS-TOWN CLERK	40.00	<u>LICENSES AND PERMITS</u>	
FEES-MOORING WAITING LIST FEES	9,360.00	LICENSES-BUSINESS CERTIFICATES	1,710.00
FEES-MUNICIPAL LIENS	4,850.00	LICENSES-CAMP	10.00
FEES-OIL BURNER INSPECTIONS	450.00	LICENSES-COMMON VICTUALERS	400.00
FEES-PARKING-ELECTRIC	1,690.46	LICENSES-DOG	15,960.00
FEES-PLANNING BOARD	3,325.00	LICENSES-FIREARMS	762.50
FEES-PLAN REVIEW	-	LICENSES-INN HOLDERS	-
FEES-PUBLIC RECORDS	326.29	LICENSES-LIQUOR	18,400.00
FEES-SALE OF MAPS	-	LICENSES-MARRIAGE INTENTIONS	25.00
FEES-SHORT-TERM PAYING GUEST	200.00	LICENSES-ONE(1)-DAY LIQUOR	-
FEES-SPECIAL DUTY-ADMIN.	10,907.85	LICENSES-SEPTIC PUMP	6,415.00
FEES-STREET LISTS	1,925.00	LICENSES-SEPTIC SYSTEMS	1,090.00
FEES-TRANSIENT DOCK FEES	32,801.24	LICENSES-SUNDAY ENTERTAINMENT	-
FEES-UNDERGROUND STORAGE	50.00	LICENSES-SWIMMING POOL	515.00
FEES-VITAL CERTIFICATES	5,495.00	LICENSES-TAXI AND LIVERY	-
<u>RENTALS</u>		LICENSES-USED CAR DEALER	-
RENTALS-SPRINT-SCHOOL ANTENNA	29,054.28	PERMITS-BLASTING	150.00
RENTALS-STATION CELL TOWER	105,949.90	PERMITS-BUILDING	203,286.47
RENTALS-WATER TOWER ANTENNA	43,790.64		
RENTALS-TUCK'S POINT	46,575.00		
RENTALS-SINGING BEACH CANTEEN	12,000.00		
RENTALS-ATHLETIC FIELD	11,730.00		
RENTALS-KAYAK RACK	4,300.00		

PERMITS-BUSINES/BOATER PLACARD	6,954.00
PERMITS-DEMOLITION	-
PERMITS-DIS. WORK CONSTRUCTION	5,740.00
PERMITS-ELECTRICAL	61,357.00
PERMITS-FOOD SERVICE PERMITS	4,230.00
PERMITS-GAS	15,655.00
PERMITS-KEEPING OF ANIMALS	-
PERMITS-LODGING HOUSE	-
PERMITS-LPG	1,175.00
PERMITS-OPEN BURNING	890.00
PERMITS-PERC TESTING	3,465.00
PERMITS-PLUMBING	21,875.00
PERMITS-ROAD OPENING	7,200.00
PERMITS-SMOKE ALARM INSPECTION	5,450.00
PERMITS-TANK REMOVAL	2,250.00
PERMITS-TITLE V INSPECTION REV	3,240.00
PERMITS-WELL	-
PAYMENTS IN LIEU OF TAXES	4,738.50
TRASH-RUBBISH STICKERS\	
TRANSFER STATION STICKERS	326,695.00
NON-RECURRING-MISCELLANEOUS	5,793.55
<hr/>	
TOTAL RECEIPTS GENERAL FUND	33,868,871.83
<hr/>	

<u>WATER TREATMENT</u>	
UTILITY USAGE RECEIVABLES	593,643.28
<u>AFFORDABLE HOUSING TRUST</u>	
APPROPRIATION FROM CPA	200,000.00
DONATIONS/GIFTS/OTHER TO MAHT	500.00
INVESTMENT INCOME	735.79
<u>COMMUNITY PRESERVATION ACT</u>	
R.E. TAXES-COMMUNITY PRESERV.	405,187.85
COMM.-COMMUNITY PRESERVATION	174,348.00
EARNINGS ON INVESTMENTS/UNREALIZED GAINS & (LOSSES)	(113.53)
INTEREST/R.E. TAXES	619.60
<u>STABILIZATION FUND</u>	
EARNINGS ON INVESTMENTS/ UNREALIZED GAINS & (LOSSES)	(343.73)
TRANSFERS IN	-
<u>OTHER POST EMPLOYEE BENEFITS</u>	
EARNINGS ON INVESTMENTS/ UNREALIZED GAINS & (LOSSES)	98,247.07
TRANSFERS IN	278,173.00
TOTAL RECEIPTS ALL OTHER FUNDS	6,245,059.62

GRAND TOTAL ALL RECEIPTS	40,113,931.45
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Receipts all Other Funds

<u>HARBOR MASTER FUNDS</u>	
TRANSFER TO HARBOR IMPROV.	382,071.52
MOORING FEES	290,457.93
BOAT EXCISE TAX	15,381.10
<u>RECREATION REVOLVING</u>	
RECREATION RECEIPTS	351,476.06
PLAYGROUND RECEIPTS	4,735.50
CONCERTS RECEIPTS	16,200.00
<u>HIGHWAY IMPROVEMENT FUND</u>	
CHAPTER 90	-
SEPTIC LOAN PROGRAM	
BORROWING/WITHDRAW	-
<u>SEWER FUND</u>	
UTILITY USAGE RECEIVABLES	1,280,625.02
SEWER HOOKUP	15,550.00
TRANSFER FROM GENERAL FUND	50,000.00
<u>WATER FUND</u>	
UTILITY USAGE RECEIVABLES	736,336.66
WATER HOOKUP	1,000.00
SALE OF WATER METERS	10,228.50
TRANSFER FROM GENERAL FUND	1,340,000.00



Friendship Tree Lighting 2022



Library Mystery Book Group 2022



Mounted State Police Unit Visits Summer Playground

**SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2022**

SPECIAL REVENUE FUNDS	BALANCE 06/30/21	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR 07/01/22
<u>Gift's Accounts Fund 200</u>					
Library Gifts	9,831.60	5,832.97	5,889.80	-	9,888.43
Library Children's Room Gifts	2,980.72	6,172.48	9,798.24	-	6,606.48
Winthrop Field	67,391.22	4,300.00	11,700.00	-	74,791.22
375th Anniversary Fund	54,664.91	58,911.28	5,535.00	-	1,288.63
Tuck's Point Gift Account	4,867.15	-	975.00	-	5,842.15
Library 130th Anniversary Gifts	10,612.82	5,730.93	100.00	-	4,981.89
Police Gifts Account	2,775.03	1,644.33	-	-	1,130.70
Council on Aging Vans Gift	68.90	-	-	-	68.90
Council on Aging Gifts	3,021.35	74.36	664.00	-	3,610.99
Adopt A Bench Gifts	2,275.69	1,379.08	7,500.00	-	8,396.61
Selectmen's Gifts	11,450.68	3,757.26	-	-	7,693.42
Fire Engine Gift Fund	1,062.86	-	-	-	1,062.86
Fire Gifts	5,609.92	628.45	60.00	-	5,041.47
Fire-Equip Gift	51.91	-	-	-	51.91
Fire CPR Gifts	3,251.85	6,259.35	5,738.50	-	2,731.00
Recreation 4TH OF JULY GIFTS	63,315.75	61,727.72	27,025.00	-	28,613.03
Friends of COA	12,720.10	85.15	3,503.33	-	16,138.28
Pedestrian Sign/Safety Gifts	1,050.00	-	-	-	1,050.00
Selectmen - Street light conversion	14,721.53	-	-	-	14,721.53
Total	271,723.99	156,503.36	78,488.87	-	193,709.50

Performance Bonds & Deposit's Fund 260

Zoning 40 Masconomo Street Bond	800.00	-	-	-	800.00
Planning Board - Windover	487.50	-	-	-	487.50
Planning Board - Memorial Elementary Special Permit	20.00	-	-	-	20.00
Zoning Board - 601 Summer Street Bond	1,299.75	-	-	-	1,299.75
Zoning Masconomo Park Performance Bond	1,940.00	-	-	-	1,940.00
Conservation Tennis Court Escrow	218.27	-	-	-	218.27
Conservation Beaver Dam Bond	1,260.00	-	-	-	1,260.00
Conservation - 9 Tuck's Point Road	2,235.97	-	-	-	2,235.97

Conservation - 9 Tuck's Point Road Security Deposit	10,000.00	-	-	-	10,000.00
Conservation - Memorial Elementary Peer Review	1,952.50	-	-	-	1,952.50
Conservation Brookwood School Bond	14,749.07	14,749.07	-	-	-
Conservation - Surf Village Peer Review	480.00	-	-	-	480.00
Conservation 10 Boardman	7,500.00	-	-	-	7,500.00
Conservation Commission-10 Boardman Ave.	182.52	-	-	-	182.52
Conservation Windover Bond	25,000.00	-	-	-	25,000.00
Planning Marina Antenna-Terrasearch	5,454.87	-	1.64	-	5,456.51
Zoning First Parish Church Antenna-T Mobile	3,236.24	-	0.97	-	3,237.21
Appeals Board-Omni point	964.20	-	-	-	964.20
Appeals Board-Eisgrau	750.00	-	-	-	750.00
Appeals Board-Kimball	1,500.00	-	-	-	1,500.00
Appeals Board-Crooked Lane	100.00	-	-	-	100.00
Zoning Appeals - 12 Smith's Point	2,500.00	-	-	-	2,500.00
Conservation 0 School St Peer Review	7,200.00	6,095.00	-	-	1,105.00
Zoning Board of Appeals-0 School St	-	56,372.62	67,800.00	-	11,427.38
Total	89,830.89	77,216.69	67,802.61	0.00	80,416.81

<u>State and Federal Grants Fund 290</u>					
Bulletproof Vests Grant	(2,834.08)	16,147.12	2,929.09	-	(16,052.11)
Law Enforcement Grant	34,753.28	46,864.59	52,464.30	-	40,352.99
Law Enforcement Canine Grant	1,985.35	-	-	-	1,985.35
Mass. Technology Grant	1,800.75	-	-	-	1,800.75
Police Community Policing Grant	15.39	13.97	-	-	1.42
MAPC Fire Training Grant	-	280.00	280.00	-	-
Library Children's Room Grant	49.64	1,415.50	1,365.86	-	-
State Aid for Libraries	8,490.07	7,841.92	7,612.06	-	8,260.21
Cultural Council-State Grant	7,865.53	3,489.00	5,000.75	-	9,377.28
H.M. Pump Out Grant Program	1,782.58	3,126.48	3,314.66	-	1,970.76
Council on Aging State Formula Grant	4,121.98	19,886.80	17,220.00	-	1,455.18
DPW - Recycling Dividends	51,837.64	102,749.82	7,800.00	-	59,637.64
FEMA Storm Reimbursement	(368,605.93)	-	-	-	(471,355.75)
Dept of Ecol. Restor. Morss Pier Grant	25,585.59	-	-	-	25,585.59
Fire FEMA Equipment Grant	(509.26)	2,700.00	537.35	-	(2,671.91)
DPW Waste Reduction/Compost Education Grant	1,500.00	-	-	-	1,500.00
Open Space & Recreation Plan	25,000.00	25,000.00	-	-	-
COA Community Collaborative Grant	5,187.02	128.82	-	-	5,058.20

**SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2022**

SPECIAL REVENUE FUNDS	BALANCE 06/30/2021	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2022
Dept. of Health & Human Svcs. - Ambulance Provider Relief Fund	5,906.51	-	-	-	5,906.51
CARES Act - COVID relief fund	154,595.79	464,938.48	311,298.48	-	955.79
MVP Sawmill Brook Restoration Grant	(10,250.00)	-	10,250.00	-	-
FEMA - COVID-19 Funds	(477,482.12)	47,086.86	435,614.75	-	(88,954.23)
Housing Choice Initiative	(19,700.00)	-	19,700.00	-	-
Bike and Ped Committee Bike Racks Grant	1,500.00	1,459.28	-	-	40.72
Police Med Project Drug Program	1,116.29	652.99	1,300.00	-	1,763.30
Police Municipal Road Safety Program	(2,036.15)	5,177.02	6,537.92	-	(675.25)
Fire DFS Safety Equipment Grant	(12,500.00)	15,500.00	12,500.00	-	(15,500.00)
Health-MAPC Health Crisis	2,517.45	2,517.45	-	-	-
Fire Hazmat	8,259.49	17,843.66	17,608.00	-	8,023.83
ARPA Federal Funding - COVID-19	-	359,048.65	812,129.86	-	453,081.21
Fire Assistance to Firefighters (AFG) Grant	-	51,015.03	52,157.89	-	1,142.86
Fire Assistance to Firefighters (AFG) COVID-19	-	5,035.31	-	-	(5,035.31)
Health-MAPC Dept. of Public Health COVID-19	-	14,705.88	14,705.88	-	-
Harbor-Seaport Economic Council (SEC) Tuck's Pt	-	811,504.00	-	-	(811,504.00)
Harbor-SEC Morss Pier Improv Grant	-	66,343.00	-	-	(66,343.00)
Planning-MAPC 40R Project Grant	-	23,000.00	23,000.00	-	-
Downtown Improvement Earmark	-	31,667.58	-	-	(31,667.58)
Climate Change Project Earmark	-	50,000.00	50,000.00	-	-
Community Compact IT Grant	-	100,000.00	100,000.00	-	-
Climate Change Action Grant	-	55,000.00	55,000.00	-	-
Green Communities Energy Conservation Grant	-	36,936.00	36,936.00	-	-
DPW Comm. Of MA Workplace Safety Grant	-	13,940.00	-	-	(13,940.00)
Total	(550,047.19)	2,403,015.21	2,057,262.85	-	(895,799.55)

*In FY2022, reclassified Fire Hazmat from Other Special Revenue Fund 320 to Grants Fund 290 as Fire Hazmat is a reimbursable grant.

Other Special Revenue Fund 320

Special Detail Police	(95,600.60)	372,055.77	427,547.54	-	(40,108.83)	
Special Detail Fire	302.77	9,202.50	9,966.00	-	1,066.27	
Insurance Reimbursement	4,676.27	1,800.00	5,777.18	-	8,653.45	
Commonwealth - Extended Polling Hours	5,336.62	148.37	-	-	5,188.25	
Town Technology Fund	113,517.28	-	23,218.73	(52,000.00)	84,736.01	Transfer to Capital Project Fund
Tuck's Point Deposits	6,821.39	-	-	-	6,821.39	
Conservation Fund	22,798.02	1,293.75	(1.21)	-	21,503.06	**
Wetlands Protection Fund	27,843.55	2,748.50	7,430.50	(5,000.00)	27,525.55	Transfer to the General Fund
Police Cell Block Fees	9,603.73	444.53	-	-	9,159.20	**
Police Narcotic Fund	12,282.60	3,598.32	(1.21)	-	8,683.07	**
Tax Collector Agency Account	-	8,720.00	8,720.00	-	-	
TNC Surcharge Distribution-Dept. of Public Utilities	1,781.90	-	273.00	-	2,054.90	
Plum Hill Road Improvements	45,000.00	-	-	-	45,000.00	
Veteran's Benefits CH115 Benefit Program	-	474.00	1,422.00	-	948.00	

Total 154,363.53 400,485.74 484,352.53 (57,000.00) 181,230.32

**Unrealized gains and losses are recorded; FY2022 unrealized losses exceeded income received.

Community Preservation Fund (CPA) Fund 210 976,570.73 558,465.69 580,041.92 - 998,146.96

Recreation Revolving Account Fund 220
Recreation Programs/Playground/Concerts 540,287.91 263,355.49 372,411.56 (50,000.00) 599,343.98
Transfer to the General Fund

Highway Improvements Fund (Ch90) Fund 230 - - - - -

Septic Loan Program Fund 215 0.26 20,000.00 - - (19,999.74)

**RECAPITULATION
FISCAL YEAR ENDING JUNE 30, 2022**

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2021	APPROPRIATIONS TOWN MEETING JUNE - 2021*	APPROPRIATIONS SPECIAL TOWN MEETING November - 2021	TRANSFERS RECEIPTS In + Out (+)	REVISED BUDGET FY-2022	EXPENDITURES FY-2022	RESERVED FOR ENCUMBRANCES FY-2022	TRANSFERRED TO UNRESERVED FUND BALANCE
<u>GENERAL GOVERNMENT</u>								
<u>EXECUTIVE/LEGISLATIVE</u>								
Selectmen's Department								
Salaries	-	309,884.00	-	-	309,884.00	278,894.65	-	30,989.35
Expenses	4,750.00	65,300.00	-	-	70,050.00	70,026.89	-	23.11
Audit	-	38,500.00	-	-	38,500.00	38,460.00	-	40.00
Information Technology								
Expenses	18,483.82	135,000.00	-	10,820.00	164,303.82	164,303.82	-	-
Finance Committee								
Salaries	-	3,500.00	-	-	3,500.00	2,748.36	-	751.64
Expenses	-	300.00	-	-	300.00	41.64	-	258.36
Reserve Fund	-	160,000.00	-	(159,848.00)	152.00	-	-	152.00
Election & Registration								
Salaries	-	4,650.00	-	-	4,650.00	1,750.94	-	2,899.06
Expenses	-	17,475.00	-	6,848.00	24,323.00	21,804.21	-	2,518.79
<u>FINANCIAL ADMINISTRATION</u>								
Accounting Department								
Salaries	-	160,663.00	-	-	160,663.00	148,777.98	-	11,885.02
Expenses	100.00	4,700.00	-	-	4,800.00	4,538.19	250.00	11.81
Assessors Department								
Salaries	-	131,118.00	-	7,591.30	138,709.30	138,709.31	-	(0.01)
Expenses	2,189.90	57,200.00	-	-	59,389.90	55,546.69	3,800.00	43.21
Treasurer/Collector's Department								
Salaries	-	159,584.00	-	-	159,584.00	159,584.00	-	-
Expenses	2,614.84	28,940.00	-	-	31,554.84	27,719.79	3,794.58	40.47
Town Clerk's Department								
Salaries	-	104,886.00	-	-	104,886.00	94,886.44	-	9,999.56
Expenses	3,531.93	5,300.00	-	-	8,831.93	8,128.20	686.00	17.73

*Town meeting moved to June due to the COVID-19 pandemic

Legal Services																					
Expenses																					
Zoning Board of Appeals	6,114.23	80,000.00	-	-	85,000.00	171,114.23	158,788.57	12,325.66	-												
Salaries	-	8,320.00	-	-	6,804.29	15,124.29	15,124.29	-	-												
Expenses	315.00	9,550.00	-	-	1,500.00	11,365.00	11,208.76	150.00	6.24												
Planning Board																					
Salaries	-	96,635.00	-	-	(12,304.29)	84,330.71	84,330.71	-	-												
Expenses	9,000.00	6,600.00	-	-	-	15,600.00	1,660.39	13,797.00	142.61												
Town Hall & Common																					
Salaries	-	25,000.00	-	-	(3,700.00)	21,300.00	17,880.00	-	3,420.00												
Expenses	310.48	60,500.00	-	-	8,700.00	69,510.48	68,260.48	1,250.00	-												
Pensions																					
Contributory Pensions	-	1,461,004.00	-	-	-	1,461,004.00	1,461,004.00	-	-												
Insurance																					
Workers' Compensation	4,291.19	95,000.00	-	-	25,000.00	124,291.19	120,743.98	3,547.21	-												
Unemployment Compensation	1,212.00	7,000.00	-	-	(300.00)	7,912.00	4,731.50	-	3,180.50												
FICA	-	100,500.00	-	-	4,000.00	104,500.00	102,729.09	-	1,770.91												
Group Insurance-Town's Share	-	1,285,000.00	-	-	(150,911.30)	1,134,088.70	1,133,932.85	-	155.85												
Insurance-Liability, Fire, Auto	-	130,000.00	-	-	(5,000.00)	125,000.00	124,968.08	-	31.92												
TOTAL GENERAL GOVERNMENT	52,913.39	4,752,109.00	-	-	(175,800.00)	4,629,222.39	4,521,283.81	39,600.45	68,338.13												

PUBLIC SAFETY

Police Department																					
Salaries	-	1,730,836.00	-	-	68,000.00	1,798,836.00	1,798,836.00	-	-												
Expenses	681.45	96,314.00	-	-	-	96,995.45	96,834.06	150.00	11.39												
Parking Clerk																					
Salaries	-	6,264.00	-	-	-	6,264.00	6,264.00	-	-												
Expenses	-	21,600.00	-	-	8,000.00	29,600.00	28,658.23	941.77	-												
Fire Department																					
Salaries	-	1,346,748.00	-	-	100,000.00	1,446,748.00	1,446,328.87	-	419.13												
Expenses	1,845.55	142,750.00	-	-	23,500.00	168,095.55	161,440.70	2,466.15	4,188.70												
Harbor Master																					
Salaries	-	157,468.00	-	-	6,500.00	163,968.00	163,968.00	-	-												
Expenses	400.00	23,260.00	-	-	-	23,660.00	23,660.00	-	-												
Inspections																					
Building Inspector	-	46,981.00	-	-	-	46,981.00	46,981.00	-	-												
Gas/Plumbing Inspector	-	13,873.00	-	-	-	13,873.00	13,873.00	-	-												

Continued . . .

**RECAPITULATION
FISCAL YEAR ENDING JUNE 30, 2022**

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2021	APPROPRIATIONS TOWN MEETING JUNE - 2021*	APPROPRIATIONS SPECIAL TOWN MEETING November - 2021	TRANSFERS RECEIPTS In + Out (-)	REVISED BUDGET FY-2022	EXPENDITURES FY-2022	RESERVED FOR ENCUMBRANCES FY-2022	TRANSFERRED TO UNRESERVED FUND BALANCE	
Sealer of Weights and Measures	-	3,000.00	-	-	3,000.00	3,000.00	-	-	
Electrical Inspector	-	13,873.00	-	-	13,873.00	13,873.00	-	-	
Inspectors' Expenses	-	4,500.00	-	-	4,500.00	4,500.00	-	-	
Permitting Software	-	27,920.00	-	-	27,920.00	27,920.00	-	-	
Emergency Management Expenses	-	1,000.00	-	-	1,000.00	538.62	-	461.38	
Emergency Notification	-	4,725.00	-	-	4,725.00	4,725.00	-	-	
Animal Control Expenses	-	16,315.00	-	-	16,315.00	14,246.79	-	2,068.21	
TOTAL PUBLIC SAFETY	2,927.00	3,657,427.00	-	206,000.00	3,866,354.00	3,855,647.27	3,557.92	7,148.81	
PUBLIC WORKS									
Department of Public Works	-	894,464.00	-	-	894,464.00	869,651.38	-	24,812.62	
Salaries	-	382,800.00	-	-	409,009.65	394,837.20	13,954.34	218.11	
Expenses	26,209.65	-	-	-	-	-	-	-	
Snow Removal	-	32,000.00	-	-	32,000.00	33,040.30	-	(1,040.30)	
Snow Removal Salaries	-	170,000.00	-	(15,500.00)	154,500.00	149,988.37	-	4,511.63	
Snow Removal Expenses	-	-	-	-	-	-	-	-	
Street Lighting Expenses	-	35,000.00	-	(15,000.00)	20,000.00	13,452.00	-	6,548.00	
Sanitation/Composting/Recycling	-	15,000.00	-	-	15,000.00	11,769.14	-	3,230.86	
Sanitation Salaries	-	60,000.00	-	-	61,227.67	59,075.52	1,772.34	379.81	
Sanitation Expenses	1,227.67	426,400.00	-	-	445,488.89	375,857.04	16,370.00	53,261.85	
Rubbish and Garbage Collection	19,088.89	174,250.00	-	-	193,583.71	168,908.84	-	24,674.87	
Rubbish and Garbage Disposal	19,333.71	-	-	-	-	-	-	-	
TOTAL PUBLIC WORKS	65,859.92	2,189,914.00	-	(30,500.00)	2,225,273.92	2,076,579.79	32,096.68	116,597.45	

OTHER ENVIRONMENTAL

Historic District Commission														
Salaries	-	1,600.00	-	300.00	1,900.00	1,900.00	-	-	-	1,900.00	-	-	-	-
Expenses	-	950.00	-	-	950.00	75.00	-	-	-	500.00	500.00	-	-	375.00
Conservation Commission														
Salaries	-	59,595.00	-	-	59,595.00	59,595.00	-	-	-	-	-	-	-	-
Expenses	782.20	2,760.00	-	-	3,542.20	2,266.41	-	-	-	1,133.92	1,133.92	-	-	141.87
Expenses (Chebacco Woods)	-	1,250.00	-	-	1,250.00	-	-	-	-	1,200.00	1,200.00	-	-	50.00
TOTAL OTHER ENVIRONMENTAL	782.20	66,155.00	-	300.00	67,237.20	63,836.41	-	-	-	2,833.92	2,833.92	-	-	566.87

HUMAN SERVICES

Health Department														
Salaries	-	72,510.00	-	-	72,510.00	72,510.00	-	-	-	-	-	-	-	-
Expenses	-	48,750.00	-	-	48,750.00	48,750.00	-	-	-	-	-	-	-	-
Veterans' Services														
Expenses	-	15,000.00	-	-	15,000.00	15,000.00	-	-	-	-	-	-	-	-
Benefits	-	28,000.00	-	-	28,000.00	8,705.60	-	-	-	-	-	-	-	19,294.40
Council on Aging														
Salaries	-	175,897.00	-	-	175,897.00	175,897.00	-	-	-	-	-	-	-	-
Expenses	-	18,600.00	-	-	18,600.00	18,600.00	-	-	-	-	-	-	-	-
TOTAL HUMAN SERVICES	-	358,757.00	-	-	358,757.00	339,462.60	-	-	-	-	-	-	-	19,294.40

CULTURE AND INFORMATIONAL SERVICES

Public Library														
Salaries	-	345,683.00	-	-	345,683.00	341,886.25	-	-	-	-	-	-	-	3,796.75
Expenses	-	165,575.00	-	-	165,575.00	165,539.64	-	-	-	-	-	-	-	35.36
TOTAL CULTURE SERVICES	-	511,258.00	-	-	511,258.00	507,425.89	-	-	-	-	-	-	-	3,832.11

RECREATION

Recreation														
Salaries	-	149,633.00	-	-	149,633.00	149,632.86	-	-	-	-	-	-	-	0.14

Continued . . .

**RECAPITULATION
FISCAL YEAR ENDING JUNE 30, 2022**

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2021	APPROPRIATIONS TOWN MEETING JUNE - 2021*	APPROPRIATIONS SPECIAL TOWN MEETING November - 2021	TRANSFERS RECEIPTS In + Out (+)	REVISED BUDGET FY-2022	EXPENDITURES FY-2022	RESERVED FOR ENCUMBRANCES FY-2022	TRANSFERRED TO UNRESERVED FUND BALANCE
Expenses	775.00	7,909.00	-	-	8,684.00	6,328.97	600.00	1,755.03
Singing Beach Operations	-	-	-	-	-	-	-	-
Salaries	-	75,642.00	-	-	75,642.00	75,622.93	-	19.07
Expenses	-	17,500.00	-	-	17,500.00	16,522.10	-	977.90
Lifeguards	-	-	-	-	-	-	-	-
Salaries	-	61,803.00	-	-	61,803.00	61,695.47	-	107.53
Expenses	-	3,400.00	-	-	3,400.00	2,279.07	-	1,120.93
Tuck's Point	-	-	-	-	-	-	-	-
Salaries	-	6,715.00	-	1,927.00	8,642.00	8,642.00	-	-
Expenses	-	31,820.00	-	(1,927.00)	29,893.00	21,719.14	-	8,173.86
Other	-	-	-	-	-	-	-	-
Memorial Day	-	3,000.00	-	-	3,000.00	3,000.00	-	-
Fourth of July	-	10,000.00	-	-	10,000.00	10,000.00	-	-
TOTAL RECREATION	775.00	367,422.00	-	-	368,197.00	355,442.54	600.00	12,154.46

DEBT SERVICE

INTEREST AND MATURING DEBT

Principal on Bonds	-	822,409.00	-	-	822,409.00	822,409.00	-	-
Interest on Bonds	-	295,646.00	-	-	295,646.00	295,645.76	-	0.24
WPAT Administration Fees	-	1,873.00	-	-	1,873.00	1,872.34	-	0.66

TOTAL DEBT SERVICE

	-	1,119,928.00	-	-	1,119,928.00	1,119,927.10	-	0.90
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ENTERPRISE FUNDS

Sewer Fund	-	-	-	-	-	-	-	-
Salaries	-	365,484.00	-	-	365,484.00	323,990.21	-	41,493.79
Expenses	16,075.69	306,500.00	-	-	322,575.69	309,221.49	10,951.49	2,402.71
Water Fund	-	-	-	-	-	-	-	-
Salaries	-	305,909.00	-	-	305,909.00	278,299.17	-	27,609.83
Expenses	22,592.24	138,500.00	-	-	161,092.24	152,613.39	8,478.85	-

Treatment Expenses	10.00	597,652.00	-	-	597,662.00	593,643.28	-	4,018.72
TOTAL ENTERPRISE FUNDS	38,677.93	1,714,045.00	-	-	1,752,722.93	1,657,767.54	19,430.34	75,525.05
TOTAL ARTICLE 4 OPERATING	161,935.44	14,737,015.00	-	-	14,898,950.44	14,497,372.95	98,119.31	303,458.18
Treasures Tax Liens (tax title)								Recap
Tax Title Purposes	-	10,000.00	-	-	10,000.00	4,415.25	-	Sheet
Article 3 & 7 - Education								
North Shore Regional Vocational School Dist.	-	184,523.00	-	-	184,523.00	184,523.00	-	-
Manchester Essex Regional School	-	15,589,705.00	-	-	15,589,705.00	15,589,704.96	-	0.04
Manchester Essex Regional School Debt	-	2,851,524.00	-	-	2,851,524.00	2,851,523.68	-	0.32
Total Education	-	18,625,752.00	-	-	18,625,752.00	18,625,751.64	-	0.36

CAPITAL PROJECTS GENERAL FUNDS								
General Government								
Town Hall upgrades/alarm system	30,057.23	-	-	-	30,057.23	30,057.23	-	-
Town Hall Renovation Work	11,151.00	-	-	-	11,151.00	11,151.00	-	-
Street Light Purchase/LED Conversion	21,596.07	-	-	-	21,596.07	8,645.17	12,950.90	-
Town Hall HVAC Project	3,108.23	-	-	-	3,108.23	3,108.23	-	-
Computer/Phone Replacement	1,612.50	-	-	-	1,612.50	1,612.50	-	-
Water Resources Protection Studies	-	80,000.00	-	-	80,000.00	5,100.00	74,900.00	-
Renovations/Upgrades including elevator	-	200,000.00	-	-	235,000.00	71,218.84	163,781.16	-
Zoning By-Law Rewrite	15,000.00	-	-	-	15,000.00	3,457.50	11,542.50	-
Zoning Improvements	25,000.00	-	-	-	25,000.00	10,000.00	15,000.00	-
Planning Board Studies	-	-	-	-	20,000.00	-	20,000.00	-
Police								
Public Safety Radio Upgrades	23,617.00	-	-	-	8,525.00	20,400.00	11,742.00	-
Police Car	-	56,325.00	-	-	56,325.00	56,311.48	-	13.52
Access Control/Cell Monitoring	-	26,000.00	-	-	26,000.00	6,084.45	19,915.55	-
Police Speed Trailer	-	13,100.00	-	-	6,900.00	20,000.00	6,900.00	-
Fire								
Fire Engine Fund	965,000.00	-	-	-	965,000.00	-	965,000.00	-
Hose & Gear Replacement	125.97	-	-	-	125.97	125.97	-	-

Continued . . .

**RECAPITULATION
FISCAL YEAR ENDING JUNE 30, 2022**

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2021	APPROPRIATIONS TOWN MEETING JUNE - 2021*	APPROPRIATIONS SPECIAL TOWN MEETING November - 2021	TRANSFERS RECEIPTS In + Out (-)	REVISED BUDGET FY-2022	EXPENDITURES FY-2022	RESERVED FOR ENCUMBRANCES FY-2022	TRANSFERRED TO UNRESERVED FUND BALANCE
Fire Knox Box Upgrade/Replacement	630.30	-	-	-	630.30	630.30	-	-
Fire Station Renovations	48,371.89	30,000.00	-	-	78,371.89	31,786.51	46,585.38	-
Fire Gear Replacement	-	34,000.00	-	35,000.00	69,000.00	33,738.53	35,261.47	-
Public Works								
Storm Drains/Drainage/Sidewalk Improvements	545,375.90	-	-	-	545,375.90	258,310.59	287,065.31	-
Compressor	22,000.00	-	-	-	22,000.00	-	22,000.00	-
Facility Assessment/Options	-	50,000.00	-	100,000.00	150,000.00	12,033.47	137,966.53	-
Road Maintenance & Construction	308,724.10	-	-	209,000.00	517,724.10	296,988.80	220,735.30	-
Guardrail Replacement	41,170.00	-	-	-	41,170.00	-	41,170.00	-
Town Grant Match - DEP Compost	31,404.42	-	-	-	31,404.42	11,956.98	19,447.44	-
Town Grant Match - Complete Streets	32,000.00	-	-	-	32,000.00	-	32,000.00	-
Compost Facility	199,000.00	30,000.00	-	-	229,000.00	4,820.00	224,180.00	-
Vehicle Replacement	40,000.00	180,000.00	-	-	220,000.00	110,480.00	109,520.00	-
Storm Damage Repairs	60,151.66	50,000.00	-	-	110,151.66	80,164.66	29,987.00	-
Central Street Culvert Article 19 - ATM 04/2013	607,619.64	-	-	-	607,619.64	116,942.58	490,677.06	-
Mechanic Equipment	10,000.00	10,000.00	-	-	20,000.00	11,490.63	8,509.37	-
Cemetery Expansion Study	1,022.50	-	-	-	1,022.50	997.50	-	25.00
Conservation								
Conservation Lands Management Plan	10,000.00	-	-	-	10,000.00	-	10,000.00	-
Library								
Interior Painting/Carpets, Etc.	5,232.73	-	-	-	5,232.73	-	5,232.73	-
Library Interior Upgrades	8,000.00	-	-	-	8,000.00	238.52	7,761.48	-
Library Accessible Bathroom Project	-	40,000.00	-	-	40,000.00	11,475.00	28,525.00	-
Recreation								
Sweeney Parking Lot Re-paving	32,000.00	-	-	-	32,000.00	-	32,000.00	-
Tennis Court Resurfacing	10,000.00	-	-	-	10,000.00	-	10,000.00	-
Sweeney Park Engineering	-	70,000.00	-	-	70,000.00	-	70,000.00	-
Engineering Plans - Athletic Fields	-	-	46,100.00	-	46,100.00	-	46,100.00	-
Harbor Master								
Harbor Dredging Account	98,142.07	-	-	-	98,142.07	71,277.84	26,864.23	-
Floating Harbor Master Office	-	50,000.00	-	-	50,000.00	-	-	50,000.00
Harbor Boat and Boat Repairs	-	-	120,000.00	-	120,000.00	89,098.87	30,901.13	-
Harbor Pick-Up Truck	-	-	-	35,000.00	35,000.00	31,518.00	3,482.00	-
Reed Park/Float Improvements	-	-	-	40,000.00	40,000.00	-	40,000.00	-

TOTAL CAPITAL GENERAL FUND	3,207,113.21	839,425.00	166,100.00	569,425.00	4,782,063.21	1,414,321.15	3,317,703.54	50,038.52
<u>NON-APPROPRIATED EXPENSES</u>								
MV PARK SURCHARGE	-	5,040.00	-	-	5,040.00	3,500.00	-	1,540.00
MOSQUITO CONTROL	-	40,953.00	-	-	40,953.00	41,297.00	-	(344.00)
AIR POLLUTION CONTROL	-	3,390.00	-	-	3,390.00	3,295.00	-	95.00
MET. AREA PLANNING COUNCEL	-	2,914.00	-	-	2,914.00	2,994.00	-	(80.00)
MBTA	-	121,601.00	-	-	121,601.00	123,071.00	-	(1,470.00)
TOTAL NON-APPROPRIATED EXPENSES	-	173,898.00	-	-	173,898.00	174,157.00	-	(259.00)
<u>GENERAL FUND TRANSFERS OUT</u>								
Sewer Capital	-	50,000.00	-	-	50,000.00	50,000.00	-	-
Water Capital	-	990,000.00	-	350,000.00	1,340,000.00	1,340,000.00	-	-
Harbor Capital	-	-	-	81,500.00	81,500.00	81,500.00	-	-
OPEB Trust Fund	-	-	-	278,173.00	278,173.00	278,173.00	-	-
TOTAL GENERAL FUND TRANSFERS OUT	-	1,040,000.00	-	709,673.00	1,749,673.00	1,749,673.00	-	-
<u>CAPITAL PROJECTS ENTERPRISE FUNDS</u>								
Sewer Fund								
Infiltration & Inflow Improvements	51,757.11	-	-	-	51,757.11	51,757.11	-	-
Sewer Treatment Plant Improvements	418,060.34	250,000.00	-	-	668,060.34	326,486.82	341,573.52	-
TOTAL SEWER	469,817.45	250,000.00	-	-	719,817.45	378,243.93	341,573.52	-
<u>Water Fund</u>								
General Water Updates	135,887.99	135,000.00	-	-	270,887.99	213,924.12	56,963.87	-
Water System Improvements	105,119.84	-	-	-	105,119.84	99,255.82	5,864.02	-
Water Pipe Replacement	-	1,000,000.00	-	600,000.00	1,600,000.00	554,189.18	1,045,810.82	-
TOTAL WATER	241,007.83	1,135,000.00	-	600,000.00	1,976,007.83	867,369.12	1,108,638.71	-
Sewer Transfers to the General fund	-	388,838.00	-	-	388,838.00	388,838.00	-	-

Continued . . .

**RECAPITULATION
FISCAL YEAR ENDING JUNE 30, 2022**

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2021	APPROPRIATIONS TOWN MEETING JUNE - 2021*	APPROPRIATIONS SPECIAL TOWN MEETING November - 2021	TRANSFERS RECEIPTS In + Out (+)	REVISED BUDGET FY-2022	EXPENDITURES FY-2022	RESERVED FOR ENCUMBRANCES FY-2022	TRANSFERRED TO UNRESERVED FUND BALANCE
<u>Water</u>								
Transfers to the General fund	-	153,589.00	-	-	153,589.00	153,589.00	-	-
<u>Community Preservation Fund</u>								
<u>ARTICLES</u>								
CPC Administrative Costs	-	20,000.00	-	-	20,000.00	4,702.26	-	15,297.74
Comm. Housing Project Funding	200,000.00	-	-	-	200,000.00	200,000.00	-	-
Landscape Restoration - Library	15,000.00	-	-	-	15,000.00	15,000.00	-	-
Fire Department Antiques Preservation	-	-	-	10,000.00	10,000.00	-	10,000.00	-
Preservation of Town Hall Records	24,818.74	-	-	-	24,818.74	11,623.50	13,195.24	-
Moss Pier Restoration Study	33,000.00	-	-	-	33,000.00	-	33,000.00	-
Tuck's Point Public Access Restoration	135,629.00	-	-	-	135,629.00	106,502.88	29,126.12	-
Rotunda Restoration	9,940.00	-	-	-	9,940.00	4,584.19	5,355.81	-
Exterior Restoration of Seaside 1	37,915.00	-	-	-	37,915.00	29,815.00	8,100.00	-
Tuck's Point Rotunda Engineering Study	-	-	-	50,000.00	50,000.00	-	50,000.00	-
Cemetery Restoration Work	47,657.48	-	-	25,000.00	72,657.48	14,900.00	57,757.48	-
Unknown Owner Search of Land Records for Open Space	52,100.00	-	-	-	52,100.00	15,150.00	36,950.00	-
Winthrop Field	-	-	-	10,000.00	10,000.00	-	10,000.00	-
Sweeney Park Pickleball Courts	75,000.00	-	-	-	75,000.00	67,500.00	7,500.00	-
Signs - Singing Beach/Masconomo Park	1,564.99	-	-	-	1,564.99	1,152.86	412.13	-
Trail Improv., Markers, Brochures	2,423.80	-	-	-	2,423.80	1,310.00	1,113.80	-
Planting at Masconomo Park	3,250.00	-	-	-	3,250.00	300.00	2,950.00	-
Preservation of Dexter Pond	1,691.50	-	-	-	1,691.50	-	1,691.50	-
Singing Beach Bath House Preservation	5,035.00	-	-	-	5,035.00	-	5,035.00	-
Landscape Restoration - Parks & Tuck's Point	23,872.14	-	-	-	23,872.14	1,500.00	22,372.14	-
Parks-Automatic Defibrillators	15,000.00	-	-	-	15,000.00	-	15,000.00	-
Bike Racks	-	-	-	7,000.00	7,000.00	-	7,000.00	-
Causeway Brook/Sawmill Brook	-	-	-	35,000.00	35,000.00	-	35,000.00	-
Western Woods Open Space Research	-	-	-	7,500.00	7,500.00	-	7,500.00	-
Pollinator Gardens	-	-	-	20,000.00	20,000.00	-	20,000.00	-
Manchester Friends of Trees - Tree Restoration	11,000.00	-	-	-	11,000.00	6,015.00	4,985.00	-

Sweeney Park Design Study	-	68,375.00	-	-	68,375.00	36,210.00	32,165.00	-
Preservation of Conservation Land	20,000.00	-	-	-	20,000.00	-	20,000.00	-
Land/Open Space Purchase-Christian Hill/Alpers Lot 1,865.00	-	-	-	-	1,865.00	1,000.00	865.00	-
Pine Street Field	-	-	-	500,000.00	500,000.00	-	500,000.00	-
Engineering Plans - Athletic Fields	-	-	46,100.00	-	46,100.00	41,200.00	4,900.00	-
Total Community Preservation Fund	716,762.65	88,375.00	46,100.00	664,500.00	1,515,737.65	558,465.69	941,974.22	15,297.74
SEPTIC LOAN PROGRAM FUND	137,491.26	-	-	-	137,491.26	20,000.00	117,491.26	-
HARBOR IMPROVEMENT FUND	-	23,380.00	-	-	23,380.00	23,380.00	-	-
Transfer to General Fund (Budget fund 001)	-	23,380.00	-	-	23,380.00	23,380.00	-	-
Transfer to Harbor Master (Budget fund 019)	-	230,728.00	120,000.00	20,000.00	370,728.00	300,571.52	70,156.48	-
HARBOR IMPROVEMENT FUND	-	254,108.00	120,000.00	20,000.00	394,108.00	323,951.52	70,156.48	-
HIGHWAY IMPROVEMENT FUND (CH90)	500,000.00	-	-	296,303.00	796,303.00	-	796,303.00	-
Road construction, repairs, and related	500,000.00	-	-	296,303.00	796,303.00	-	796,303.00	-
HIGHWAY IMPROVEMENT FUND	500,000.00	-	-	296,303.00	796,303.00	-	796,303.00	-
HARBOR DREDGING	1,000,000.00	-	-	-	1,000,000.00	-	1,000,000.00	-
CAPITAL IMPROVEMENTS 04/2017	42,815.48	-	-	-	42,815.48	42,815.48	-	-
Sewer System Improvements	42,815.48	-	-	-	42,815.48	42,815.48	-	-
Water System Improvements	16.70	-	-	-	16.70	16.70	-	-
CAPITAL IMPROVEMENTS 04/2016	42,832.18	-	-	-	42,832.18	42,832.18	-	-
CAPITAL -AV/TECH EQUIP MEETING ROOM 06/2021	-	52,000.00	-	-	52,000.00	51,698.25	301.75	-

**RECAPITULATION
FISCAL YEAR ENDING JUNE 30, 2022**

RECAPITULATION	BALANCES FROM ENCUMBRANCES FY-2021	APPROPRIATIONS TOWN MEETING JUNE - 2021*	APPROPRIATIONS SPECIAL TOWN MEETING November - 2021	TRANSFERS RECEIPTS In + Out (-)	REVISED BUDGET FY-2022	EXPENDITURES FY-2022	RESERVED FOR ENCUMBRANCES FY-2022	TRANSFERRED TO UNRESERVED FUND BALANCE
RECREATION REVOLVING								
Transfers To the General Fund	-	50,000.00	-	-	50,000.00	50,000.00	-	-
Recreation	-	-	-	-	-	162,302.37	-	(162,302.37)
Playground	-	-	-	-	-	86,691.12	-	(86,691.12)
Concerts	-	-	-	-	-	14,362.00	-	(14,362.00)
RECREATION REVOLVING	-	50,000.00	-	-	50,000.00	313,355.49	-	(263,355.49)
AFFORDABLE HOUSING TRUST								
Expenditures	599,330.21	-	-	201,235.79	800,566.00	11,376.25	789,189.75	-
Grand Totals	7,076,290.23	37,798,000.00	332,200.00	3,061,136.79	48,267,627.02	39,575,410.42	8,511,295.06	180,921.54

**RESERVE FUND
FISCAL YEAR 2022**

	Account Number	Date	Amount
RESERVE FUND	001-100-013-57810		FY-2022
<u>APPROPRIATIONS</u>			
ORIGINAL BUDGET FY-2022		06/21/21	160,000.00
<u>TRANSFERS</u>			
<u>Account Description</u>			
Workers compensation	001-100-073-51710	12/20/21	(25,000.00)
Fire salaries	001-200-103-51000	06/23/22	(93,000.00)
Elections/Registration	001-100-015-53050	06/23/22	(6,848.00)
Legal/Professional Services	001-100-045-53050	06/23/22	(35,000.00)
		Total	(159,848.00)
		Balance	152.00



Santa Visits with Kids Before Firetruck Tour December 2022

TRUST FUNDS
FISCAL YEAR ENDING JUNE 30, 2022

	BALANCE 06/30/21	ADJUSTMENTS & TRANSFERS (-)/+	RECEIPTS	EXPENDITURES	RESERVED FOR 07/01/22
<u>Non-Expendable Trust Funds</u>					
B.L. Allen Fund	1,300.00	-	-	-	1,300.00
Tuck's Point Fund	6,000.00	-	-	-	6,000.00
Post War Rehabilitation Fund	3,920.59	-	-	-	3,920.59
Perpetual Care Fund	394,950.51	-	-	-	394,950.51
Perpetual Care Fund-Odd Fellows	3,000.00	-	-	-	3,000.00
Knight Cemetery Fund	1,806.20	-	-	-	1,806.20
Crowell Cemetery Fund	3,000.00	-	-	-	3,000.00
Total Non-Expendable Trust Funds	413,977.30	-	-	-	413,977.30
<u>Expendable Trust Funds</u>					
B.L. Allen Interest Fund	178.38	-	(0.26)	-	178.12
Tuck's Point Interest Fund	4,758.65	-	(1.99)	-	4,756.66
Post War Rehabilitation Fund	1,756.96	-	(1.00)	-	1,755.96
Essex Woods Park Fund	18,232.37	-	(3.31)	-	18,229.06
Perpetual Care Interest Fund	60,890.00	-	5,467.72	-	66,357.72
Cemetery Sale of Lots Fund	184,913.19	-	7,167.21	-	192,080.40
Winthrop Library Fund	40,234.17	-	12,640.80	(18,414.11)	34,460.86
Crowell Cemetery Interest Fund	10,520.55	-	(2.47)	-	10,518.08
Knight Cemetery Fund	7,021.14	-	(1.61)	-	7,019.53
Julie Ware Library Fund	2,397.26	-	(0.57)	(1,476.88)	919.81
Cemetery Odd Fellows Fund	1,677.24	-	(0.84)	-	1,676.40
Adele Q. Ervin Library (Principal)	100,000.00	-	-	-	100,000.00
Adele Q. Ervin Library (Int)	2,190.79	-	83.60	-	2,274.39
Expendable Trust Funds	434,770.70	-	25,347.28	(19,890.99)	440,226.99
***Unrealized gains and losses are recorded; FY2022 unrealized losses exceeded income received.					
<u>Other Trust Funds</u>					
Stabilization Fund	1,879,804.79	-	(343.73)	-	1,879,461.06
Other Post Employee Benefits (OPEB)	3,438,601.31	278,173.00	98,247.07	-	3,815,021.38
Manchester Affordable Housing Trust	599,330.21	-	201,235.79	(11,376.25)	789,189.75
TOTAL TRUST FUNDS	6,766,484.31	278,173.00	324,486.41	(31,267.24)	7,337,876.48
***Unrealized gains and losses are recorded; FY2022 unrealized losses exceeded income received.					

**TOWN OF MANCHESTER
COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2022**

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPES		PROPRIETARY FUND TYPES		ACCOUNT GROUP GENERAL		June 30, 2022
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	ENTERPRISE FUND	LONG-TERM OBLIGATIONS	TOTALS				
ASSETS											
Cash	7,954,957.28	2,414,153.09	301.75	7,303,498.12	2,439,136.00		20,112,046.24				585.00
Petty Cash	585.00										
Property Tax Receivable:											
Real Estate	205,464.31	2,735.75					208,200.06				7,997.11
P/P Tax	7,997.11										
Other Accounts Receivable:											
Motor Vehicle Excise	81,848.65						81,848.65				
Boat Excise	10,288.34						10,288.34				
Tax Liens	295,602.00	-					295,602.00				
Water & Sewer User Charges					249,287.87		249,287.87				
Departmental	326,954.66						326,954.66				
Tax Foreclosure	11,792.45						11,792.45				
Special Assessments	38,857.48						38,857.48				
Amount Provided Bond Payments						7,620,816.00	7,620,816.00				
Total Assets	8,934,347.28	2,416,888.84	301.75	7,303,498.12	2,688,423.87	7,620,816.00	28,964,275.86				

Continued . . .

TOWN OF MANCHESTER
COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2022
continued

	GOVERNMENTAL FUND TYPES				FIDUCIARY	PROPRIETARY	ACCOUNT	June 30, 2022
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	FUND TYPES	FUND TYPES	GROUP GENERAL	
							LONG-TERM OBLIGATIONS	TOTALS
LIABILITIES								
Accounts Payable	286,670.41	757,326.88	-	3,187.32	79,511.95			1,126,696.56
Accrued Payroll	117,021.89							117,021.89
Payroll Withholdings	52,123.56							52,123.56
Other Liabilities	15,336.33							15,336.33
Deferred Revenue	538,216.30	2,735.75						540,952.05
Reserve for Abatements	390,307.49						7,620,816.00	390,307.49
Bonds and Notes Payable								7,620,816.00
Total Liabilities	1,399,675.98	760,062.63	-	3,187.32	79,511.95		7,620,816.00	9,863,253.88
Fund Equity								
Fund Balances:								
Retained Earnings					1,139,269.35			1,139,269.35
Reserved for Encumbrances	3,295,145.15	1,957,015.84	1,000,301.75	789,189.75	1,469,642.57			8,511,295.06
Reserved for Petty Cash	585.00							585.00
Reserved for Special Duty				(39,042.56)				(39,042.56)
Reserved for Open Space		3,955.00						3,955.00
Reserved for Community Housing	125,000.00	28.00						28.00
Designated Overlay Surplus	4,113,941.15	(304,172.63)	(1,000,000.00)	6,550,163.61				125,000.00
Undesignated								9,359,932.13
Fund Equity (Deficit)	7,534,671.30	1,656,826.21	301.75	7,300,310.80	2,608,911.92	-	-	19,101,021.98
Total Liabilities & Fund Equity	8,934,347.28	2,416,888.84	301.75	7,303,498.12	2,688,423.87	7,620,816.00	7,620,816.00	28,964,275.86

STATE PRIMARY
SEPTEMBER 6, 2022
PRIMARY OFFICIAL RESULTS

DEMOCRAT	TOTAL	REPUBLICAN	TOTAL
GOVERNOR		GOVERNOR	
Sonia Rosa Chang-Diaz	67	Geoff Diehl	156
Maura Healey	723	Chris Doughty	162
Blanks	17	Blanks	5
Write Ins	4	Write Ins	1
TOTAL	811	TOTAL	324
LIEUTENANT GOVERNOR		LIEUTENANT GOVERNOR	
Kimberley Driscoll	571	Leah V Allen	187
Tami Gouveia	72	Kate Campanale	107
Eric Lesser	125	Blanks	29
Blanks	42	Write Ins	1
Write Ins	1	TOTAL	324
TOTAL	811		
ATTORNEY GENERAL		ATTORNEY GENERAL	
Andrea Joy Campbell	445	James R McMahon, III	244
Shannon Erika Liss-Riordan	207	Blanks	77
Quentin Palfrey	104	Write Ins	3
Blanks	55	TOTAL	324
Write Ins	0		
TOTAL	811		
SECRETARY OF STATE		SECRETARY OF STATE	
William Francis Galvin	544	Rayla Campbell	234
Tanisha M Sullivan	230	Blanks	87
Blanks	36	Write Ins	3
Write Ins	1	TOTAL	324
TOTAL	811		
TREASURER		TREASURER	
Deborah B Goldberg	653	Blanks	307
Blanks	156	Write Ins	17
Write Ins	2	TOTAL	324
TOTAL	811		
AUDITOR		AUDITOR	
Christopher S Dempsey	333	Anthony Amore	232
Diana Dizoglio	343	Blanks	91
Blanks	132	Write Ins	1
Write Ins	3	TOTAL	324
TOTAL	811		
REPRESENTATIVE IN CONGRESS		REPRESENTATIVE IN CONGRESS	
Seth Moulton	704	Bob May	228
Blanks	106	Blanks	86
Write Ins	1	Write Ins	10
TOTAL	811	TOTAL	324

COUNCILLOR

Eileen R Duff	611
Blanks	198
Write Ins	2
TOTAL	811

SENATOR IN GENERAL COURT

Blanks	767
Write Ins	44
TOTAL	811
TOTAL	324

REPRESENTATIVE IN GENERAL COURT

Ann-Margaret Ferrante	569
D Nathaniel Mulcahey	161
Blanks	81
Write Ins	0
TOTAL	811

DISTRICT ATTORNEY

James P O'Shea	306
Paul F Tucker	372
Blanks	133
Write Ins	0

SHERIFF

Kevin F Coppinger	292
Virginia Leigh	415
Blanks	104
Write Ins	0
TOTAL	811

COUNCILLOR

Michael C Walsh	226
Blanks	95
Write Ins	3
TOTAL	324

SENATOR IN GENERAL COURT

Bruce E Tarr	280
Blanks	40
Write Ins	4

REPRESENTATIVE IN GENERAL COURT

Blanks	295
Write-In: Ashley Sullivan	24
Write Ins	5
TOTAL	324

DISTRICT ATTORNEY

Blanks	320
Write Ins	4
TOTAL	324
TOTAL	811

SHERIFF

Blanks	314
Write Ins	10
TOTAL	324

# Ballots cast	1135
# Registered Voters	4340
% Turnout	26%

STATE ELECTION

NOVEMBER 8, 2022

OFFICIAL RESULTS

	TOTAL		TOTAL
GOVERNOR & LIEUTENANT GOVERNOR		REPRESENTATIVE IN GENERAL COURT	
Diehl & Allen	859	Ann-Margaret Ferrante	1865
Healey & Driscoll	1981	Ashley Sullivan	917
Reed & Everett	44	Blanks	124
Blanks	21	Write Ins	1
Write Ins	2	TOTAL	2907
TOTAL	2907		
ATTORNEY GENERAL		DISTRICT ATTORNEY	
Andrea Joy Campbell	1858	Paul F. Tucker	2116
James R. McMahon, III	969	Blanks	760
Blanks	80	Write Ins	31
Write Ins	0	TOTAL	2907
TOTAL	2907		
SECRETARY OF STATE		SHERIFF	
William Francis Galvin	2040	Kevin F Coppinger	2086
Rayla Campbell	743	Blanks	776
Juan Sanchez	65	Write Ins	45
Blanks	57	TOTAL	2907
Write Ins	2		
TOTAL	2907		
TREASURER		Question 1	
Deborah B. Goldberg	2052	Yes	1488
Cristina Crawford	553	No	1321
Blanks	300	Blanks	98
Write Ins	2	TOTAL	2907
TOTAL	2907		
AUDITOR		Question 2	
Anthony Amore	1073	Yes	2032
Diana DiZoglio	1521	No	759
Gloria A. Caballero-Roca	65	Blanks	116
Dominic Giannone, III	32	TOTAL	2907
Daniel Riek	35		
Blanks	179		
Write Ins	2		
TOTAL	2907		

Continued . . .

STATE ELECTION
NOVEMBER 8, 2022
UNOFFICIAL RESULTS

REPRESENTATIVE IN CONGRESS	TOTAL	Question 3	TOTAL
Seth Moulton	2027	Yes	1228
Bob May	778	No	1517
Mark T. Tashjian	52	Blanks	162
Blanks	50	TOTAL	2907
Write Ins	0		
TOTAL	2907		

COUNCILLOR	TOTAL	Question 4	TOTAL
Eileen R. Duff	1867	Yes	1660
Michael C. Walsh	897	No	1151
Blanks	142	Blanks	96
Write Ins	1	TOTAL	2907
TOTAL	2907		

SENATOR IN GENERAL COURT

Bruce E. Tarr	2001
Terence William Cudney	694
Blanks	209
Write Ins	3
TOTAL	2907

# Ballots cast	2907
# Registered Voters	4389
% Turnout	66.23%



Singing Beach Staff



Town Clerk Visits Memorial School Third Grade



Wobblin Goblin Parade



Election Team November 2022



Manchester Summer Stage Marches in July 4th Parade



Police Department Open House May 2022



Public Safety Day at Summer Playgroud

KEY TELEPHONE NUMBERS

Police 911

(978-526-1212 for regular business & Animal Control)

Fire 911 (978-526-4040 for regular business)

Ambulance 911 (978-526-4040 for billing information)

Accountant	526-2020
Assessors	526-2010
Board of Selectmen/Town Administrator	526-2000
Building Department	526- 2010
Conservation	526-4397
Council on Aging	526-7500
Harbormaster	526-7832
Health	526-7385
Jr.-Sr. High School	526-4412
Library	526-7711
Memorial School	526-1908
Parks & Recreation	526-2019
Public Works	526-1242
School Superintendent	526-4919
Town Clerk/Voter Registration	526-2040
Treasurer/Collector	526-2030
Veteran's Agent	281-9740
Water/Sewer	526-4450