

TOWN OF SAUGUS

Annual Report

July 1, 2014 – June 30, 2015

ACCOUNTING
TREASURER
PUBLIC SCHOOLS

ASSESSORS

CANINE / ANIMAL CONTROL / ANIMAL INSPECTOR

CEMETERY DEPARTMENT

TOWN CLERK

CONSERVATION COMMISSION

COUNCIL ON AGING

CULTURAL COUNCIL

DEPARTMENT OF PUBLIC WORKS

EMERGENCY MANAGEMENT / FIRE DEPARTMENT

INSPECTIONAL SERVICES

LIBRARY

PARKING

PLANNING BOARD

POLICE DEPARTMENT

RECYCLING / SOLID WASTE

RETIREMENT BOARD

BOARD OF SELECTMEN

VETERAN SERVICES

YOUTH & RECREATION

Town of Saugus

Town Hall
298 Central Street
Saugus, MA 01906

Joanne M. Gayron
Town Accountant

Telephone 781-231-4108
Email: jgayron@saugus-ma.gov

ACCOUNTING DEPARTMENT

2015 Annual Report

The essential functions of the Town Accountant and the office staff include but are not limited to maintaining a complete set of financial records for all Town accounts, appropriations, debts and contracts. Maintain a general ledger and journal for the recording of all transactions and subsidiary ledgers. Perform internal audits of all Town Departments on a quarterly basis. We also prepare the Town's annual budget documents for Annual Town Meeting.

Monitor expenditures of all Town and School funds; examine all vouchers, department bills and payrolls for appropriateness of expenditure and for accuracy of available funds before payment. Manage and process payroll for both Town and School, produce W-2's and 1099's for all employees and vendors.

The Accounting Department consists of: Town Accountant, *Joanne Gayron*, Accounting Manager, *Donna Matarazzo*, Payroll Coordinator, *Michelle Cotroni* and, Accounting Clerk, *Beverly Murray*.

The following Accounting reports to be incorporated into the 2015 Annual Town Report are attached:

Combined Balance Sheet

Balance Sheet Water/Sewer

Activity Schedules for All Special Revenue Funds

Schedule A as reported to the Commonwealth of Massachusetts, Department of Revenue

Joanne M. Gayron
Town Accountant

Town of Saugus
Combined Balance Sheet
June 30, 2015

	Governmental		Capital	Proprietary	Fiduciary	General	Total
	General	Special Revenue	Projects	Enterprise	Trust & Agency	Long-Term Obligations	
Assets							
Cash and Investments	\$ 5,337,243	\$ 3,834,533	\$ 3,540,052	\$ 3,244,397	\$ 4,983,687		\$ 20,939,911
Petty Cash							\$ -
Receivables							\$ -
Real Estate Taxes	\$ 203,661						\$ 203,661
Personal Property Taxes	\$ 341,224						\$ 341,224
Deferred Property Taxes	\$ 19,678						\$ 19,678
Overlay	\$ (657,818)						\$ (657,818)
Tax Liens	\$ 1,392,031						\$ 1,392,031
Departmental	\$ 304,374			\$ 587,935	\$ 211,305		\$ 1,103,614
Excises	\$ 620,196						\$ 620,196
Other Departmental receivables	\$ 360,887						\$ 360,887
Due From Other Funds						\$ 2,220,163	\$ 2,220,163
Amount to be provided for BAN						\$ 40,631,889	\$ 40,631,889
Amount to be Provided for retirement of GLTDO						\$ 42,852,052	\$ 67,175,436
	\$ 7,921,476	\$ 3,834,533	\$ 3,540,052	\$ 3,832,332	\$ 5,194,992		\$ 67,175,436

Liabilities and Fund Equity

Liabilities							
Warrants/Accounts Payable	\$ 451,842	\$ -			\$ -		\$ 451,842
Deferred Revenue - Property Taxes	\$ (93,255)						\$ (93,255)
Deferred Revenue - Other	\$ 2,677,483	\$ -		\$ 587,935	\$ 211,305		\$ 3,476,723
Notes Payable			\$ 2,220,163			\$ 2,220,163	\$ 4,440,326
Accrued Payroll/Withholdings	\$ 300,721	\$ -			\$ -		\$ 300,721
Due To Other Funds	\$ 20,333	\$ -					\$ 20,333
Other Liabilities Tailings							\$ -
Landfill Closure						\$ 40,631,889	\$ 40,631,889
Bonds Payable						\$ 42,852,052	\$ 42,852,052
Total Liabilities	\$ 3,357,124	\$ -	\$ 2,220,163	\$ 587,935	\$ 211,305		\$ 49,228,579

Fund Equity

Retained Earnings	\$ 714,082	\$ -		\$ 2,905,619			\$ 2,905,619
Reserved for Encumbrances	\$ 182,133	\$ 48,641	\$ 829,221	\$ 248,778	\$ -		\$ 1,792,081
Continued Appropriations	\$ 790,498			\$ 90,000	\$ 27,315		\$ 348,088
Reserved for Special Purposes	\$ 2,877,239	\$ 3,785,892	\$ 490,667		\$ -		\$ 790,498
Unreserved	\$ 400				\$ 4,956,372		\$ 12,110,170
Reserved for Petty Cash							\$ 400
Designated for Deficits							\$ -
Total Fund Equity	\$ 4,564,352	\$ 3,834,533	\$ 1,319,888	\$ 3,244,397	\$ 4,983,687		\$ 17,946,856

Total Liabilities and Fund Equity

	\$ 7,921,475	\$ 3,834,533	\$ 3,540,051	\$ 3,832,332	\$ 5,194,992	\$ 42,852,052	\$ 67,175,435
	\$ (0)	\$ (0)	\$ (1)	\$ -	\$ 0	\$ -	

SCHEDULE A
Part I General Fund Revenues and Other Financing Sources (Fund 01)

Fiscal Year 2015

SAUGUS
City / Town / District

Account Number	Item Description	Amount
	<u>A. Taxes</u>	
4110	Personal Property Taxes	2,146,509
4120	Real Estate Taxes	55,176,842
4150	Excise Taxes	3,768,896
4179	Penalties and Interest	281,379
4180	In Lieu of Taxes	78,948
4191	Other Taxes - Hotel/Motel	557,096
4198	Urban Redevelopment Excises	
4199	Other Taxes	1,494,527
	A. TOTAL TAXES (NET OF REFUNDS)	63,504,197
	<u>B. Charges for Services/Other Departmental Revenues</u>	
4211	Water Charges	
4212	Other Utility Charges	
4229	Other Charges	
4243	Parking Charges	
4244	Park and Recreation Charges	
4246	Sewerage Charges	
4247	Trash Collection Charges	
4248	Transit Charges	
4370	Other Department Revenue	601,176
	B. TOTAL CHARGES FOR SERVICES/OTHER DEPARTMENTAL REVENUES	601,176
	<u>C. Licenses, Permits and Fees</u>	
4322	Fees Retained from Tax Collection	
4400	Licenses and Permits	1,038,907
	C. TOTAL LICENSES, PERMITS AND FEES	1,038,907
	<u>D. Federal Revenue</u>	
4540	Unrestricted - Direct	
4580	Unrestricted - Through the State	
	D. TOTAL FEDERAL REVENUE	
	<u>E. Revenues From State</u>	
4600	State Revenue	8,958,523
	E. TOTAL REVENUES FROM STATE	8,958,523
	<u>F. Revenues From Other Governments</u>	
4695	Court Fines	
4720	Received From the County for Services Performed	
4730	Received From Other Municipalities for Services Performed	
	F. TOTAL REVENUES FROM OTHER GOVERNMENTS	
	<u>G. Special Assessments</u>	
4750	Special Assessments	44,781
	G. TOTAL SPECIAL ASSESSMENTS	44,781
	<u>H. Fines, and Forfeitures</u>	
4770	Fines and Forfeitures	156,908
	H. TOTAL FINES, AND FORFEITURES	156,908
	<u>I. Miscellaneous Revenues</u>	
4800	Miscellaneous Revenues	601,116
4820	Earnings on Investments	35,543
	I. TOTAL MISCELLANEOUS REVENUES	636,659
	TOTAL GENERAL FUND REVENUES	74,941,151
	<u>J. Other Financing Sources</u>	

Account Number	Item Description	Amount
4990	Other Financing Sources	
	J. TOTAL OTHER FINANCING SOURCES	
	TOTAL GENERAL FUND REVENUES AND OTHER FINANCING SOURCES	74,941,151
	<u>K. Interfund Operating Transfers</u>	
4972	Transfers from Special Revenue Funds	
4973	Transfers from Capital Projects Funds	
4975	Transfers from Enterprise Funds	785,347
4976	Transfers from Trust Funds	
4977	Transfers from Agency Funds	
	K. TOTAL INTERFUND OPERATING TRANSFERS	785,347
	TOTAL GENERAL FUND REVENUES, OTHER FINANCING SOURCES, AND INTERFUND OPERATING TRANSFERS	75,726,498

NOTE : The information was Approved on 02/04/2016 by Deborah Wagner.

SCHEDULE A
Part III Special Revenue Funds and Expenditures

Fiscal Year 2015

SAUGUS

City / Town / District

Federal Grants(FG01)

Account Number	Item Description	General Government	Public Safety	Public Works	Education	FEMA	Culture and Recreation	Community Development Block	Other Housing and Urban Development	Other	Total
	<u>Revenues</u>										
4100	Taxes and Excises										
4200	Charges for Services										
4500	Federal Revenue		789,130		1,760,049						2,549,179
4600	State Revenue		2,500		22,354						24,854
4800	Miscellaneous Revenues							-8,234			-8,234
4820	Earnings on Investments		31					-23,587			-23,556
	TOTAL REVENUES		791,661		1,782,403			-31,821			2,542,243
	<u>Other Financing Sources</u>										
4910	Bond Proceeds										
4970	Transfers From Other Funds										
4990	Other Financing Sources										
	TOTAL OTHER FINANCING SOURCES										
	TOTAL REVENUES AND OTHER FINANCING SOURCES		791,661		1,782,403			-31,821			2,542,243
	<u>Expenditures</u>										
5100	Salary and Wages		620,217		553,346						1,173,563
5700	Expenditures		163,862		1,273,395						1,437,257
5800A	Construction										
5800B	Capital Outlay										
5900	Debt Service										
	TOTAL EXPENDITURES		784,079		1,826,741						2,610,820

Federal Grants(FG04)

Account Number	Item Description	General Government	Public Safety	Public Works	Education	FEMA	Culture and Recreation	Community Development Block	Other Housing and Urban Development	Other	Total
	Other Financing Uses										
5960	Transfers to Other Funds										
5990	Other Financing Uses										
	TOTAL OTHER FINANCING USES										
	TOTAL EXPENDITURES AND OTHER FINANCING USES		784,079		1,826,741						2,610,820
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)		7,582		-44,338			-31,821			-68,577
0002	Fund Balance Beginning of Year		-71,996		574,883			31,822			534,709
0003	Adjustments		31,961								31,961
0004	Fund Balance End of Year		-32,453		530,545			1			498,093

Other Special Revenue(OS01)

Account Number	Item Description	Water	Sewer	Education	School Lunch	Adult Education	Professional Development	Community Preservation Act	MWPAT	Title V	Gifts and Donations	Other	Total
	Revenues												
4100	Taxes and Excises												
4200	Charges for Services				435,833							64,766	500,599
4500	Federal Revenue												
4600	State Revenue				384,161								384,161
4800	Miscellaneous Revenues										87,560	444,129	531,689
4820	Earnings on Investments										114	9,689	9,803
	TOTAL REVENUES				819,994						87,674	518,584	1,426,252
	Other Financing Sources												
4910	Bond Proceeds												
4970	Transfers From Other Funds												
4990	Other Financing Sources												
	TOTAL OTHER FINANCING SOURCES												
	TOTAL REVENUES AND OTHER FINANCING SOURCES				819,994						87,674	518,584	1,426,252
	Expenditures												
5100	Salary and Wages				337,424							22,300	363,580
5700	Expenditures			300	438,437							301,049	807,765
5800A	Construction												
5800B	Capital Outlay				1,458						10,577		12,035
5900	Debt Service												
	TOTAL EXPENDITURES			300	777,319						82,412	323,349	1,183,380
	Other Financing Uses												
5960	Transfers to Other Funds												
5990	Other Financing Uses												
	TOTAL OTHER FINANCING USES												
	TOTAL EXPENDITURES AND OTHER FINANCING USES			300	777,319						82,412	323,349	1,183,380

Other Special Revenue(OS01)

Account Number	Item Description	Water	Sewer	Education	School Lunch	Adult Education	Professional Development	Community Preservation Act	MWPAT	Title V	Gifts and Donations	Other	Total
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)			-300	42,675						5,262	195,235	242,872
0002	Fund Balance Beginning of Year			373	-14,269	89		102,020			276,544	1,624,120	1,988,877
0003	Adjustments												
0004	Fund Balance End of Year			73	28,406	89		102,020			281,806	1,819,355	2,231,749

Receipts Reserved for Appropriation(RA01)

Account Number	Item Description	Education	Waterways Improvement	Wetlands Protection	Parking Meters	Ambulance	Insurance Reimb. over \$20,000	Sale of Real Estate	Sale of Cemetery Loss	Other	Total
	Revenues										
4100	Taxes and Excises								18,212		18,212
4200	Charges for Services										
4500	Federal Revenue										
4600	State Revenue										
4800	Miscellaneous Revenues			3,873							3,873
4820	Earnings on Investments										
	TOTAL REVENUES			3,873					18,212		22,085
	Other Financing Sources										
4910	Bond Proceeds										
4970	Transfers From Other Funds										
4990	Other Financing Sources										
	TOTAL OTHER FINANCING SOURCES										
	TOTAL REVENUES AND OTHER FINANCING SOURCES			3,873					18,212		22,085
	Expenditures										
5100	Salary and Wages										
5700	Expenditures			3,347			24,741				28,088
5800A	Construction										
5800B	Capital Outlay										
5900	Debt Service										
	TOTAL EXPENDITURES			3,347			24,741				28,088
	Other Financing Uses										
5960	Transfers to Other Funds										
5990	Other Financing Uses										
	TOTAL OTHER FINANCING USES										

Receipts Reserved for Appropriation(RA01)

Account Number	Item Description	Education	Waterways Improvement	Wetlands Protection	Parking Meters	Ambulance	Insurance Reimb. over \$20,000	Sale of Real Estate	Sale of Cemetery Loss	Other	Total
	TOTAL EXPENDITURES AND OTHER FINANCING USES			3,347			24,741				28,088
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)			526			-24,741		18,212		-6,003
0002	Fund Balance Beginning of Year		6,237	139,693			25,500		54,323		225,753
0003	Adjustments										
0004	Fund Balance End of Year		6,237	140,219			759		72,535		219,750

Revolving Funds(RF01)

Account Number	Item Description	Education	Athletic	Parks and Recreation	Ch 44 53 E 1/2	Other	Total
	Revenues						
4100	Taxes and Excises						
4200	Charges for Services	1,046,201	163,952	120,867	62,907	891	1,394,818
4500	Federal Revenue						
4600	State Revenue						
4800	Miscellaneous Revenues	9,038	19,919			18,413	47,370
4820	Earnings on Investments	98				8	106
	TOTAL REVENUES	1,055,337	183,871	120,867	62,907	19,312	1,442,294
	Other Financing Sources						
4910	Bond Proceeds						
4970	Transfers From Other Funds						
4990	Other Financing Sources						
	TOTAL OTHER FINANCING SOURCES						
	TOTAL REVENUES AND OTHER FINANCING SOURCES	1,055,337	183,871	120,867	62,907	19,312	1,442,294
	Expenditures						
5100	Salary and Wages	810,519	15,695	67,113	33,164		926,491
5700	Expenditures	317,808	209,580	29,336	31,498	15,901	604,123
5800A	Construction						
5800B	Capital Outlay	659	47,677				48,336
5900	Debt Service						
	TOTAL EXPENDITURES	1,128,986	272,952	96,449	64,662	15,901	1,578,950
	Other Financing Uses						
5960	Transfers to Other Funds						
5990	Other Financing Uses						
	TOTAL OTHER FINANCING USES						
	TOTAL EXPENDITURES AND OTHER FINANCING USES	1,128,986	272,952	96,449	64,662	15,901	1,578,950

Revolving Funds(RF01)

Account Number	Item Description	Education	Athletic	Parks and Recreation	Ch 44 53 E 1/2	Other	Total
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	-73,649	-89,081	24,418	-1,755	3,411	-136,656
0002	Fund Balance Beginning of Year	647,718	110,789	58,078	107,957	16,606	941,148
0003	Adjustments						
0004	Fund Balance End of Year	574,069	21,708	82,496	106,202	20,017	804,492

State Grants(SG01)

Account Number	Item Description	General Government	Public Safety	Public Works	Education	MEMA	Culture and Recreation	Council on Aging	Library	Other	Total
	Revenues										
4100	Taxes and Excises										
4200	Charges for Services										
4500	Federal Revenue		5,975		547						6,522
4600	State Revenue	10,500	53,912		2,597		49,909	2,995	33,246	65,000	218,159
4800	Miscellaneous Revenues		4,200						610		4,810
4820	Earnings on Investments		15				9		36		60
	TOTAL REVENUES	10,500	64,102		3,144		49,918	2,995	33,892	65,000	229,551
	Other Financing Sources										
4910	Bond Proceeds										
4970	Transfers From Other Funds										
4990	Other Financing Sources										
	TOTAL OTHER FINANCING SOURCES										
	TOTAL REVENUES AND OTHER FINANCING SOURCES	10,500	64,102		3,144		49,918	2,995	33,892	65,000	229,551
	Expenditures										
5100	Salary and Wages		51,801		6,180		42,552	1,006	3,840		105,379
5700	Expenditures	13,735	68,790		3,114		12,823		5,290	32,500	136,252
5800A	Construction										
5800B	Capital Outlay		12,435								12,435
5900	Debt Service										
	TOTAL EXPENDITURES	13,735	133,026		9,294		55,375	1,006	9,130	32,500	254,066
	Other Financing Uses										
5960	Transfers to Other Funds										
5990	Other Financing Uses										
	TOTAL OTHER FINANCING USES										

State Grants(SG01)

Account Number	Item Description	General Government	Public Safety	Public Works	Education	MEMA	Culture and Recreation	Council on Aging	Library	Other	Total
	TOTAL EXPENDITURES AND OTHER FINANCING USES	13,735	133,026		9,294		55,375	1,006	9,130	32,500	254,066
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	-3,235	-68,924		-6,150		-5,457	1,989	24,762	32,500	-24,515
0002	Fund Balance Beginning of Year	8,235	21,201		11,162		16,327	2,886	69,091	-27,926	100,976
0003	Adjustments		3,988								3,988
0004	Fund Balance End of Year	5,000	-43,735		5,012		10,870	4,875	93,853	4,574	80,449

Total All Special Revenue Funds and Expenditures

Account Number	Item Description	
	<u>Revenues</u>	
4100	Taxes and Excises	
4200	Charges for Services	1,913,629.00
4500	Federal Revenue	2,555,701.00
4600	State Revenue	627,174.00
4800	Miscellaneous Revenues	579,508.00
4820	Earnings on Investments	-13,587.00
	TOTAL REVENUES	5,662,425.00
	<u>Other Financing Sources</u>	
4910	Bond Proceeds	
4970	Transfers From Other Funds	
4990	Other Financing Sources	
	TOTAL OTHER FINANCING SOURCES	
	TOTAL REVENUES AND OTHER FINANCING SOURCES	5,662,425.00
	<u>Expenditures</u>	
5100	Salary and Wages	2,569,013.00
5700	Expenditures	3,013,485.00
5800A	Construction	
5800B	Capital Outlay	72,806.00
5900	Debt Service	
	TOTAL EXPENDITURES	5,655,304.00

	<u>Other Financing Uses</u>	
5960	Transfers to Other Funds	
5990	Other Financing Uses	
	TOTAL OTHER FINANCING USES	
	TOTAL EXPENDITURES AND OTHER FINANCING USES	5,655,304.00
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	7,121.00
0002	Fund Balance Beginning of Year	3,791,463.00
0003	Adjustments	35,949.00
0004	Fund Balance End of Year	3,834,533.00

NOTE : The information was Approved on 02/04/2016 by Deborah Wagner.

SCHEDULE A
Part VI Trust Funds

Fiscal Year 2015

SAUGUS

City / Town / District

Non-Expendable/Expendable Trusts (NE01)

Account Number	Item Description	Non-Expendable Trust	Workers Compensation	Pension Reserve	Stabilization	Health Claims - City/Town Share	Health Claims - Employee Share	Conservation Trust Fund	OPEB Trust Fund	Other	Total
	<u>Revenues</u>										
4100	Taxes and Excises										
4200	Charges for Services										
4500	Federal Revenue										
4600	State Revenue										
4800	Miscellaneous Revenues	17,200			20,731			67		-1,358	36,640
4820	Earnings on Investments									23,116	23,116
	TOTAL REVENUES	17,200			20,731			67		21,758	59,756
	<u>Other Financing Sources</u>										
4910	Bond Proceeds										
4970	Transfers From Other Funds				1,497,000						1,497,000
4990	Other Financing Sources										
	TOTAL OTHER FINANCING SOURCES				1,497,000						1,497,000
	TOTAL REVENUES AND OTHER FINANCING SOURCES	17,200			1,517,731			67		21,758	1,556,756
	<u>Expenditures</u>										
5100	Salary and Wages										
5700	Expenditures										
5800A	Construction									26,508	26,508
5800B	Capital Outlay										
5900	Debt Service										
	TOTAL EXPENDITURES									26,508	26,508

Non-Expendable/Expendable Trusts (NE01)

Account Number	Item Description	Non-Expendable Trust	Workers Compensation	Pension Reserve	Stabilization	Health Claims - City/Town Share	Health Claims - Employee Share	Conservation Trust Fund	OPEB Trust Fund	Other	Total
	<u>Other Financing Uses</u>										
5960	Transfers to Other Funds				592,222						592,222
5990	Other Financing Uses										
	TOTAL OTHER FINANCING USES				592,222						592,222
	TOTAL EXPENDITURES AND OTHER FINANCING USES				592,222					26,508	618,730
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	17,200			925,509			67		-4,750	938,026
0002	Fund Balance Beginning of Year	1,181,231			1,743,096			67,130		1,036,215	4,027,672
0003	Adjustments	-35,949									-35,949
0004	Fund Balance End of Year	1,162,482			2,668,605			67,197		1,031,465	4,929,749

Total All Trust Funds (Non expendable/expendable trusts)

Account Number	Item Description	
	<u>Revenues</u>	
4100	Taxes and Excises	
4200	Charges for Services	
4500	Federal Revenue	
4600	State Revenue	
4800	Miscellaneous Revenues	36,640
4820	Earnings on Investments	23,116
	TOTAL REVENUES	59,756
	<u>Other Financing Sources</u>	
4910	Bond Proceeds	
4970	Transfers From Other Funds	1,497,000
4990	Other Financing Sources	
	TOTAL OTHER FINANCING SOURCES	1,497,000
	TOTAL REVENUES AND OTHER FINANCING SOURCES	1,556,756
	<u>Expenditures</u>	
5100	Salary and Wages	
5700	Expenditures	26,508
5800A	Construction	
5800B	Capital Outlay	
5900	Debt Service	
	TOTAL EXPENDITURES	26,508

	<u>Other Financing Uses</u>	
5960	Transfers to Other Funds	592,222
5990	Other Financing Uses	
	TOTAL OTHER FINANCING USES	592,222
	TOTAL EXPENDITURES AND OTHER FINANCING USES	618,730
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	938,026
0002	Fund Balance Beginning of Year	4,027,672
0003	Adjustments	-35,949
0004	Fund Balance End of Year	4,929,749

NOTE : The information was Approved on 02/04/2016 by Deborah Wagner.

SCHEDULE A
Part VII Agency Funds

Fiscal Year 2015

SAUGUS

City / Town / District

Account Number	Item Description	Balance July 1, 2,014	Additions	Deductions	Balance June 30, 2015
	Assets				
0005	Cash	114,611	1,118,170	1,145,960	86,821
0006	Accounts Receivable				
	TOTAL ASSETS	114,611	1,118,170	1,145,960	86,821
	Liabilities				
0007	Police Outside Detail	-97,096	1,092,400	1,100,517	-105,213
0008	Fire Off Duty Detail				
0009	Tax Due State				
0010	Meals Tax Due State				
0011	Licenses Due State	19,401	18,605	45,443	-7,437
0012	Due County/Retirement Systems				
0013	Guarantee Bid Deposits	189,212	7,165		196,377
0014	Unclaimed Items				
0015	Other Liabilities	3,094			3,094
	TOTAL LIABILITIES	114,611	1,118,170	1,145,960	86,821
	NOTE : Total Assets Must Equal Total Liabilities				

NOTE : The information was Approved on 02/04/2016 by Deborah Wagner.



02/03/2016 09:18
jgayron

Town and Schools of Saugus, MA
BALANCE SHEET FOR 2015 13

P 1
glbalsht

FUND: 6100 SEWER ENTERPRISE FUND /

FUND: 6100 SEWER ENTERPRISE FUND

		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
61001040 100001	DUE TO & DUE FROM TREASURY	-180,569.51	2,410,381.34
61001310 131009	USER CHARGE 2009	.00	1,026.88
61001310 131012	USER CHARGE 2012	.00	322.31
61001310 131013	USER CHARGE 2013	.00	706.48
61001310 131014	USER CHARGE 2014	.00	2,092.27
61001310 131015	USER CHARGE 2015	.00	189,976.33
61001330 133000	USER CHARGE LIEN	.00	6,726.18
61001330 133100	DEMAND-LIEN	.00	190.00
61001330 133200	INTEREST-LIEN	.00	916.97
TOTAL ASSETS		-180,569.51	2,612,338.76
LIABILITIES			
61002655 265500	DEF REV SEWER OTHER	.00	-201,957.42
61002720 272000	BAN PAYABLE	245,000.00	.00
TOTAL LIABILITIES		245,000.00	-201,957.42
FUND BALANCE			
61003200 320011	PB ENCUMBRANCE CONTROL	-215,771.64	-70,482.49
61003200 320012	PB ENCUMBRANCE BUDGET	215,771.64	70,482.49
61003200 320040	PB PRIOR YEAR ENCUMBRANCES	-215,771.64	-215,771.64
61003200 320042	PB APPROPRIATIONS	.00	-90,000.00
61003590 350090	PB UNDESIGNATED	171,979.95	-2,104,609.70
61003800 380010	PB BUDGETARY REVENUE	-3,626,346.00	.00
61003800 380030	PB BUDGETARY APPROPRIATIONS	4,380,803.70	.00
61003800 380090	PB BUDGETARY FUND BALANCE	-754,457.70	.00
61003900 390010	PB REVENUE CONTROL	3,551,940.53	.00
61003900 390030	PB EXPENDITURE CONTROL	-3,572,579.33	.00
TOTAL FUND BALANCE		-64,430.49	-2,410,381.34
TOTAL LIABILITIES + FUND BALANCE		180,569.51	-2,612,338.76

** END OF REPORT - Generated by Joanne Gayron **



02/03/2016 09:20 Town and Schools of Saugus, MA
JGayron BALANCE SHEET FOR 2015 13

FUND: 6200 WATER ENTERPRISE FUND /

FUND: 6200 WATER ENTERPRISE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
62001040 100001	DUE TO & DUE FROM TREASURY	-393.93	834,015.86
62001310 131009	USER CHARGE 2009	.00	1,529.04
62001310 131012	USER CHARGE 2012	.00	553.93
62001310 131013	USER CHARGE 2013	.00	1,039.96
62001310 131014	USER CHARGE 2014	.00	2,641.64
62001310 131015	USER CHARGE 2015	.00	369,021.01
62001320 132000	OTHER SERVICES	.00	1,030.20
62001330 133000	USER CHARGE LIEN	.00	8,523.34
62001330 133100	DEMAND-LIEN	.00	190.00
62001330 133200	INTEREST-LIEN	.00	1,448.51
TOTAL ASSETS		-393.93	1,219,993.49
LIABILITIES			
62002656 265102	DEF REV USER CHARGES WATER	.00	-374,785.58
62002656 265302	DEF REV WATER LIENS	.00	-10,161.85
62002656 265600	DEF REV WATER OTHER	.00	-1,030.20
TOTAL LIABILITIES		.00	-385,977.63
FUND BALANCE			
62003200 320011	FB ENCUMBRANCE CONTROL	-33,006.51	.00
62003200 320012	FB ENCUMBRANCE BUDGET	33,006.51	.00
62003200 320040	FB PRIOR YEAR ENCUMBRANCES	-33,006.51	-33,006.51
62003590 350090	FB UNDESIGNATED	-117,913.47	-801,009.35
62003800 380010	FB BUDGETARY REVENUE	-5,777,771.00	.00
62003800 380030	FB BUDGETARY APPROPRIATIONS	5,795,351.53	.00
62003800 380090	FB BUDGETARY FUND BALANCE	-17,580.53	.00
62003900 390010	FB REVENUE CONTROL	5,766,633.13	.00
62003900 390030	FB EXPENDITURE CONTROL	-5,615,319.22	.00
TOTAL FUND BALANCE		393.93	-834,015.86
TOTAL LIABILITIES + FUND BALANCE		393.93	-1,219,993.49

**TOWN OF SAUGUS
COLLECTOR/TREASURER
FISCAL 2015**

The role of the Collector/Treasurer's Office within the Town of Saugus is two fold. The Collector's Office is responsible for the collection of all taxes such as Real Estate, Personal Property, Motor Vehicle Excise, and Boat Excise as well as Water and Sewer user charges. To do this, the Collector's Office issues tax bills and water/sewer bills accordingly:

Real Estate Tax Bills	45,752 annually
Personal Property Tax Bills	2,500 annually
Water/Sewer Bills	19,000 annually
Motor Vehicle Excise Tax Bills	28,218 annually

In addition, during Fiscal 2015 the Town Collector recorded tax takings (liens) on 117 parcels. Tax Title collections were received in the amount of \$536,046.00. Three (3) parcels were acquired thru foreclosure proceedings.

During Fiscal 2015, the Treasurer's Office is responsible for receiving, recording, and investing approximately \$120m in funds resulting from the collection of taxes, water/sewer charges as well as other various types of fees collected by other Town offices. Those may include but are not limited to state receipts, grants, licensing and permitting fees, filing fees, violations, school lunch receipts, scholarships, or donations. The Treasurer reports all cash received to the Town Accountant who then uses that information in preparation of the Town's operating budget.

The following report outlines the total amount collected during Fiscal 2015 on accounts receivable as well as investment earnings.

Respectfully submitted,

Wendy A. Hatch
Collector/Treasurer

**TOWN OF SAUGUS
COLLECTOR**

The following is a statement of accounts receivable as of the end of the fiscal year ended June 30, 2015 (rounded to the next whole dollar).

PROPERTY TAXES RECEIVABLE:

Current year's tax levy - FY 2015	\$208,083.00
Prior year's levies	\$167,252.00
Water/Sewer Liens added to taxes	\$17,995.00
Income and Expense Lien added to taxes	\$1,850.00
Tax Title	\$1,392,031.00
Tax Deferral	\$19,678.00
Tax Foreclosures	\$359,036.00

OTHER RECEIVABLES:

Motor Vehicle Excise	\$578,269.00
Boat Excise	\$41,927.00
Water Charges	\$375,816.00
Sewer Charges	\$194,124.00
Parking Violations	\$63,336.00
 Total Accounts Receivable	 \$1,253,472.00

The following collections were received for the fiscal year ended June 30, 2015 (rounded to the next whole dollar):

Property taxes, net	\$57,323,351.00
Water /Sewer Liens added to taxes	\$559,100.00
Income and Expense Lien added to taxes	\$44,781.00
Tax Title	\$536,046.00
Tax Foreclosure	\$27,445.00
Motor Vehicle Excise	\$3,763,277.00
Boat Excise	\$5,619.00
Water Charges	\$5,473,867.00
Sewer Charges	\$3,411,274.00
 Total Collections	 \$71,144,760.00

**TOWN TREASURER
FISCAL 2015**

General Fund Investment Income

General Cash Investments	\$35,542.61
School Scholarships	\$3,915.57
Saugus Education Fund	\$9.18
Saugus HS Student Activity Fund	\$68.59
Saugus MS Student Activity Fund	\$29.04
Escrow	\$135.00
Local Cultural Council	\$9.23
Police Federal Drug	\$30.97
Police State Drug	\$15.22
Senior Center	\$3.11
Senior Center Gifts	\$9.55
Special Detail	\$171.17
State Aid to Public Libraries	\$35.75
Tree Committee Fundraising	\$8.01
Conservation Commission	\$67.15

Agency Funds:

Saugus Community Television Station	\$1,563.86
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Capital Improvements:

MWRA Water Pipeline Replacement	\$1,795.01
Water Meter Replacement Program	\$3.35

Certificates of Deposit:

Senior Center Gift Fund CD	\$85.01
McKenzie Library Gift	\$23.65

Trust Funds:

Johnson Library Fund	\$62.84
Kimball Senior Center Trust	\$23.68
McKenzie Library Trust	\$0.81
Wilson Library Fund	\$26.33
Stabilization Fund	\$20,730.50
Stabilization Fund – Capital Projects	\$1,790.37
Cemetery Perpetual Care Fund	\$12,995.22
Sick Leave	\$10.32
Sewer Rehabilitation	\$20,714.36
School Gift Account – O'Neill Family Gift	\$4,278.04

Total	\$104,153.50
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Saugus Public Schools

23 Main Street
Saugus, Massachusetts 01906
(781) 231-5000 ext 116
lgallivan@saugus.k12.ma.us

Lori A. Gallivan
*Executive Director of
Curriculum, Instruction &
Accountability*

Annual Report 2015

July 1, 2014 – June 30, 2015

The FY15 budget appropriation approved by the Town was below that of the approved School Committee Budget of \$28,973,733. In FY15 the Saugus Public Schools received a budget of \$26,975,250. The FY14 Original Actual Budget was \$26,310,250; this became \$26,575,250 with an additional \$265,000 allotment from the Town. This allowed for the FY15 budget to have an additional \$400,000 over that of the FY14.

We currently have seven schools and one administration building within the district. At the end of the 2014 – 2015 school year, Saugus High School housed 701 students in grades 9 – 12 and the Belmonte Middle School serviced 648 students in grades 6 – 8. The elementary population of the Saugus Public Schools is divided into four K-5 neighborhood schools. The Lynnhurst (260) The Oaklandvale (236), The Waybright (222) and the Veteran's (586). All of our elementary schools offer full day kindergarten programs for a yearly fee. The Veteran's Memorial Elementary School is our only elementary that offered a ½ day, AM or PM session of kindergarten at no charge. The Ballard Early Childhood Center houses all of our district pre-school programming. The Ballard School accommodates approximately 100 students. All total, inclusive of out-of-district students the FY15 student population at year ends was 2,799. The Roby Building houses our central office employees. At the district level our curriculum team has been cut back over the last couple of years. We went from having an Executive Director of Curriculum and Instruction, three Curriculum Coordinators and content specialists at the middle and high school levels, to one Executive Director of Curriculum, Instruction & Accountability and a .5 Curriculum Coordinator at the high school level by June 30, 2015.

Starting in FY 14, the district began to make strides in our planning around curriculum development, design, delivery and overall content instruction. The plan moving forward was meticulously laid out by the then, Curriculum Team. The document outlined measurable goals, action plans, and necessary resources for the instructional program at all levels and schools across the district. The curriculum team analyzed current student data and collaborated with principals, school/district leadership teams, program leaders, elementary teacher leaders, and faculty in all buildings to prioritize resources, identify needs and craft strategic plans for

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strengthening the instructional program for all students. Analysis of student performance and achievement drove the decisions set forth.

Following the approval of the Massachusetts waiver to be exempt from federal NCLB regulations, school districts were being measured for performance in a different manner. Starting in the fall of 2012, districts and schools are held accountable for student performance using different benchmarks and targets. The old NCLB goal of achieving 100% proficiency is gone and the new goal is that every district cut the proficiency gap in half by 2017. Every district receives a state accountability/assistance level (1-5), an annual PPI (Progress and Performance Index) rating, and a cumulative PPI that represented performance over a four year period. The PPI Values combine several different achievement indicators: a PPI of 75 or higher represents a school or a group of students who have met their target towards narrowing the proficiency gap. Progress towards this target is broken down annually and school districts are expected to improve each year across multiple performance indicators:

- Narrowing proficiency gaps in English Language Arts, Mathematics, and Science, Technology & Engineering
- Increasing percent of students scoring in the Advanced category and decreasing percent of students scoring in the Warning category.
- Student Growth Percentile (SGP) in English Language Arts and Mathematics
- Annual dropout rate
- Cohort graduation rate

Based on the performance calculations assessed during the testing in the spring of 2014 the Belmonte Middle School was categorized as a Level 3 school, performing close to the cut-off line between level 2 and level 3 status. All other schools in the district received a level 2 rating. It is important to note that the district received an overall rating of a level 3 designation due to Belmonte's categorization. Due to their categorization we were offered support from the Greater Boston District School Assistance Center or DSAC. The DSAC worked very closely with both school and district leadership to address concerns that were identified through a very comprehensive process of data analysis.

This year's action steps for the school district were to focus on the development of a new and comprehensive Mentor Induction Program for the district in order to hire and retain the best teachers and administrators. We will work with the Greater Boston DSAC and the Belmonte Middle School Leadership Team to strengthen their ability to make some of the necessary changes to allow them to close achievement gaps and move from a level 3 to a level 2 school again. The administrative team is committed the process of educational rounds or walkthroughs. This allows us the opportunity to not only see what our teachers need to support classroom instruction but it also allows us to calibrate a common language around what we are seeing across the district. We continue to work on District Determined Measures (DDM's) a mandate by the Department of Elementary and Secondary Education (DESE). These measures allow for a baseline and benchmark level assessment at every grade level in at least two areas of curriculum. Common assessments across the district are necessary to help facilitate a guaranteed viable curriculum in every classroom. We are committed to aligning our Professional Development with both our district needs and the needs of our faculty members. Our continued involvement in Mass Insight has shown outstanding growth among our high school AP numbers and their results. Curriculum map alignment has been an ongoing process and we plan to continue the

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development of maps that utilize the Understanding by Design (UbD) format for lesson planning and Unit development as recommended by DESE. The districts use of Google Apps for Education and technology in the classroom continues to support our efforts to improve student engagement and rigor. Our teachers and administrators remain deliberate in their effort to improve our district and student performance. They are committed and devoted to the students of the Saugus Public Schools.

We are proud to acknowledge the progress of our secondary level Massachusetts School Building Authority (MSBA) project proposal. On January 20, 2015 the Initial Compliance Certificate (ICC) regarding the Saugus Statement of Interest (SOI) was submitted to the MSBA. On April 23, 2015 the School District Educational Profile Questionnaire was submitted. In the fall on September 11, 2015 Saugus received a copy of the Original fully executed Feasibility Study Agreement. On December 16, 2015 the town was notified that The Saugus School Building Committee's choice of PMA Consultants, LLC as the Owner's Project Manager (OPM) was accepted by the MSBA. The feasibility study is moving forward as expected at this time.

Submitted By: Lori A. Gallivan, Executive Director, Saugus Public Schools
February 12, 2016

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Saugus Public Schools

Student Enrollment/Demographics

Enrollment (Gender)	(2013-14)	(2014-15)
Male	311	285
Female	274	261
Total	585	546

Enrollment by Grade

	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	SP	Total
(2013-14)	0	90	87	100	96	108	104									585
(2014-15)	0	73	97	83	98	92	103	0	0	0	0	0	0	0	0	546

Projected Enrollment

The number of students we have this year is much lower than those in the past. It is expected that enrollment will increase next year and be similar to the numbers we have had in the past. It is difficult to estimate the number of 1st grade students because many students enroll that attend private Kindergarten programs. An additional 25-50 students are expected to enroll school wide.

Selected Populations	13-14	14-15	Title	13-14	14-15
Total # of Classes	230		First Language not English	10.8	
Average Class Size	21.7		English Language Learner	4.1	
Number of Students	577		Low-income	37.4	
Female %	46.4		Students With Disabilities	18.1	
Male %	53.6		Free Lunch	29.4	
Limited English Proficient %	3.1		Reduced Lunch	8.0	
Special Education %	19.1		High Needs	49.7	
Low Income %	32.4				



Ballard School Early Childhood Center

22 Richard Street
Saugus, Massachusetts 01906
(781) 231-5021
Fax: (781) 231-8502



Dr. Matthew Malone
Superintendent of Schools

Marie F. Bridges
Principal

Lisa Howard
*Executive Director of
Pupil Personnel Services*

As I reflect on the FY15 school year, I continue to be amazed about my staff's dedication and hard work that they put forth into their jobs every day as well as all of the community support and outreach that we have. The Ballard school has grown significantly in the last six years since it has opened. When we opened up the Ballard, we had 60 students; we are currently at 109 and predict by the end of this school year, we will have at least 115 students. This will be our highest enrollment that we've ever had. We currently have two AM sessions, two PM sessions, five full days, and three full days and this year, I added two full days. I continue to advertise our program by placing an ad in the advertiser and have sent flyers home to parents and placed them at the Saugus Public Library, to try and increase the enrollment at the Ballard School. I will continue to push forward with increasing our enrollment.

We have had many successful PTO events. Our Halloween Party which was run by the PTO was a blast. We can't thank the Fox Hill Yacht club enough for donating the hall to us for our party. We had a fundraiser at McDonald's in October and will be having two more fundraisers at McDonald's and Prince Pizza. The students have sold Otis Spunkmeyer Cookies as well as pies during the holidays. The PTO also pays for our Creative Movement class that happens every Wednesday and Thursday. The PTO volunteers their time in the library where students go every Monday to take out a book and hear a story.

The Preschool continues to use the GOLD assessment to collect data on each student. This portfolio looks at the cognitive and social aspects of each child. The students receive a report card on a trimester basis which the teachers use the data from the GOLD assessment in order to create the report card. We continue to work on our transition meetings with the Kindergarten staff and ETL's. The Kindergarten staff has the opportunity to come and observe the students moving onto Kindergarten and the ETL attends the IEP meetings of the students with disabilities in order to be prepared for the student entering into their building.

The Ballard has great technology in their classrooms. Each classroom has 2 IPAD's that we were able to purchase through an Early Childhood Grant and a touch screen computer where they use as centers and for their circle time. We have a SMART Board table and a Smart Board in each classroom, except for one. Wheelabrator has purchased three of the Smart Boards and with the SBEC money that I receive every year, I was able to purchase three more. My goal is to purchase the last Smart Board this year.

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Saugus Public Schools

We have had many exciting events throughout the school year. Target came and celebrated Dr. Seuss' Birthday with us. They gave a gift bag of goodies to all students, donated Dr. Seuss' books to our library and read to the students. Target looks forward to this every year and we certainly look forward them coming here. In March, we took the students to Jump On In and Wheelabrator for a field trip. After Jump On In, we went to Prince for lunch. These were both paid for by Wheelabrator.

The Ballard School is truly a great place to work and I am excited to be a part of this family! Our goal is always to educate our students as well as have the best preschool experience. I have seen a difference first hand in our students' academics when they attend our preschool program and move onto our Kindergarten programs. We work together to improve our student achievement as well as our community outreach and support to ensure our students are ready for the next level.

Warm Regards,

Marie F. Bridges
Principal/Early Childhood Coordinator/ETL

Ballard Early Childhood Center School Profile Evidence of Success 2014-2015

Leadership:

Administrative Staff =

Marie F. Bridges, Principal

Key Committees =

School Site Council
PTO

School Day / Learning Time:

Hours: 8:30 a.m.-2:30 p.m.

Staff:

Certified Staff = 7
Paraprofessionals = 13
Secretaries = 1
Average Class Size = 17

Student Demographics:

Source: DESE and X2 Reporting

Year	FY 14	FY 15
Total Enrolled =	105	100
Afr-Am =	4	5
Nat-Am =	1	0
Caucasian =	88	82
Hispanic =	7	0
Asian-Am =	5	8
Free/Reduced =	12	19
Special Education =	38	34

School Programs:

Comprehensive PK curriculum with all subjects mapped. In the process of revamping aligning with common core standards.

All teachers are dual certified in general education and special education – Meeting the needs of the challenged learner in a team model.

Family Involvement- Parent workshops .
Professional Development –
Topics include: CPI-Certified Restraint Certification
Sign Language Training

Unique School Programs/Accomplishments

Things We're Most Proud Of:

• Smart Boards have been provided in two classrooms from Wheelabrator
• Created a Library-students attend a lending library on Mondays
• Creative Movement classes on Wednesdays by Ms. Deanna Jackson
• Target: Celebrating Dr. Seuss' Birthday
• Wheelabrator Sponsored Field Trips and gift bags to each child with hats and gloves
• Field Day / End of the Year Ceremony
• PTO Sponsored Field Trips & Whole School Activities
• Two IPAD's in each classroom
• Smart Board Table
• Touch Screen Computers in each classroom
• Movie/Pajama Night
• Pediatrician Night
• Open House for incoming parents/students
• Students from Salem State volunteer to teach gym class
• Halloween Party-Hall donated by Foxhill Yacht Club
• Ice Cream Social
• New Handicap accessible ramp in order for students and adults to have access to the building.
• Member of the Community Partnership (CFCE)
• Report cards that were created based off of the GOLD Assessment: report cards are on a trimester basis



Lynnhurst Elementary School Annual Report 2015/16

10 Elm Street
Saugus, MA 01906
Telephone: 781-231-5079
Fax: 781-233-9420

Principal
Michael Mondello
mmondello@saugus.k12.ma.us

Clerk
Diane Corton

The Lynnhurst School's Accountability and Assistance level remained at a Level 2. Although below target, the Lynnhurst's PPI Index saw positive gains in all three reportable domains from the previous year. In addition, our points awarded (250), for narrowing proficiency gaps, growth and high school indicators, was higher than any of the four previous years. Our annual PPI was a 65 which was 20 points higher than the previous year of 45. In the area of Student Growth, our results were mixed. In ELA, we were "On Target" and received 75 PPI points in the All Students, High Needs and White subgroups as we saw gains in excess of 10 percentage points. In Math however, we did not receive any PPI points and were Below Target in all 3 subgroups.

Overall, it is evident while we need to maintain our achievement and growth in ELA and Science, our achievement and growth in Math is an area of focus for our school. Specific attention is being paid to increasing Student Growth Percentages and overall Math improvements.

The Lynnhurst currently houses 254 students. Our 14 classrooms are as follows: (2) Kindergarten, (2) First Grade, (2) Second Grade, (3) Third Grades, (2) Fourth Grade, (3) Fifth Grades.

We have continued focusing on the instructional CORE (Teaching, Learning, and Content) using various instructional supports:

- ILT: Instructional Leadership Team
- DIBELS: Dynamic Indicator of Basic Early Literacy Skills
- DDM's: District Determined Measures
- Title 1 Tutors (Math & ELA)
- PLC's (All Grades): Professional Learning Communities
- Mandatory 30 Minute ELA Intervention Block (All Grades)
- RTi: Response to Intervention Model
- H.I.L.L Collaboration.: Hansen Initiative for Language & Learning
- Staff Meetings: Coordinated and aligned to school and district wide initiatives

Other highlights from this school year include:

- We continue to use an Instructional Leadership Team (ILT) to help process current reality, drive instruction, keep a pulse on school climate, and build consensus on school decisions. The team meets bi-monthly on Friday and is comprised of the Principal and 6 teachers. The teachers represent all grades, special education and the reading department.
- We hold a "School Meeting," each month, to build student investment and school climate. Each month the school congregates as a learning organization and students and classrooms have an opportunity to showcase their unique talents. We award a Lion Heart winner from each classroom, nominated by the teacher. The Lion Heart winners are students who consistently persevere, who have inspiration, dedication and determination.
- We have fully operational Professional Learning Communities, at each grade level, that meet bi-weekly. We use the PLC time to ensure students are learning, to build a culture of

collaboration and to focus on results. The teachers have all responded to the structure and have worked on rolling out school wide initiatives and creating coherence with instruction.

- We have formalized our data collection process using DIBELS. We have mapped out a year-long plan for testing, progress monitoring and data meeting dates. We have classified all students by risk level at each grade level and have identified and charted our “at risk” population. We have strategically aligned an instructional focus for students and an assigned interventionist. We use the DIBELS Database System to track and record changes to performance and make predictions and decisions about instruction.
- This year we have created a partnership with the Hansen Initiative for Language and Learning. The HILL for Literacy is an organization comprised of literacy experts who develop and deploy sustainable literacy programs using the best evidence- and research-based practices. The HILL helps assist leadership teams, recommends curricula, trains teachers and reading personnel, introduces evaluation methodologies and assessment systems, and provides support throughout the process to ensure success. In working with the HILL we have created a Lynnhurst-HILL School Literacy Plan. We will have 4 priorities all geared to towards improving our school wide process for teaching reading and collecting data.
- Based on our 2015 MCAS results, we have identified an area of focus, in math, around problem solving. As a school, to support problem solving and our student’s ability to problem solve, we have implemented a school wide “Do Now” policy. A “Do Now” is now expected to begin each math lesson, in all grade levels, and focuses on student thinking and the process for solving.
- We have begun a school wide writing workshop model that we worked on during our PLC time. We have a coherent writing process model and a visual model for workshop expectations. We are currently working to identify vertical writing traits and align lessons from the book: *Craft Lessons*, by Ralph Fletcher.
- I have continued to build relationships with parents and the PTO by holding a “standing position” at the PTO monthly meeting and by being visible each morning and afternoon with the parents at arrival and dismissal.
- Title 1 positions for both Math and Literacy.
- Principal Read Alouds.
- Targeted Professional Development during early release days and faculty meetings.
- Consistent implementation of our MTSS/IST process.
- Various P.T.O sponsored enrichment presentations.
- Staff and parent participation at SBEC Trivia Night and Taste for Education.
- SmartBoard in every classroom along with multiple Chromebooks.

2014 Lynnhurst Elementary School Profile

Leadership

Michael Mondello, Principal

Teams/Committees

P.T.O.

School Council

Instructional Support Team (I.S.T)

Crisis Team

Instructional Leadership Team

Grade Level PLC's

School Day/Learning Time

8:40-2:40

Breakfast: 8:10am-8:30am

Faculty/Staff

Administration: 1

Faculty: 14

Itinerant Faculty: 5

Title 1 Tutors: 2

Instructional Assistants: 4

Clerk: 1

Nurse: 1

Counselor: .4

Custodial: 1 Full Time

1: 3Hrs/day (4days/week)

School Programs

Comprehensive K-5 Curriculum including:

Reading Intervention: Reading Specialist

Academic Intervention: Learning Needs Teachers

Language Intervention: ELL Teacher

Literacy Support: Literacy Teacher

ELA/Math Intervention: Title 1 Tutors

PE/Wellness, Music, Art,/Band(4/5),

Curriculum Based Achievement Indicators

MCAS

DIBELS

Reading Street Assessments

enVision Math Assessments

Student Enrollment/Demographics

	<u>2013-2014</u>	<u>2014-2015</u>
Total Enrollment:	235	253
Male	120	121
Female	115	132
Special Education	12.8%	14.6%
Lim. Eng. Prof.	10.2%	6.3%
Free/Red	32.8%	28.4%

School Programs/Partnerships/Accomplishments

Active PTO
SBEC Saugus Business Education Collaborative
Unsung Hero Program
School Meeting
MCAS Prep After School (Spring)
Student Safety Patrol
Grade 5 Helpers in K-2
School Council
Holiday Food Drive
Community Service projects: Shoe Donation/Cans For Food Pantry
Recycling
Field Day
Lion Heart Award: Monthly
Level 2 School

Attendance Rates

<u>14-15</u>	<u>13-14</u>	<u>12-13</u>	<u>11-12</u>
TBD	95.6	95.6	96.3

Oaklandvale Elementary School

266 Main Street
Saugus, Massachusetts 01906
Telephone: 781-231-5082 Fax: 781-231-5085



Mr. Eric R. Jones, Principal
ejones@saugus.k12.ma.us

ANNUAL REPORT

The Oaklandvale School remained at Level 2 status based on last year's MCAS results. We are pleased that our scores increased in all three testing areas (ELA, Math, and Science). We have met the targets set by the state in ELA and Science, and closed the gap in Math. Through more thorough and consistent data analysis we are working towards Level 1 status. The Oaklandvale currently houses approximately 228 students. Our 12 classrooms are as follows: (2) Kindergarten, (2) First Grade, (2) Second Grade, (2) Third Grade, (2) Fourth Grade, (2) Fifth Grade.

In order to meet the needs of our students we have taken multiple approaches:

- All of our teachers have been SEI/Retell trained or are currently enrolled in the course.
- Keys to Literacy trainers have worked with our teachers on Close Reading, ANSWER Key to Open Response and Bloom's Taxonomy.
- Title I Math and ELA tutors address specific student needs.
- Increased use of technology to increase student engagement.
- Database was developed using Google Docs for staff to input and analyze data. The data is used to provide the proper interventions to those in need.

We have continued to increase parent and community communication utilizing various forms of outreach.

- The school webpage continues to evolve and remains our primary source of communication.
- Blackboard Connect is used to email parents regarding any upcoming events or to address school wide issues.
- Our Twitter handle is @OakSaugus.

The Saugus Public School System does not discriminate on the basis of race, color, religion, sexual orientation, national origin, age, gender identity or handicap in admission to, treatment in, or employment of its programs and its activities.

Other highlights from this school year include:

- We now have approximately 100 Chromebooks in use with more on the way.
- The Savings Makes Sense Program is available for all grades.
- Staff led professional development during early release days and faculty meetings.
- Read Across America events including Door Decorating Contest and guest readers from around the community.
- Various PTO sponsored enrichment presentations
- Visit from a WBZ meteorologist.
- School Wide Science Day in the Spring.
- Staff and Parent participation at SBEC Trivia Night and Taste for Education.

The Oaklandvale continues to strive towards academic excellence while providing a well-rounded experience for our students.

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Oaklandvale Elementary School

School Profile
2014-2015

Leadership

Eric R. Jones, Principal

Teams/Committees

P.T.O.
School Council
Instructional Support Team
Grade Level Data Teams
Crisis Team

School Day/Learning Time

8:40am-2:40pm
Breakfast: 8:00am-8:30am

Faculty/Staff

Administration: 1
Faculty: 15
Itinerant Faculty: 5
Title I Tutors: 2 part time
Instructional Assistants: 6
Clerk: 1
Nurse: 1
Counselor: .4
Custodial: 1 full time
1: 3 hrs/day (4 days/week)

School Programs

Comprehensive K-5 curriculum including:
Acad. Intervention by Learning Needs Teacher
Reading Intervention by Reading Specialist
Language Interventions by ELL Teacher
Math Support by Title I tutor
ELA Support by Title I tutor
P.E./Wellness, Art, Music/Band (4/5)

Curriculum-Based Achievement Indicators

MCAS
Dibels
Reading Street Assessments
EnVisions Math Assessments

Student Enrollment/Demographics

	13-14	14-15*
Total Enrollment:	235	237
Male (total):	120	125
Female (total):	115	112
Special Education	12.8%	11.5%
Lim. Eng. Prof.:	10.2%	8%
Free/Red. Lunch:	32.8%	40.1%

*Data as of Dec. 2014

School Programs/Improvements/Accomplishments

- Active PTO Involvement
- SBEC- Saugus Business Education Collaborative
- Saugusbank Savings Makes Cents Program
- Unsung Hero
- Instructional Support Team (MTSS)
- SmartBoard in every classroom
- Continued Implementation of Reading Street program
- Continued Implementation of Envisions Math program
- Schoolwide Implementation of Discovery TechBooks
- Smart Board Software
- Community Service Projects/Collections
- 64 Chromebooks in use
- Updated School Web Page
- Twitter Page (@OakSaugus)

MCAS Results

	2014 % Prof. & Adv.	2013 % Prof. & Adv.
ELA Gr. 3	62	57
ELA Gr. 4	39	45
ELA Gr. 5	45	49
Math Gr. 3	75	60
Math Gr. 4	30	63
Math Gr. 5	53	55
Sci. Gr. 5	38	38

	2014 Overall CPI	2015 CPI Target
ELA	77.9	85.5
Math	78.9	85.7
Science	71.9	80

Attendance

13-14	12-13	11-12	10-11
95.3	95.2	95.8	95.7%

Veterans Memorial Elementary School

The Veterans Memorial School is the largest of the four elementary schools, currently educating 541 students. Strong progress is being made to increase student achievement and promote well-being at the school. Increasing instructional rigor is paramount to what we do. We hold all of our students to high standards and provide support to our struggling students. We are proud of our coordinated efforts to improve our MCAS results and hope to restore our school to Level 1 status. There are many factors that contribute to our efforts.

Our staff is committed to providing quality education to our students through various programs and initiatives. The All Day Kindergarten (ADK) initiative allows us to provide students with a high quality experience early in their education, paying dividends for many years to come. We are pleased to provide specific programs to suit the needs of children with disabilities. We currently have seven special education programs effectively running within the building and we have successfully integrated many partnerships with outside programs into our own programs. These programs include the New England Center for Children, Walker Partnerships, Easter Seals, Perkins School for the Blind, Beverly School for the Deaf and most recently the Jimmy Fund. All of our programs are competitive with out-of-district private schools, affording children the right to be educated in their community with their peers and reducing the district's tuition costs.

In order for staff members to deliver the best instruction possible, high quality curriculum work and professional development activities are necessary. Both the Reading Street reading program and the Envisions math program are aligned with the Common Core Frameworks. District curriculum guides are continually revised by groups of teachers so that there are common expectations and learning experiences for elementary students across the district. Teams of teachers regularly meet to review student assessment data and make instructional decisions. We have upgraded our DIBELS assessment system to the newest version, so we have more accurate measurements of reading difficulties. Data meetings take place after benchmarks are given and intervention groups are adjusted.

As a result of our data meetings, our reading teachers are able to spend much of their time providing high quality intervention for targeted students. Title I has been refined to include ELA as well as math so that a wider range of students are supported. The English Language Learner (ELL) program has been revamped to better support our English language learners. Classroom teachers are now required by the Massachusetts Department of Elementary and Secondary Education to be educated to better assist our English language learners. Our Multi-Tiered Support System (MTSS) has been adjusted to support the needs of our students. Through this system, we are able to provide necessary support to struggling students immediately. The progress of students referred through MTSS is regularly assessed after interventions are put in place and adjusted as needed.

The district's technology initiatives continue to impact our students. Every classroom has either a Smart Board or an Epson projector which creates a range of possibilities for students to engage with subject matter. These tools are essential to properly implement our math, reading, and science programs. Additionally, we have over 150 Chrome books for student use to access the web-based Discovery Education science program and complete other learning tasks. Staff effectively uses our web-based X2 system, which is a student information management system that manages grading, scheduling, attendance, discipline, special education and other important student data.

Not only are we focused on the academic success of our students, the staff is proud of the work we do to promote the well-being of our students. A crisis management team meets regularly to address safety and security concerns in the building and to develop plans for handling situations during and after a crisis. We have developed a school-wide behavior expectation chart that allows the entire Veterans community to clearly understand behavioral expectations for students. It is easy to communicate and address behavioral issues in and around the building when staff, students, and parents know what is expected. With the varying needs of students at the Vets, a student support team meets weekly to discuss the needs of vulnerable students. Team members are given the opportunity to share their expertise and then offer support to the students.

It is important to maintain a sense of community at the Veterans. Our staff meetings are dedicated to working as a professional community to improve student motivation and engagement. We hold monthly Town Meetings where we share classroom successes and focus on important qualities such as *Respect* and *Responsibility*. The Sachem Minor Buddies program provides students with and without disabilities the opportunity to interact on a regular basis. This program is invaluable for all of the students who participate. Our Veterans Day and Memorial Day assemblies not only give us a chance to reflect on the sacrifices that our men and women in uniform have made for our country, but also provide us the opportunity to show our appreciation. Some of our fifth graders have visited town hall to welcome home service personnel from active duty. Another example of community involvement is the regular visits of fifth graders to the Senior Center to spend time with some of our town's senior citizens.

Our PTO is an ever-present and essential part of our school. They go above and beyond to support the students and staff in the building. They coordinate many popular events such as the Halloween Party, March Madness, the Book Fair, Field Days, and the Holiday Stroll. Because of its popularity, our March Madness game is now hosted at a larger venue, Saugus High School. In addition, parent volunteers continually operate and update our library, allowing students to have full access to a rich array of books.

We are thankful for the generosity of many parents, community members, and businesses. Families regularly bring in donated school supplies, craft items, playground equipment, and gift cards. Parents also donate a lot of their time to our school, helping out wherever they can, in the library or in the classroom. With the \$3000 grant from the Saugus Business Education Collaborative, we are able to purchase necessary materials to support curriculum and instruction.

Our achievements at the school and district level this year have been remarkable. Teachers and paraprofessionals have regularly stepped up in our initiatives to improve student outcomes. Family and community members have doubled their efforts to make our school district a model for the region. However, this momentum must be continued, not only to improve curriculum and instruction, but also to teach our students to be respectful, caring, responsible members of our school community. We thrive to make our Veterans School graduates successful, prepared for middle school, and contributing future citizens of our community.

Respectfully,

Tracey Ragucci, Principal

Veterans Memorial Elementary School

School Improvement Plan

School Profile **2014-2015**

Leadership

Tracey Ragucci, Principal
Patricia Romano, Assistant Principal

Day/Learning Time

8:40am-2:40pm
Breakfast 8:05-8:30

Faculty/Staff

Teachers-59
Paraprofessionals-27
Secretary-1
Adjustment Counselors-1.3
Nurses-2
ABA Instructors-5
Collaborative (SBEC)
Title 1 Tutors-3 part time
Custodians-3 full time
2 part time

Committees

Multi-Tiered Support System (MTSS)
Crisis Management
School Council
PTO
Grade Level Data Teams
Saugus Business Education

Curriculum-Based Achievement Indicators

MCAS
Dibels
Reading Street Assessments
EnVisions Math Assessments
Title 1(Math/ELA support)

School Programs

Town Meeting
Character Building
Behavior Expectations
Scholastic Counts

School Council Membership

Tracey Ragucci, Principal
Patricia Romano, Assistant Principal
William Palmerini, Teacher
Kristin Barclay, Teacher
Maureen Mitchell- Tardiff, Teacher
Lisa Frost, Parent/PTO

Jean Nicolo, Teacher
Janis Long, Teacher
Denise Cadigan, Parent/PTO
Robert Bagley, Parent/Community Member

**Annual Report
2015 - 2016
Douglas Waybright School
25 Talbot Street
Saugus, MA 01906**

The Douglas Waybright School was built in 1965 and is located at 25 Talbot Street. The Waybright School services 195 children and accommodates students from Kindergarten through grade five. The school's success can be directly attributed to the strong partnership that exists between school, staff and parents. The Waybright School has eleven classroom teachers, two special education teachers, Literacy and Reading Specialists, five paraprofessionals, one secretary, two food service workers, one custodian, one principal, one full time school nurse and many parent volunteers. This unified effort of teachers and parents help create a nurturing environment for all students at the Waybright School. The Waybright School Council is a management group of the school consisting of the principal, two teachers, two parents, as well as a community member.

On Tuesday, September 15, 2015 most of our parents greeted their child's teacher at our open house. Our open house offers parents the chance to get to know their teacher and the classroom expectations. It was also an opportunity to discuss grade level curriculum and for the teachers to provide parents with classroom management tools they will be using throughout the school year. In addition, a general overview of the school's behavior expectations and explanation of the behavior rubric is given. The PTO also speaks and provides several opportunities for parent volunteers.

In addition, partnerships continue between the Waybright School and the Saugus business community. Wheelabrator assisted, financially, during "Breakfast with Santa" and they continue to provide resources that present the students with many wonderful opportunities for example; ChromeBooks for the classrooms, and of course, our annual Field Day held in June. North Shore Bank also continues to provide the opportunity for the students to take part in a savings program. Prince Pizza has been very generous to our students and staff as well donating pizza and the use of their facility for PTO sponsored activities. Detective Sean Moynihan is our school to police liaison. This has created a wonderful working relationship with the Saugus Police Department to keep our school and surroundings safe. All of these partnerships between school and community have created a real sense of belonging for community members and for the families at the Waybright School.

Our dedicated PTO has been instrumental and very successful in raising funds for our school and students. They continue to be a valuable resource for everyone that wants to be involved at the Douglas Waybright School. Some of this year's PTO sponsored activities include: Spooky Book Fair, Breakfast with Santa, Movie Day in December, Holly Fair, Grade 5 Year Book, and all grade level field trips. They have also brought many enrichment programs into the school that includes: Anti-bullying program, Weatherman Barry Burbank and the New England Aquarium's mobile tide pools.

Beginning in March, for 7 weeks, two days per week, we will have our after-school MCAS program. It is our hope that this effort will have a wonderful outcome for all interested Waybright students in grades 3 – 5. This after-school MCAS Prep program will once again be funded through monies given by the Saugus Business Education Collaborative. This program was just one of the contributing factors to the students' improving MCAS scores.

The past few years we have been fortunate to have several local veterans and members of our local community who serve in the military participate in our Memorial Day Service. Our students also collect toiletries and a variety of supplies which they donate to a local veteran's home. The school also participated in the "Valentines for Veterans" initiative in which over 300 Valentines were sent to the VA hospital in West Roxbury and a local homeless shelter that services homeless veterans.

In June, our current fifth grade students will be participating in a district wide class trip. While our PTO and Wheelabrator will sponsor our annual field day. We also take time to visit the Saugus Public Library to make all our students aware of the wonderful events that take place over the summer. This past summer 81 of our students participated in the summer reading program sponsored by the Saugus Public Library. It was the largest group in the district.

I would like to take this opportunity to thank Waybright Families, Waybright PTO and the Waybright Staff for all of their efforts and continued dedication. "The Waybright is Way Better" because of it! The Douglas Waybright School is a place that inspires, educates and challenges all students.

Mr. Kelly Moss
Principal
Douglas Waybright School

Waybright Elementary School

School Profile

2014-2015

Leadership

Mr. Kelly Moss, Principal

Teams/Committees

P.T.O.

School Council

Instructional Support Team

Grade Level Data Teams

Crisis Team

School Day/Learning Time

8:40am-2:40pm

Breakfast: 8:10am-8:30am

Faculty/Staff

Administration: 1

Faculty: 15

Itinerant Faculty: 5

Title I Tutors: 2 part time

Instructional Assistants: 4

Clerk: 1

Nurse: 1

Counselor: .4

Custodial: 1 full time

1: 3 hrs/day (4 days/week)

School Programs

Comprehensive K-5 curriculum including:

Acad. Intervention by Learning Needs Teacher

Reading Intervention by Reading Specialist

Language Interventions by ELL Teacher

ELA and Math support – Literacy Teacher

Math Support by Title I tutor

ELA Support by Title I tutor

P.E/Wellness, Art, Music/Band (4/5)

Curriculum-Based Achievement Indicators

MCAS

Dibels

Reading Street Assessments

EnVisions Math Assessments

District Designed Measures

Student Enrollment/Demographics

	13-14	14-15*
Total Enrollment:	231	210
Male (total):	119	100
Female (total):	112	110
Special Education	9.9%	9.6%
Lim. Eng. Prof.:	4.3%	4.2%
Free/Red. Lunch:	34.9%	37.1%

*Data as of Dec. 2014

School Programs/Improvements/Accomplishments

- Active PTO Involvement
- SBEC- Saugus Business Education Collaborative
- North Shore Bank Savings Makes Cents Program
- Unsung Hero
- Instructional Support Team (MTSS)
- SmartBoard in every classroom
- Continued Implementation of Reading Street program
- Continued Implementation of Envisions Math program
- Schoolwide Implementation of Discovery TechBooks
- Smart Board Software
- Community Service Projects/Collections
- 44 Chromebooks in use
- Updated School Web Page

MCAS Results

	2014	2013
	% Prof. & Adv.	% Prof. & Adv.
ELA Gr. 3	82	70
ELA Gr. 4	59	41
ELA Gr. 5	77	74
Math Gr. 3	92	80
Math Gr. 4	43	31
Math Gr. 5	58	85
Sci. Gr. 5	56	70

	2014 Overall CPI	2015 CPI Target
ELA	88.3	89.7
Math	83.4	89.8
Science	81.1	88.7

Attendance

13-14	12-13	11-12	10-11
95.7%	95.8%	95.7%	95.8%

Jan. 2015

Belmonte Middle School: Annual Report

We opened the school year at a Level 3 status which is disappointing for us however the results did increase and we are making progress. In one school year we have increased our overall status by 3%. The Belmonte Middle School has made growth and is currently just shy 1% of being named a Level 2 School. We have made gains in both ELA and Science and will continue to focus on Math. We will continue to be vigilant about narrowing the achievement gap in all 3 subject areas.

Currently what we are doing at Belmonte Middle School to help close the achievement gap:

- Instructional Leadership Team has been created to implement teacher leaders to identify and lead instructional change
- Monthly Faculty Meetings are focused on professional development run by teachers
- Faculty Handbook created to outline teaching and professional responsibilities for all Belmonte Middle School staff
- Teacher Peer Observations encouraged
- Team Time documentation required for curriculum, data and student service time
- Use of technology has increased (kahoot.it, plicker cards, additional chrome books carts)
- Communication to staff is focused and centered
- Weekly Administrative Walkthroughs that allow the administrative team to calibrate our school and learn from one another
- At-Risk Program that includes volunteer teacher mentors for students who are at risk

What we are moving toward at Belmonte Middle School and as a district to help close the achievement gap:

- Literacy program district wide
- Curriculum leaders created to continue working on the delivery of instruction across all content curriculums
- Guidance Counselor at BMS to support the growing social and emotional needs of our students
- Additional technology to maintain the pace to eventually become a 1:1 device district

- District Wide Social Curriculum
- Upgrade of our Student Recognition opportunities
- MCAS Before and After School Tutoring for our High Needs Sub Group
- Increase the home to school connection

The BMS School Building Council worked diligently on our school improvement plan and is very pleased with the goals we set forth for ourselves. We believe we advocated for the essential resources needed to allow each student at BMS to reach success.

Objective 1: To meet internal CPI gap-halving targets for all students and students in the high needs subgroup for English Language Arts, Mathematics, and Science, Technology, & Engineering. We will aim to close the performance gap between general education and special education students to reach a Level II school status. Students will also earn a minimum of a 55% Student Growth Percentage (SGP).

Objective 2: To continue to strengthen the overall sense of physical and emotional safety for staff and students. The school community will practice our clearly defined safety protocols, research ways to integrate responsible decision-making as part of daily instruction, and support students with tools and strategies to avoid high risk behaviors.

Objective 3: To identify common assessments and continue the implementation of District-Determined Measures (DDM) across all departments : English Language Arts, Mathematics, Science, Technology/Engineering, Social Studies, World Language, Wellness, and Fine Arts.

Objective 4: Continue to enhance the use of technology in the classroom and implement the many tools acquired by the district and the school. This includes active use of white boards and chromebook carts.

Objective 5: A scheduling Committee will be created to design a more effective rotation of encore classes, at a minimum. Staff will also continue to utilize team time, build into our current schedule, to effectively support the needs of students, refine and strengthen curriculum/instruction techniques, and share best practices. Teachers will continue to collaborate across teams and departments to provide a more consistent educational experience for all students.

Objective 6: To redesign both the 8th Grade Moving On Ceremony and the Awards Presentation

Objective 7: To collaborate with the District and Town to build a potential Saugus Middle/High School Complex

As a school leader I am proud of our students and teachers for the academic stamina they have shown day in and day out. Both the students and staff work smart and are consistently pushing themselves to get to where we know we need to be.

Sincerely,

Kerry R. Robbins

Principal

Belmonte Middle School

SCHOOL PROFILE

2014-2015

Strategic Vision Statement

Belmonte Middle School is committed to providing a safe, supportive, and challenging learning environment for all students. We strive to ensure that every student has the opportunity to succeed and reach their full potential.

Leadership:

Administrative Staff:

Kerry R. Robbins Principal
Myra Monto, Assistant Principal
Frank Woods, 0.5 Assistant Principal/0.5 STEM Director

Important Teams:

School Building Council
Behavioral Support Team
Parent Teacher Organization

School Day/Learning Time:

Hours: 7:50am-2:10pm
Comprised of Seven 48 minute learning blocks. M-F
After-School:
Teachers available 2x per week for extra help:
2:10-2:55pm

Staff Profile:

Faculty: 53
Administration: 3
Office Staff: 3
Counseling/Nurse: 4
Paraprofessionals: 13
Custodial Staff: 7 (includes matron)
Average Class Size: 23

Student Demographics (according to DESE)

Enrollment: 653
Male: 332
Female: 321
Afr-Am: 4.3%
Asian: 3.7%
Hispanic: 9.2%
Native American: 0.2%
Native Hawaiian/
Pacific Islander: 0.2%
White: 82.1%
Multi-race: 0.5%

School Programs and Support Services:

- Core Academic Subjects meet every day: Math, Language Arts, Science, Social Studies, Spanish (8th)
- Math classes 2x/day for grades 6
- Language Arts classes 2x/day for grades 7
- Technology & Engineering: offered to all grades (6,7,8)
- ENCORE subjects include: Physical Education, Wellness, Drama, Art, General Music, MCAS Math, Spanish, Computer Technology, Math Enrichment for Title One Students in grades 6 and 7
- Band and Chorus ensembles (6, 7, 8). Members meet every other day for the full year.
- Special Education Teacher and Paraprofessional assigned to each academic team (2 per grade) for inclusion support services, except in 8th where they share one special education teacher between two teams
- Intensive special needs program servicing students with a wide diversity of physical, emotional, and academic needs.
- Full-time school adjustment counselor and school psychologist on-site for counseling support, individual student counseling, and evaluations

Recent Improvements and Accomplishments:

Things We're Most Proud Of:

Continued to support small group math enrichment classes for title one students

Provided structured time for teachers to meet in collaborative teams to strengthen learning

Department Time for Faculty Members during Faculty Meetings

Parent X2 access implemented: parents can track academic progress, behavior, etc. online

New Classroom technology: 21 Bright Link projectors

Strengthened necessary academic and social/emotional supports for students at risk

Junior National Honor Society

Belmonte Institute available for Faculty/Staff

WEB Program enhanced to monthly activities along with 6th grade orientation

ELL Courses Developed and Implemented

MCAS Results (Overall % of students scoring Advanced or Proficient):

School Performance Data:	2014	2013	2012	2011
% Proficient + Advanced in: 6 th Math	64	66	65	58
% Proficient + Advanced in: 6 th Language Arts	63	62	61	72
% Proficient + Advanced in: 7 th Math	45	47	48	47
% Proficient + Advanced in: 7 th Language Arts	60	63	64	67
% Proficient + Advanced in: 8 th Math	36	43	38	31
% Proficient + Advanced in: 8 th Language Arts	70	74	75	71
% Proficient + Advanced in: 8 th Science/Tech	27	27	22	25
Met Adequate Yearly Progress: ELA	No change	No change	yes (on target)	yes
Met Adequate Yearly Progress: Math Met Adequate Yearly Progress: Science	No change Improved below target	No change yes	Yes (exceeds target)	yes (all), no (subgroup)

Student Recognition:

High Honor Roll Breakfast / Honor Roll Zinga Certificates

National Junior Honor Society

Saugus High School 2015 Annual Report

July 2014

- A group of SHS staff and students went on an international field trip to Belize from June 29th to July 6th.
- Staff in the areas of Math, Science, and ELA attended a MMSI AP Summer Training Institute from July 28th – August 1st.
- Staff attended Pre-AP training during the week of July 22nd to July 25th.

August 2014

- Staff attended Pre-AP training during the week of August 12th to August 15th.
- August 25th, SHS conducted our annual 9th grade orientation.

September 2014

- First day of school at SHS was September 3rd.
- SHS had our Welcome Back Rally on September 5th.
- On September 6th there was an Improv Show at SHS.
- Parent Information Night took place on September 9th, designed to open up the line of communication between teachers and the families of our students.
- SHS hosted our first MMSI/AP Kick Rally with all of the students enrolled in our AP program on September 19th.
- Senior Parent Night & Financial Aid Night was hosted by the Guidance Department on September 24th. The purpose of this event was to work with the parents/guardians of grade 12 students planning to attend college.

October 2014

- On October 7th, the principal presented the Adams Scholarship letters to the recipients.
- Saugus High School hosted a SAT administration on October 11th.
- MMSI/AP Staff Kick off sessions took place for Math on October 14th and 15th; Science October 16th and 17th; ELA October 20th and 21st.
- The Guidance Department administered PSAT exam at SHS on October 15th.
- On October 15th, the Sachem Chapter of the National Honor Society held its induction ceremony.
- On October 16th, SHS teachers participated and won the annual Trivia Contest sponsored by the SBEC.
- October 18th, SHS students attended the first AP Saturday sessions for Science at Malden High School.
- On October 24th there was an Improv Show at SHS.

- October 25th, SHS students attended the first AP Saturday sessions for ELA at Chelsea High School.
- On October 30th, there was a fundraiser for the Lemoine/Mitchell auditorium at the Prince Restaurant.

November 2014

- During the week of November 3rd the ELA Retest exams were given to students that had not yet past the MCAS.
- On November 7th there was an Improv Show at SHS.
- Saugus High School hosted a SAT administration on November 8th.
- During the week of November 10th the Math Retest exams were given to students that had not yet past the MCAS.
- On November 10th, SHS held its Winter Sports Information Night.
- Marks for Term 1 closed November 7th and reports cards were posted on X2 the following week on November 14th.
- November 13th – 15th the fall play; Black Comedy was performed by the Drama Club.
- November 15th, SHS students attended the first AP Saturday sessions for Math hosted at SHS.
- Parent/Teacher Conferences took place on November 20th.
- Our 8th Grade Open House Night was conducted on November 20th. Students and parents were provided with a presentation, tour, and clubs/groups/sports fair.
- During Mentor Room, Spirit Week began with Door Decorations on November 18th.
- Leading up to the annual Thanksgiving Day, Saugus High School participated in Spirit Week from November 20th to November 26th. Students and faculty participated in themed days and nightly events.
- Our annual Dodge-ball Tournament took place in our gym on November 19th.
- The Lions Club sponsored their annual Thanksgiving banquet at Prince Pizza. Seniors and coaches from both the Saugus and Peabody football teams were honored at this annual tradition on November 19th.
- One of the major events of Spirit Week was our Spirit Week Dance held in the Saugus High School gym on November 21st.
- During the week of November 24th, the Powder Puff Tournament took place.
- Spirit week concluded on November 26th with our annual Color Day Prep Rally.
- On Thanksgivings Day, Saugus High School was defeated Peabody.
- SHS Sports Hall of Fame inducts its class of 2014.

December 2014

- The Band and Chorus Concert held their annual Winter Concert on December 3rd
- Saugus High School hosted a SAT administration on December 6th.
- On December 19th there was an Improv Show at SHS

- SHS hosts our annual Alumni Panel for seniors on December 23rd.

January 2015

- The Guidance Department hosted the second Financial Aid Night on January 7th.
- On January 10th, SHS students attended an AP Mock Exam for ELA at SHS.
- During the week of January 19th, the Mid-Year Exams were administered at SHS with term 2 ending on January 23rd with report cards being issued on X2 on January 30th
- The Winter Ball was held on January 23rd sponsored by our Junior Class.
- On January 31st, SHS students attended the second AP Saturday sessions for Science at Melrose High School.

February 2015

- During the week of February 2nd the Biology Retest exams were given to students that had not yet past the MCAS.
- On February 4th SHS held its Poetry Out Loud Contest.
- Parent/Teacher Conferences took place on February 5th. On that night we also held out Advanced Academy Program Open House for 8th graders and their families.
- On February 11th the Guidance Department hosted an on the spot acceptance day with North Shore Community College.
- On February 13th the Guidance Department hosted an on the spot decision day with Salem State University.
- SHS brought in a Substance Abuse Speaker on February 26th for the entire student body.
- February 26th the Drama Club performed Jungle Book. There were several competition dates in March.

March 2015

- During the week of March 2nd the ELA and Math Retest exams were given to students that had not yet past the MCAS.
- The Guidance Department hosted its annual Early College Planning Night on March 4th.
- On March 7th, SHS students attended the third AP Saturday sessions for ELA at Melrose High School.
- During the week of March 9th the National Honor Society hosted a March Madness activities week.
- On March 11th are Chorus group had a performance at SHS.
- SHS annual Shadow Day occurred on March 18th. Ms. Golan ran this program that allowed SHS students to "shadow" local officials and business leaders for the day. This event was sponsored by SBEC.
- On March 19th, SHS Student Council held the annual Talent Show.
- The sophomore class held its Sophomore Semi-Formal on March 20th

- On March 21st, SHS students attended an AP Mock Exam for Science at SHS.
- Bianca Rosato and Justin Winn were recognized at Unsung Hero Night as the unsung heroes for Saugus High School on March 31st.
- The MCAS ELA exams were given on March 31st, April 1st & 2nd to all sophomores at SHS.

April 2015

- Marks for Term 3 closed April 10th and reports cards were posted on X2 the following week on April 17th.
- On April 11th, SHS students attended an AP Mock Exam for Math at SHS.
- During April vacation there were two international trips attended by SHS students and staff. One went to England, France and the Netherlands and the second went to Spain and Italy.
- The Saugus Business Education Collaborative held its annual Taste for Education on April 27th at Danversport Yacht Club.

May 2015

- Saugus High School hosted a SAT administration on May 2nd
- Advanced Placement Exams were administered during the weeks of May 4th through May 15th.
- The Guidance Department held its 2nd annual Job Fair in the cafeteria on May 6th.
- The Spring Musical, Hairspray, was held in the auditorium at SHS on May 14th, 15th, and 16th.
- North Shore Honors Scholars Banquet was held on May 12th at the Sheraton Ferncroft. This event honored the top five percent of the graduating class at SHS and other local area schools.
- MCAS Math Exams were administered to all sophomore students during the days of May 19th and 20th.
- National Honor Society held their annual banquet on May 19th.
- On May 21st all of our students participated in the Youth Risk Behavior Survey in conjunction with the Town.
- The SHS Band conducted its annual Spring Concert on May 20th in the SHS auditorium.
- Senior exams were administered the week of May 26th.

The Class of 2015 Profile

Four year colleges	70.2%
Two year colleges	21.2%
Post Secondary schools	1.3%
Military	3.3%
Work	2.6%
Undecided	1.3%

June 2015

- The senior activities week was held from June 1st to June 5th.
- Guidance Department hosted its 6th annual college fair and admissions panel on June 1st.
- The Saugus Boosters Club conducted its annual All-Sports Award Ceremony on June 1st at Saugus High School.
- MCAS Biology Exams were administered to all sophomore students during the days of June 2nd and 3rd.
- The Senior Academic Awards and Scholarship Night were held on June 3rd in the Saugus High School Auditorium.
- The Senior Prom was held on June 4th at Tewksbury Country Club in Boston.
- The Graduation for the Class of 2015 was held on Friday night June 5th at Stackpole Field.
- Final Exams were administered from June 16th to June 24th.
- Term 4 marks closed on June 24th.
- After the end of the school year, there was an international trip with staff and students that went to China.



SAUGUS HIGH SCHOOL

PEARCE MEMORIAL DRIVE
SAUGUS, MASSACHUSETTS 01906
Tel: 781-231-5027 x1110 Fax: 781-231-5030
www.Saugus.k12.ma.us



Saugus High School 2014-2015 School Profile

*Accreditation: New England Association of Schools and Colleges
CEE Code: 221885*

Principal:

Mr. Michael Hashem

Assistant Principals:

Ms. Lucy DiNatale

Mr. Michael Nelson

Mr. Brendon Sullivan

Athletic Director:

Mr. Michael Nelson

Director of Guidance:

Ms. Leanne Mottola

LMottola@saugus.k12.ma.us

Counselors:

Mr. Christopher Buss

CBuss@saugus.k12.ma.us

Ms. Bethany Larsen

BLarsen@saugus.k12.ma.us

Guidance Secretary:

Mrs. Roberta McTague

RMctague@saugus.k12.ma.us

Mission Statement



School and Community

Saugus High School is a comprehensive four-year (9-12) public high school with an enrollment of approximately 750 students. The curriculum includes a combination of required and elective courses, in College Preparatory, Honors, and Advanced Placement levels, to meet the needs of all students. Advanced Placement courses are offered in English Literature and Composition, English Language and Composition, US History, World History, Psychology, Biology, Chemistry, Physics B & C, Environmental Science, Calculus AB & BC, Statistics, Computer Science A, Spanish and those offered through the Virtual High School Program (AP Government & Politics). In addition to a rigorous curriculum, students have the opportunity to participate in music, art, student government, athletics and a number of additional co-curricular activities. Last year, 91% of our students went on to further their education.

The school district serves a middle-income suburban residential community of about 26,000 inhabitants located 10 miles north of Boston. The population of students in Saugus in 2013-2014 was 2,803 with 79.7% Caucasian, 4.3% African American, 3.9% Asian and 10.8% Hispanic with 31.6% of students on free or reduced lunch.

Graduation Requirements

Total Credits: Minimum 120

Required Subjects		Credits
English	4 years	20
Math	4 years	20
Science	3 years	15
Social Studies	3 years	15
World Language	2 years	10
Fine Art	1 year	5
Wellness	4 years	10
Community Service	12 hrs/yr	48 hrs

Students must successfully complete required state MCAS exams in English, Mathematics and Science to obtain a Saugus High School diploma.

Advanced Academy Program

Some members of the Class of 2015 will be the first to complete the SHS Academy for the Advanced Program of Studies in the areas of Humanities & STEM. These outstanding students have completed a rigorous curriculum including Advanced Placement & Honors classes in addition to graduation requirements.

The Saugus Public Schools does not discriminate on the basis of race, color, religion, sexual orientation, national origin, age, gender, gender identity or handicap in admission to, access to, treatment in or employment in its programs and activities.



Town of Saugus

FISCAL YEAR 2015 ANNUAL REPORT

Board of Assessors

Michael Serino, Chairman
David Ricciardelli, Member
Jon Gillis, Member

Ronald J. Keohan Jr. MAA, RMA
Deputy Assessor
Tamara Sands MAA
Assistant Deputy Assessor

ASSESSOR'S FY 2015 ANNUAL REPORT

The Board of Assessors reviewed and updated property values in the Town of Saugus as necessary for FY2015. The values met State standards and were certified by the Massachusetts Department of Revenue. The average single family property value has increased by .000%. While the average tax bill increased \$49. The average single family value is calculated at \$330,346.

A public hearing was held on December 2, 2014 where the Board of Selectmen selected a minimal residential factor of 78.6526%. This decreases the shift in the tax burden to 175.0000% for the commercial class. The Board of Assessors received a tax rate approval from the Department of Revenue certifying the Residential rate at \$12.02 and the Commercial, Industrial, Personal Property rate at \$26.74.

FY2015 LEVY LIMIT CALCULATION

FY14 Levy Limit	\$53,223,623
X 2.5%	1,330,591
+ New Growth	1,585,111
FY2013 Levy Limit	\$56,139,325
Dept. Exclusion	<u>2,113,345</u>
Total with Debt	
Exclusion	\$58,252,670

TAX RATE SUMMARY -- FISCAL 2015

Total Estimated receipts and other revenue sources	29,150,313.00
Net amount to be raised by taxation	<u>58,232,349.76</u>
 Total amount to be raised	 87,382,662.76

REAL ESTATE VALUATION

<u>Class</u>	<u>Tax Rate</u>	<u>Levy by Class</u>	<u>Valuation</u>
Residential	\$12.02	35,655,385.86	2,966,338,258
Commercial	\$26.74	16,185,699.06	605,299,142
Industrial	\$26.74	4,213,269.38	157,564,300
Personal Property	\$26.74	<u>2,177,995.46</u>	<u>81,450,840</u>
Totals		<u>58,232,349.76</u>	<u>3,810,652,540</u>

PERSONAL PROPERTY VALUATION

Personal Property - Fiscal 2014	84,229,140
Personal Property - Fiscal 2015	81,450,840

TOTAL VALUE DECREASE	2,778,300
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TOTAL REAL PROPERTY VALUATION

Real Estate - Fiscal 2014	3,656,928,000
Real Estate - Fiscal 2014	3,810,652,540

TOTAL VALUE INCREASE	153,724,540
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COMPARISON OF MOTOR VEHICLE EXCISE

Year	Number of Bills	Valuation	Amount
2014	27,844	171,913,900.00	3,751,866.41
2015	28,305	187,230,650.00	3,974,035.66

COMPARISON OF BOAT EXCISE

Year	Number of Bills	Valuation	Amount
2014	293	1,042,500	10,425.00
2015	129	476,600	4,766.00

STATUTORY PROPERTY TAX EXEMPTIONS

<u>Exemption Type</u>	<u>Number Granted</u>
Police & Fire Widows (Clause 42)	3
Blind (Clause 37A)	24
Elderly (Clause 41C)	39
Widows (Clause 17D)	31
Veterans (Clause 22)	142
Veterans (100% Disabled)	69
Veterans (Paraplegic)	4
Veterans (Clause 22A, B, C, & D)	15
Deferred Taxes	1
Total Exemptions	339

Total Tax Amount of Exemptions	\$246,516.23
State Reimbursement	\$154,969.59

LOCAL EXPENDITURES

Appropriations		83,803,860.00
Tax Title	0.00	
Debt and Interest Charges	0.00	
Total Overlay deficits prior years	0.00	
Final Court Judgments	32,422.00	
Cherry Sheet Offsets	43,499.00	
Revenue Deficit	0.00	
Snow & Ice Deficit	0.00	
Other	0.00	
Total Expenditures		75,921.00
State & County Cherry Sheet Charges		2,830,775.00
Overlay (Allowance for Abatements & Exemptions)		672,106.76
Total Amount to be Raised		87,382,662.76

ESTIMATED RECEIPTS

Estimated Receipts from State	9,361,434.00
Massachusetts school building authority payments	0.00
Estimated Receipts from Local	7,297,023.00
Enterprise funds	9,869,663.00
Revenue Appropriated for Particular Purposes	2,622,193.00
Total Estimated Receipts	29,150,313.00

BREAKDOWN OF LOCAL ESTIMATED RECEIPTS

Motor Vehicle Excise	3,546,523.00
Other Excise	1,468,500.00
Penalties & Interest on Taxes & Excise	300,000.00
Payments in Lieu of Taxes	59,000.00
Fees	300,000.00
Rentals/Boards	235,000.00
Departmental Revenue-Libraries	0.00
Departmental Revenue-Cemetery	96,000.00
Other Departmental Revenue	10,000.00
Licenses & Permits	746,000.00
Special Assessments	40,000.00
Fines & Forfeits	150,000.00
Investment Income	30,000.00
Medicaid Reimbursement	150,000.00
Miscellaneous Recurring	166,000.00
Miscellaneous Non-Recurring	<u>000,000.00</u>
Total	7,297,023.00

TOWN OF SAUGUS

Animal Control/Animal Inspector

**515R MAIN STREET
SAUGUS, MASSACHUSETTS 01906**

**Harold Young
Animal Control Officer**

Telephone: (781) 231-4176

To: Board Of Selectmen

From: Harold Young
Animal Control Officer

Date: February 11, 2016

Re: JULY 1, 2014 – June 30, 2015 ANNUAL REPORT

STRAY DOGS HOUSED (SAUGUS ONLY)	15
STRAY DOGS RETURNED TO THEIR OWNERS	11
DOGS ADOPTED FOR THE YEAR	1
DOGS EUTHANIZED	0
DOGS TRANSFERRED TO OTHER SHELTERS	2
FOSTER CARE	0
DOG LICENSES	1,709
DOG LICENSES FEES	\$19,338.00
DOG LATE FEES	\$3,510.00
MONEY COLLECTED BY TOWN CLERK	\$22,848.00
ADMINISTRATION FEES, FINES AND RENT IS TABULATED AND COLLECTED BY THE TOWN TREASURER	
CALLS OR COMPLAINTS ANSWERED (INCLUDING CALLS FROM THE POLICE DEPARTMENT)	1,920

EMERGENCY CALLS	118
BOARD OF SELECTMAN HEARING ON K-9 ISSUES	0
HEARINGS & COURT CASES	2
VIOLATIONS ISSUED	25
DOG BITES & SCRATCHES REPORTED	22
CAT BITES & SCRATCHES REPORTED	6
RACCOON BITES REPORTED	0
FERRET BITES	0
SQUIRREL BITES AND SCRATCHES REPORTED	0
SKUNK BITES	0
HORSE BITES	0
COYOTE BITES	0
CHINCHILLA BITES	1
QUARANTINES ISSUED	98
ANIMALS TESTED NEGATIVE FOR RABIES	9
ANIMALS TESTED POSITIVE FOR RABIES	1
DECEASED ANIMALS PICKED UP FROM ROADWAYS	120
ONE RABIES CLINIC WAS HELD ON 5-7-14	86

NUMEROUS CALLS ON WILDLIFE SIGHTINGS AND COMPLAINTS.

PERFORMED JANITORIAL DUTIES AT THE DOG POUND.

MAINTAINING ANIMAL CONTROL TRUCK & KEEPING EQUIPMENT
STERILIZED.

PARKING ENFORCEMENT VIOLATIONS ARE CALCULATED BY THE
PARKING CLERKS OFFICE.



JOHN A. FALASCA III
SUPERINTENDENT

TOWN OF SAUGUS
CEMETERY DEPARTMENT
SAUGUS, MASSACHUSETTS 01906

TELEPHONE:
(781) 231-4170

**Annual Report
Fiscal Year 2015
July 1, 2014 – June 30, 2015
Cemetery Department**

The following information is for the Fiscal Year 2015.

Staffing:

John A. Falasca III is the Working Superintendent of the Cemetery Department. For the fiscal year the Cemetery Department had a staff of two full time employees and one part time senior clerk. One full time employee has been out of the office since May with a non-work related illness. We had one summer helper this year. All employees reported directly to the Superintendent.

Cemetery Commission:

The Cemetery Commissioners who are appointed by the Board of Selectmen as of April 1, 2014 are as follows: Chairperson- Joseph Dennis Gould; Co-Chairperson- William Howell; Members - Nicola Nicosia, David Nelson and Patricia Lavoie. This year they worked on rule violations in the cemetery. Many people had been going into the cemetery office and complaining about people leaving all kinds of items not allowed in the rules and regulations on plots. There was also an increase in people leaving glass items on plots that can cause a hazard to the workers. They left notices for the families and about 90% of the families took care of the cleanup themselves. The commission members cleaned up the remaining. The Cemetery Commission also voted in and updated the rules and regulations applying to flower container use and artificial flower use at the cemetery. The new rules were voted on and passed at the January 2015 meeting.

Land Sales and Perpetual Care:

The Cemetery Department sold 14 double graves, 3 columbarium niches (4Seasons and North/South Towers) and 5 Veterans niches.

Interments:

There were 55 full burial interments, 30 cremation burials and 7 cremations in the columbarium for a total of 92 interments.

We held 1 mock funeral this year in June. The burial will take place in the Fiscal Year 2016 after a removal has been completed. The current owners are selling their plot to a family friend and once the transaction is completed the burial will take place.

There was 1 removal and the remains were delivered to another cemetery by a funeral home.

There were no late notifications for a service for the fiscal year.

Foundations and Markers:

There were 22 foundations poured, 11 flat markers installed, 5 plaque settings completed and 21 Veteran markers installed. The department also issued 15 etching permits for stone work.

Work Orders:

We completed 88 work orders and filled 64 sinking plots with loam. Also, we removed 3 shrubs per plot owner's requests and replanted 2 shrubs to replace the ones removed.

Continued →



JOHN A. FALASCA III
SUPERINTENDENT

TOWN OF SAUGUS
CEMETERY DEPARTMENT
SAUGUS, MASSACHUSETTS 01906

TELEPHONE:
(781) 231-4170

**Annual Report
Fiscal Year 2015
July 1, 2014 – June 30, 2015
Cemetery Department
Page 2**

Work Orders (con't):

We also repaired 49 stones due to the micro-burst storm in July 2014 and the winter storms in February 2015.

Plot Ownership Transfers/Burial Rights

The department processed 4 plot ownership transfers/burial rights requests.

Genealogy Research:

The department received 15 requests for genealogy research.

Equipment Issues:

The department received a new backhoe in April 2015. In October 2014 the backhoe could no longer be repaired and had become a safety issue for the department and the workers. The finance committee and town meeting voted to purchase a new backhoe for the department.

Cemetery Space Issues:

The department continues to receive requests for pre-buys (56 pre-buy inquiries received) for cemetery plots. We are not pre-selling plots to anyone due to the space issue at Riverside Cemetery. The cemetery currently has no single graves available and approximately 156 double plots are available. Double plots are being sold to Saugus residents only as they are needed. We are pre-selling double niches in the north and south columbarium towers. The Cemetery Commission is researching areas in town for possible cemetery locations to see if they meet the requirements.

FY15 Receipt Totals:

Interments	\$ 78,300.00
Land Sales	\$ 15,400.00
Columbarium Sales	\$ 1,800.00
Perpetual Care	\$ 17,200.00
Foundations	\$ 6,967.50
Fees	\$ 285.00
YEAR END TOTAL	\$119,952.50

Town of Saugus
TOWN HALL
298 CENTRAL STREET, Suite 7
SAUGUS, MASSACHUSETTS 01906



ELLEN J. SCHENA
Town Clerk

Telephone: (781) 231-4101
Fax: (781) 231-4109
e-mail: eschena@saugus-ma.gov

Town Clerk's Office
Annual Report
Fiscal Year 2015

Town Clerk's Staff:
Ellen J. Schena, Town Clerk
Danielle Bentley, Assistant Town Clerk
Stephanie Hardy, Temporary Election Coordinator

CLERK'S DEPARTMENT

The Town Clerk's Office serves the residents and visitors alike as a central point of information to local government and services. It is the intent of the Office of the Town Clerk to be a provider of quality services and information to the community, its residents and visitors. This office works in cooperation with all departments, boards, committees and commissions and complies with all state and local statutes.

The Town Clerk is the official recording secretary of Town Meeting and considered the "keeper of the records". In this capacity this office files minutes of various boards and commissions of the Town, maintains and issues certified copies of all vital records, maintains the official Bylaws and Town Charter, appointments and resignations of all Town officials as well as maintains Town census information, issues marriage licenses, dog licenses, boat ramp passes, business certificates and renewals, fuel storage permits, raffle/bazaar permits, and certified copies of Board of Appeals, Board of Selectmen and Planning Board decisions. This office also collected fees for violations issued by the Board of Health, Police Department, Zoning and Conservation Departments, as well as the billing and collection of fees for all pole and conduit locations within the town and maintained these files.

• **CONFLICT OF INTEREST LAW**

The Town Clerk has the responsibility of complying with MGL Chapter 28 acts of 2009, which mandates that the Town Clerk is required to maintain records, assuring that every

municipal employee receives an updated copy of the Conflict of Interest Law Summary, MGL Chapter 268A, on an annual basis and completes the online training program every two years. Upon completion of the training program, the employee shall provide notice of such completion to be retained for 6 years by the Town Clerk. As a result of this requirement, the Town Clerk recorded that approximately 980 employees and 230 members of Boards or Commissions had been notified of the mandate and receipts were recorded of those in compliance.

- **TOWN MEETINGS**

Town Meeting warrants are posted at each polling location, mailed directly to Town Meeting Members, Finance Committee Members, Town Counsel and members of various boards and commissions.

Special Town Meeting Dates:

November 17, 2014
March 23, 2015
May 18, 2015

Annual Town Meeting Dates:

May 4, 2015 (1st Session)
May 18, 2015 (2nd Session)
June 8, 2015 (3rd Session)

Warrants and minutes of all Town Meetings may be viewed on the Town of Saugus website and in the Clerk's Office.

- **TOWN RECORDS**

The Town Clerk's Office recorded the following Vital Statistics for Fiscal Year 2016.

Birth to Residents: 245 Total
Death of Residents: 292 Total
Marriage Licenses: 126 Total

WHEN A DEATH OCCURS IN TOWN TO NON-RESIDENTS, A COPY OF THE DEATH CERTIFICATE MUST BE SENT TO THE APPROPRIATE CITY OR TOWN CLERK. EACH MONTH COPIES OF ALL RECORDS OF BIRTH, DEATH AND MARRIAGES ARE FORWARDED TO THE BUREAU OF VITAL STATISTICS OF THE DEPARTMENT OF PUBLIC HEALTH IN BOSTON. THOSE NUMBERS MAY INCREASE DURING THE YEAR, AS RECORDS ARE FORWARDED TO THIS OFFICE AT VARIOUS TIMES FROM OTHER CITIES AND TOWNS.

Town Clerk's Office
161.00 – Clerk's Department

The following shows the expenditures for the Fiscal Year 2015:

Clerk's

Salaries Full Time	\$ 112,515.77
Educational Incentive	\$802.72
Board Members	\$1541.75
Stipend Longevity	\$950.00
Sick-leave Buyback	\$12,139.40
Office Supplies	\$1259.40
Printing/Reproduction	\$744.90
Professional & Technical General	\$1148.82
Book Binding	\$145.00
Constable Services	\$480.00
Dog Tags & Licenses	\$902.78
General Supplies	\$583.33
Association Dues/Training	\$1276.48

Total: \$134,490.35

The following shows the money collected for various licenses and services, which are provided by the Town Clerk's Office. Two prior years are listed for comparison purposes ONLY:

	<u>Year End FY13</u>	<u>Year End FY14</u>	<u>Year End FY15</u>
RESIDENT LISTINGS	\$195.00	\$350.32	\$300.00
MARRIAGE INTENTIONS	\$3,695.00	\$3,780.00	\$3,630.00
CERTIFIED COPIES	\$22,109.00	\$18,705.80	\$22,649.20
BUSINESS CERTIFICATES	\$5,035.00	\$5,080.00	\$6,660.00
BUS. CERT/DISCONTINUANCE	\$180.00	\$250.00	\$60.00
GASOLINE STORAGE PERMITS	\$1,300.00	\$1,250.00	\$1,200.00
POLE & CONDUIT FEES	\$200.00	\$400.00	\$1,200.00
MISCELLANEOUS	\$381.35	\$596.11	\$965.07
RAFFLE PERMITS	\$275.00	\$750.00	\$700.00
RAMP PASSES	\$760.00	\$425.00	\$125.00
FINES	\$700.00	\$1,225.00	\$2,550.00
DOG LICENSES	\$19,759.50	\$25,385.00	\$19,338.00
DOG LATE FEES	\$1,880.00	\$2,904.00	\$3,510.00
<u>TOTALS:</u>	<u>\$56,469.85</u>	<u>\$61,101.23</u>	<u>\$62,887.27</u>

Town of Saugus
TOWN HALL
298 CENTRAL STREET, Suite 7
SAUGUS, MASSACHUSETTS 01906



ELLEN J. SCHENA
Town Clerk

Telephone: (781) 231-4101
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Town Clerk's Office
Annual Report
Fiscal Year 2015

Town Clerk's Staff:
Ellen J. Schena, Town Clerk
Danielle Bentley, Assistant Town Clerk
Stephanie Hardy, Temporary Election Coordinator

ELECTIONS and REGISTRATION

The Elections Department held three elections in FY '15.

- **FY 15 Election Dates:**

September 9, 2014 – State Primary Election
November 4, 2014 – State Election
March 17, 2015 – Special Local Election (Recall)

Along with the Election Calendar came the normal operating procedures for each election, which included, but was not limited to, posting warrants, late night voter registrations, providing and certifying nomination papers and petitions for ballot questions, ordering and proof reading ballots, mailing out all absentee ballots, conducting absentee voting in the office, scheduling poll workers, coding, programming and testing election equipment which includes the Accu-Vote terminals as well as the AutoMark voting assist terminals, certifying and reporting election results, and at the local level, determining ballot positions by random drawing.

- **BOARD OF REGISTRARS:**

Had numerous turnover. It began with:

Marcia A. Pollack (Democrat)
Ellen J. Schena (Republican)
Joanne D. Rappa (Democrat)
Gary Butt (Republican)

And ended with:

Rita VanSteensburg (Republican)
Marcia A. Pollack, Chair (Democrat)
Ellen J. Schena (Republican)
Vacancy.....

The Board of Registrars met several times during the year to review election laws and procedures, and made themselves available at all late night voter registration sessions as well as on Election Days.

- **REGISTERED VOTERS**

As of January 1, 2015 there were 17428 registered voters in the Town of Saugus, broken down as follows:

Democratic Party	5611
Green Party USA	2
Green Rainbow Party	17
Constitution Party	1
Libertarian Party	36
MA Independent Party	4
American independent Party	2
Republican Party	1758
Inter 3rd Party	9
Unenrolled	9986
Pirate	1
Working Families	1
Total Registered Voters:	<u>17428</u>

- **CENSUS**

Approximately 12,946 Town Census were mailed to Saugus households in January 2015 and data for returned forms were processed in the State VRIS (Voter Registration Information System). **At the time of Census our population figure was 24,803**
All census forms were processed by July 1, 2015.

Town Clerk's Office
162.00 – Elections and Registration

The following shows the expenditures for the Fiscal Year 2015:

ELECTION AND
REGISTRATION

Salaries	\$47,716.25
Board Members	\$825.00
Overtime	\$1,319.72
Election Officers	\$24,592.66
Police/Elections	\$19,726.50
Custodians/Elections	\$ 4,190.03
Education incentive	\$3,310.65
Other Supplies	\$722.80
Voting Machine	
Maintenance	\$6,365.20
Printing/Reproduction	\$9,558.55
Materials & Supplies	\$817.56
Office Supplies	\$683.93
Census Forms	\$3,795.84
Professional & Technical	\$993.58
Resident Listing	\$2,500.00
Miscellaneous	\$479.09
<u>Total:</u>	<u>\$84,597.63</u>

Election Summary Report
SPECIAL ELECTION
SAUGUS, MA
Summary For Jurisdiction Wide, All Counters, All Races
Official Results
March 17, 2015

Date:03/23/15
Time:13:50:54
Page:1 of 2

Registered Voters 17486 - Cards Cast 4784 27.36% Num. Report Precinct 10 - Num. Reporting 10 100.00%

RECALL OF PAUL H ALLAN

	Total	
Number of Precincts	10	
Precincts Reporting	10	100.0 %
Vote For	1	
Times Counted	4784/17486	27.4 %
Total Votes	4600	
Times Blank Voted	182	
FOR THE RECALL	2686	58.39%
AGAINST THE RECALL	1914	41.61%

SELECTMAN

	Total	
Number of Precincts	10	
Precincts Reporting	10	100.0 %
Vote For	1	
Times Counted	4784/17486	27.4 %
Total Votes	4353	
Times Blank Voted	429	
PAUL H ALLAN	1600	36.76%
JEFFREY V CICOLINI	2360	54.22%
ARTHUR GRABOWSKI	385	8.84%
Write-in Votes	8	0.18%

RECALL OF S.L. CASTINETTI

	Total	
Number of Precincts	10	
Precincts Reporting	10	100.0 %
Vote For	1	
Times Counted	4784/17486	27.4 %
Total Votes	4594	
Times Blank Voted	190	
FOR THE RECALL	2669	58.10%
AGAINST THE RECALL	1925	41.90%

SELECTMAN

	Total	
Number of Precincts	10	
Precincts Reporting	10	100.0 %
Vote For	1	
Times Counted	4784/17486	27.4 %
Total Votes	4331	
Times Blank Voted	453	
ARTHUR GRABOWSKI	482	11.13%
STEPHEN L CASTINETTI	1715	39.60%
MARK D MITCHELL	2123	49.02%
Write-in Votes	11	0.25%

Election Summary Report

STATE PRIMARY

SAUGUS, MA

Summary For Jurisdiction Wide, All Counters, All Races

Date:09/12/14

Time:09:18:10

Page:1 of 6

Registered Voters 17456 - Cards Cast 3019 17.29%

Num. Report Precinct 10 - Num. Reporting 10 100.00%

SENATOR in CONGRESS		DEM	
	Total		
Number of Precincts	10		
Precincts Reporting	10	100.0 %	
Times Counted	2282/5740	39.8 %	
Total Votes	1532		
EDWARD J MARKEY	1494	97.52%	
Write-in Votes	38	2.48%	

GOVERNOR		DEM	
	Total		
Number of Precincts	10		
Precincts Reporting	10	100.0 %	
Times Counted	2282/5740	39.8 %	
Total Votes	2236		
DONALD M BERWICK	305	13.64%	
MARTHA COAKLEY	998	44.63%	
STEVEN GROSSMAN	931	41.64%	
Write-in Votes	2	0.09%	

LIEUTENANT GOVERNOR		DEM	
	Total		
Number of Precincts	10		
Precincts Reporting	10	100.0 %	
Times Counted	2282/5740	39.8 %	
Total Votes	1834		
LELAND CHEUNG	359	19.57%	
STEPHEN J KERRIGAN	1043	56.87%	
MICHAEL E LAKE	426	23.23%	
Write-in Votes	6	0.33%	

ATTORNEY GENERAL		DEM	
	Total		
Number of Precincts	10		
Precincts Reporting	10	100.0 %	
Times Counted	2282/5740	39.8 %	
Total Votes	2154		
MAURA HEALEY	1276	59.24%	
WARREN E TOLMAN	875	40.62%	
Write-in Votes	3	0.14%	

SECRETARY of STATE		DEM	
	Total		
Number of Precincts	10		
Precincts Reporting	10	100.0 %	
Times Counted	2282/5740	39.8 %	
Total Votes	1614		
WILLIAM F GALVIN	1608	99.63%	
Write-in Votes	6	0.37%	

Election Summary Report
 STATE ELECTION
 SAUGUS, MA
 Summary For Jurisdiction Wide, All Counters, All Races
 Town of Saugus
 State Election
 November 4, 2014
 Unofficial Results

Date: 11/04/14
 Time: 21:28:46
 Page: 1 of 5

Registered Voters 17662 - Cards Cast 10068 57.00% Num. Report Precinct 10 - Num. Reporting 10 100.00%

SENATOR in CONGRESS			
	Total		
Number of Precincts	10		
Precincts Reporting	10	100.0 %	
Vote For	1		
Times Counted	10068/17662	57.0 %	
Total Votes	9566		
EDWARD J MARKEY	5572	58.25%	
BRIAN J HERR	3980	41.61%	
Write-in Votes	14	0.15%	

GOVERNOR LT. GOVERNOR			
	Total		
Number of Precincts	10		
Precincts Reporting	10	100.0 %	
Vote For	1		
Times Counted	10068/17662	57.0 %	
Total Votes	9920		
BAKER POLITO	5660	57.06%	
COAKLEY KERRIGAN	3824	38.55%	
FALCHUK JENNINGS	280	2.82%	
LIVELY SAUNDERS	82	0.83%	
McCORMICK POST	68	0.69%	
Write-in Votes	6	0.06%	

ATTORNEY GENERAL			
	Total		
Number of Precincts	10		
Precincts Reporting	10	100.0 %	
Vote For	1		
Times Counted	10068/17662	57.0 %	
Total Votes	9473		
MAURA HEALEY	5188	54.77%	
JOHN B MILLER	4274	45.12%	
Write-in Votes	11	0.12%	

SECRETARY of STATE			
	Total		
Number of Precincts	10		
Precincts Reporting	10	100.0 %	
Vote For	1		
Times Counted	10068/17662	57.0 %	
Total Votes	9497		
WILLIAM F GALVIN	6015	63.34%	
DAVID D'ARCANGELO	3281	34.55%	
DANIEL L FACTOR	190	2.00%	
Write-in Votes	11	0.12%	

COUNCIL ON AGING

ANNUAL REPORT 2015

Joanne Olsen, Executive Director



Saugus Senior Center

466 Central Street, Saugus, MA 01906 (781) 231 - 4178

Fax: (781) 231- 4048

www.SaugusSeniorCenter.org

www.SaugusSC.org

MISSION STATEMENT OF THE SAUGUS SENIOR CENTER

It is the mission of the Saugus Senior Center to promote and assist in the social, emotional and physical well-being of the seniors in our community by providing services and activities that support and endorse in their wellness and independence.

We aim to enhance the quality of life of our elder population by offering a variety of programs and activities including blood pressure and hearing checks, outreach services, multiple exercise classes (line dancing, yoga and weightlifting), medical/local van transportation, access to both day/night trips as well as both daily congregate and homebound meals.

It is our goal to encourage and promote interaction with the community and each other, improve personal development through self-confidence and leadership, and increase and maintain freedom and independence. It is also our purpose to create a warm, safe environment where our senior community can come on a daily basis that will reflect the respect and dignity which they need and deserve.

COUNCIL ON AGING

SAUGUS COUNCIL ON AGING – 2015 **ANNUAL REPORT – TOWN OF SAUGUS**

The Saugus Council on Aging is an advocacy agency for Senior Citizens of Saugus.

The population of seniors in Saugus is over 6,000, most of who still own and maintain their own homes. We have served approximately 4500+ Saugus seniors over the year, in one program or another.

- Medical Transportation
- Food Shopping
- Outreach – Into homes and office
- Counseling
- Fuel Assistance for all ages
- Connecting with Health Care
- Assisting with forms for Insurance and other documents
- SHINE Representative (Assists with Medical issues, HMO, Medicare etc)
- Setting up programs with family members
- Meals on Wheels
- Congregate Lunch Program
- Telephone Reassurance
- Veterans Connections
- Veterans Food Market
- Emergency Calls
- Legal Assistance
- Food baskets on Holidays for seniors and non-seniors
- Preventative Medicine
- Alzheimer's Support Groups
- Podiatrist
- Speakers
- Wellness/Exercise Class
- Blood Pressure
- Socialization
- Taxes
- Variety of classes

The Saugus Council on Aging provides a number of programs and lectures on a weekly basis to help meet these needs. We encourage seniors to participate in these programs.

SENIOR CENTER HOURS

Monday – Friday, 8:00 a.m. to 3:30 p.m.

COUNCIL ON AGING

POPULATION, AGE 60 AND OLDER, RESIDING IN THE
TOWN OF SAUGUS

As we end 2015, census figures indicate a current total of approximately 6,700 residents, age 60 and older.

BOARD OF DIRECTORS

SAUGUS COUNCIL ON AGING

Richard Barry, Chairman
Lawrence Donovan, Vice-Chairman
James Nicholl, Treasurer
Phyllis O'Hearn, Secretary
Mary Dunlop
Eleanor Gallo
Gloria Johnson
Margaret Joyce
Elizabeth Kingsley
Carmine Moschella
Loretta Nicolo
Bob Tremblay
Leona Verrengia

FRIENDS OF THE SAUGUS COUNCIL ON AGING

Attorney Ronald Surabian, President
Beverley Snowdon, Vice President
Margaret Berkowitch, Secretary
Dottie Bochus, Treasurer
Astred Napolitano, Living Memorial
Betty Frongillo, Living Memorial

Debbie Alphonse
Shirley Bogdan
Attorney Nelson Chang
Louise Dion
Janette Fasano
Ellen Proodian
Bob Teal
Carl Tedder

COUNCIL ON AGING

HIGHLIGHTING SERVICES IN 2015

Nutrition Services:

- *Approximately 62,520 Meals on Wheels to 180 elders*
- 17,362 congregate meals served at noon at the Senior Center
- 820 seniors participate in our lunch program in 2015

Volunteer Assistance:

- 125 Volunteers service the Senior Center throughout the year
- Approximately 58,500 Volunteer Hours per year
- \$840,000 is the total value of Volunteer services

Outreach:

- Estimated 8,000 contacts this past year – Saugus Residents
- Communication by phone, home visits, office visits, or meeting in the Center. Informally Outreach handles between 15- 20 situations a day, varying from support, listening, advising, referrals, filling out forms, contacting and setting up appointments with necessary agencies following through so that each request has a conclusion.

Professional Services:

Alzheimer's Support, Hoarding, Legal Services, Podiatrist, Blood Pressure, Shine Representative, Tax Preparation, Professional Speakers, Health Fairs

- Approximately 425 month
- 4,200 year

Physical Exercise (Estimated)

Dancing, Yoga, Exercise, Falun Gong, Weight Lifting, Exercise Room/Equipment

- 850 participants month
- 10,200 year

SHINE COUNSELING (Medical Insurance Advisor)

- Counseled 126 seniors with Medical Insurance issues

COUNCIL ON AGING

COUNCIL ON AGING **TRANSPORTATION SERVICE**

2 VANS

VAN #1

MEDICAL Transportation Trips a day – 5 days a week into 9 communities

Lynn	Saugus	Swampscott
Salem	Peabody	Stoneham
Lynnfield	Melrose	Wakefield

MEDICAL Chemo – Radiation – Dialysis – Physical Therapy (Strokes/Heart Attacks)
Lab Work and Testing – Pre-admittance Test – Regular Medical Appointments
Psychiatrist – Hospital Discharge – Podiatrist – Doctors visits, etc.

VAN #2

LUNCH PROGRAM

5 days a week – 30 - 40 trips throughout Saugus –

Brought to the Senior Center and returned home – weekly shopping to mall and supermarket, assisting with medicals.

HOURS

Transportation – starts at 7:30 a.m. until Center closes at 3:30 p.m.

Transportation Services:

- 1,450 units of medical transportation for Saugus elders and/or disabled
- 3,600 units of transportation to and from our Lunch Program and Shopping

SAUGUS SENIOR TAX PREPARATION

Free service at the Saugus Senior Center done by AARP

- 60 appointments were made and taxes prepared

THANKSGIVING/CHRISTMAS DINNER

- We gave 13 senior names were given to Blessed Sacrament Church to receive Thanksgiving Baskets/Turkeys to those in need during the Thanksgiving Holiday.
- The Senior Center served 187 seniors for our Thanksgiving Luncheon.
- 14 senior names were given to Blessed Sacrament Church, to receive Christmas Baskets/Turkeys/gifts to those in need during the Christmas Holiday.
- The Senior Center served 200 seniors for our Christmas Luncheon.

COUNCIL ON AGING

NEW SERVICES/ACTIVITIES IN 2015

- Veteran's Coffee Hour
- Veterans Food Market
- Seamstress
- Esthetician

SHINE COUNSELOR

The Saugus Senior Center is very fortunate enough to have a Shine Counselor from Mystic Valley Senior Services. Once a week, a volunteer Shine Counselor comes to the Center to assist elders in understanding their health insurance needs. They will review present coverage, help process claims, inform elders of their rights, and make referrals to other agencies. This is a free service to provide information, counseling and assist with insurance problems.

TRIAD PROGRAM

In conjunction with the Essex County Sheriff's Office, Essex County District Attorney Office Jonathan Blodgett and Saugus Police Department, the Saugus Senior Center have put into place several free programs that will aid seniors in regards to their safety through education and crime prevention.

- **Photo ID Cards** – *This free program provides seniors with a secondary ID card.*
 - *Approximately 90 seniors were given photo I.D. Cards again this past year*
- **Yellow Dot Program** – *By placing a yellow dot sticker on your vehicle, emergency responders are alerted that your medical information can be found in the glove compartment.*
Approximately 60 were given out to seniors.
- **File of Life** – *A magnetized folder containing your medical information is placed on your refrigerator and is intended to alert emergency responders. Approximately 500 were distributed to Saugus Seniors.*
- **Saugus Alzheimer's Safety Program** – *Run by the Saugus Police and Triad for the safe recovery of Alzheimer patients or other individuals who may wander.*
- **Is your House Number Up?** – *A house numbering initiative that assists emergency personnel in their efforts to quickly respond to 911 calls.*
- **Mock Trial** – *A staged trial focusing on senior scams introduces seniors to the judicial system.*
- **Lock Boxes** – *A Lock Box can be provided by the Fire Department that is placed above your door with a key to your home, in case they are not able to enter in case of emergency. Key to lock box is kept at fire department.*

COUNCIL ON AGING

- **Grab and Go Bags** *The Grab and Go Bag is a simple cloth tote bag that seniors would use to take with them in case of an unexpected emergency to the hospital. It would be filled with all the necessary personal items that they would need. Over 600 were distributed to Saugus Seniors*
- **Car Fit** *The Essex County Sheriff's Department, in conjunction with the Saugus Senior Center and several local police and fire departments, is proud to offer the CarFit Program to Essex County senior citizens. The program is designed to provide a quick but comprehensive check on how well you and your vehicle work together. CarFit focuses on helping seniors adjust certain aspects of their vehicles so that they are more comfortable and safer drivers.*
- **SCAMS** – *Ongoing speakers and presentations making seniors aware of SCAMS*

COUNCIL ON AGING

SAUGUS COUNCIL ON AGING STAFF

Staff of the Saugus Council On Aging consists of all part time employees, with the exception of 3 Full time (*Director, Administrative Assistant and one full time Van Driver*).

	<u>HOURS PER WK</u>	<u>SOURCE OF INCOME</u>
<u>DIRECTOR</u> (Joanne Olsen)	36.5	Town
<u>ADMIN. ASSISTANT</u> (Laurie Davis)	36.5	Town
<u>OUTREACH</u> 1 Part Time (Cheryl Roberto)	25	Town
<u>BOOKEEPER/TRIP COORDINATOR</u> 1 Part Time (Lynette Terrazzano)	33	Town/Formula Grant
<u>VAN DRIVERS</u> 1 Full Time (Dan Redden)	40	Town
1 Part Time (Donny Howard)	25	Town
<u>CLERICAL STAFF</u> 1 Part Time (Louise Bernard)	18.5	Town
<u>DISPATCHER</u> 1 Part Time (Mary Valliere)	19.5 each	Town
FULL TIME CUSTODIAN	40 hrs	Inspectional Services
KITCHEN STAFF 1 PREP COOK (Linda Wilson)	19.5	Formula Grant
1 PREP COOK (Cheryl Roberto)	10	Formula Grant
1 DISHWASHER (Dan DiNapoli)	19.5	Formula Grant

COUNCIL ON AGING

SAUGUS COUNCIL ON AGING

PROGRAMS/ACTIVITIES

ART CLASS
ALZHEIMER'S SUPPORT
ATTY SPANO
BILLIARDS
BIBLE STUDY
BINGO
BLOOD PESSURE
CARDS
CHAIR YOGA
ESTHEITICIAN
EXERCISE CLASSES
EXERCISE ROOM/EQUIPMENT
FALUN GONG
FRIDAY MOVIE
FRIEND'S MEETING
FURNITURE REFINISHING
HEALTH FAIRS
KNIT & CROCHET
LINE DANCING (MON)
LINE DANCING (THURS) LINE DANCING (FRI)
MAH JONGG
OIL PAINTING
MONTHLY PIZZA PARTY/DANCE
PODIATRIST
QUILTING
STEERING COMMITTEE MTGS
SPEAKERS THROUGHOUT THE YEAR
SEAMSTRESS
TAI CHI
TRIPS
WEIGHT LIFTING (TUES)
YOGA
HEARING TESTS
DIABETES SCREENING
ARTHRITIC PROGRAMS, ETC
OUTREACH
LUNCH PROGRAM
MEALS ON WHEELS
TRASPORTATION/MEDICAL/FOOD SHOPPING/LUNCH PROGRAM

COMMENTS

During 2015....

We are always very thankful for the ongoing sponsorship that has been given to the Senior Center by many local Assisted Living facilities and Nursing Homes. Chestnut Woods Rehabilitation and Healthcare Center (formerly Hammersmith Nursing Home), West Revere Health Center, Geriatric Assistance Inc., just to name a few. These sponsors help with the cost of monthly entertainment for special events that we have here for seniors.

During 2015, Greater Lynn Senior Services Area Agency Advisory Council and GLSS Board of Directors approved an award up to \$20,000.00 for the “Nourish-Mind, Body, and Soul” joint capacity building program. This award was granted to Saugus, Lynn, Nahant, Lynnfield and Swampscott Council on Aging, with a distribution of \$4,000.00 each. With this award Saugus Senior Center was able to have a chef cooking on site twice a month from July 2015 – June 2016. Our seniors are very happy to have the food cooked on site.

We continued to work with the Saugus Fire Department and offered luncheons and presentations to the seniors in regards to Senior Safety. Through a grant that the Saugus Fire Department received, they were able to offer our seniors various safety programs throughout the year. Topics included:

- What you do if your clothing catches on fire
- Lesson on Smoke Detectors and Carbon Monoxide Detectors
- Cooking fire dangers
- Home oxygen dangers
- Lockboxes
- Electrical heaters during the winter

The grant also gave the Saugus Fire Department accessibility of free fire alarms and carbon monoxide detectors that were offered to be installed in any Saugus senior resident's home who would like one. Through the Saugus Senior Center, we were able to have seniors sign-up for this free service. Thirty fire and carbon monoxide detectors were installed within a two month period.

Our intergenerational program with Veterans School fifth grade classes continues each school year, and are always very special and memorable events to our seniors. Every holiday, and in-between, the fifth grade classes, led by Veterans School teacher, Debbie Mallon walk up during our Lunch Program to visit with songs, poems and cards, written especially for our seniors.

Again, we are very pleased with the volume of seniors that are using our exercise equipment that is offered to them here at the Senior Center. We have 3 treadmills, 2 exercise bikes, 1 rowing machine, and various sizes of weights and a flat screen T.V.

We frequently have students from the Saugus High and Middle School carry out their community service here at the Center during the school year. Approximately 10 – 15 students a year.



SAUGUS CULTURAL COUNCIL ANNUAL REPORT

The 2014-2015 Cultural Council is comprised of seven volunteer members. Mila Moschella, Chair, Stephen Rich, Secretary, Tracey Hynes, Treasurer, Carol McLaughlin, Publicity Coordinator, Shelia Nigro, Publicity Coordinator, Chester Stentiford, Publicity, and Judy Worthley, Advocacy Coordinator. The committee held their regular meetings in January, April, June, September and November.

The Saugus Cultural Council convened its annual voting meeting to award the 2016 Grants on Wednesday November 18, 2015. The committee received a total of twenty-four applications and they represented programs for people of all ages and various segments of the arts. The Committee was able to fully fund one children's program, two teen programs and one adult program for the library, two programs for the senior citizens as well as six programs for the residents of two local nursing homes and three programs for The Saugus Friendship Club. The Committee actively reached out to the Grant Coordinators of all the Public Schools and was pleased to fully fund one program for the students at the Waybright Elementary School as well as three programs for the students at the Lynnhurst Elementary School. The Veterans Memorial Elementary School and the Lynnhurst School each received partial funding grants for the programs for their students. Finally, The Saugus High School Drama Club received a partial funding grant for their Artist-in Residence /Music Director. It was the mission of the Committee to support the varied groups within the Town of Saugus. The Saugus Cultural Council met their goal and concluded another successful Grant Cycle.

The approved applications represent support for the arts, humanities and/or interpretive sciences and the committee felt the programs chosen for funding were the ones that would offer the greatest public benefit to the residents of the Saugus community.

The committee looks forward to the work for the 2017 grant cycle and continues to remain committed to funding programs that have clarity of purpose, encourage community involvement and contribute to the cultural vitality of Saugus.

Respectfully submitted,

A handwritten signature in blue ink that reads 'Mila J. Moschella'. The signature is written in a cursive, flowing style.

Mila J. Moschella, chair
Saugus Cultural Council

Annual Report 2015

The Saugus Conservation Commission conducts business under Massachusetts General Laws, Chapter 131, Section 40 and under Town of Saugus Bylaw Article 508. The Commission saw significant activity during 2015.

The Conservation Commission held 20 public meetings during the past Fiscal Year. One meeting had to be postponed due to the Town Hall closing because of a snow storm. At these meetings there were 16 Public Hearings, most of which were continued for at least one meeting and in some cases several months of hearings. Rimmer Associates and DCR continue to attend meetings every two months to continually update the Commission about the I95 sand removal and the progress of the restoration. These updates were requested by the Commission as a means of knowing what is going on with all the different agencies. The Conservation Officer attended a meeting at the EPA offices in Post Office Square in Boston. The meeting was attended by all agencies, including the Army Corp of Engineers, to discuss what the main concerns are regarding the Rumney Marsh Restoration and to see if they can be addressed and resolved before the Notice of Intent is filed. After an extensive five hour meeting it was agreed it is time to move forward and see how the NOI will play out. The Commission heard many requests for a Determination of Applicability, which were deemed negative, and did not require a further filing. The Commission denied two separate ANRAD's. One of the owners did file a new ANRAD and subsequently receiving an ORAD after additional work was completed. There were many requests for modifications to previously issued Orders of Conditions, which were found to be non-significant and required no additional action to be taken. The Commission issued many Orders of Condition, and Certificates of Compliance upon completion of work. There were multiple occasions for residents or businesses to appear before the commission for discussion of problems or projects.

Violations of the Wetlands Protection Act and Town of Saugus Wetlands Bylaw continue to occur in town. The Conservation Officer went on 185 site visits, some of which were for building permits and deemed unnecessary for the applicant to come before the Commission. Other visits were for fill permits and several as a result of complaints. His site visits were also to check on approved Notices of Intent to verify they were in compliance with their Orders of Condition. It was necessary for the Conservation Officer to address conservation violations by letter and issued three Enforcement Orders, as well as investigating and issuing Emergency Certifications. One Enforcement Order was lifted. The Conservation Officer attended multiple meetings regarding conservation issues, both in the office and at Town Hall and other locations. He responded to, roughly, 257 telephone calls for information requests and problems in conservation areas. He had 180 contractors visit our office to get advice about future filing on Notices of Intent and as to what they can do under their existing NOI's.

Our Conservation Officer was recognized by the Massachusetts Association of Conservation Commissions at the yearly MACC Conference held at Holy Cross on February 28, 2015. Officer McKinnon received the Conservation Administrator of the Year award from MACC Executive Director Eugene Benson. Mr. Benson told the Saugus Advertiser, "the Environmental Service Award only goes to deserving people who have a history of outstanding environmental service to their community or state and Mr. McKinnon fits the bill for this prestigious award." Mr. McKinnon has been serving the Commission for over 35 years.

A list of duly sworn officers and current members follows: Albert D. Trifone, Jr. – Chairman, Joan Fowler – Vice Chair, Francis G. McKinnon – Conservation Officer, Earle Bertrand, Eric Devlin, and Paul Petkewich.

Stephanie A. Puracchio, Clerk – January 27, 2016

TOWN OF SAUGUS

DEPARTMENT OF PUBLIC WORKS
515 MAIN STREET
SAUGUS, MASSACHUSETTS 01906

Brendan B. O'Regan
Director of Public Works

Telephone: (781) 231-4145
Fax: (781) 231-4146
Email: boregan@saugus-ma.gov

MEMORANDUM

TO: Saugus Board of Selectmen
FROM: Brendan B. O'Regan, DPW Director
SUBJECT: FY2015 Department of Public Works Annual Town Report
DATE: February 15, 2016
CC: Scott Crabtree, Town Manager

To the honorable Board of Selectmen and Citizens of the Town of Saugus, we hereby submit the following annual report of the Saugus Department of Public Works (DPW) for the Fiscal Year 2015, covering July 1, 2014 to June 30, 2015.

The FY2015 Department roster consisted of the following full and part time personnel:

Brendan O'Regan, Director
James Waugh General Foreman
James Sotiros Engineering Dept. (4 hours a week)
Kristin Politano Principal Clerk
Donna Brady Principal Clerk

Highway:

Kevin Vater, Highway Foreman
Richard Nuzzo
Richard Salerno
Daniel Schena

Parks:

Derek Donachie, Parks Foreman
John Faragi (sign maker also)

Forestry:

Tim Wendell, Tree Warden
Michael Dockery

Motor Pool:

Seth Hatch, Motor Pool Foreman

TOWN OF SAUGUS

DEPARTMENT OF PUBLIC WORKS
515 MAIN STREET
SAUGUS, MASSACHUSETTS 01906

Brendan B. O'Regan
Director of Public Works

Telephone: (781) 231-4145
Fax: (781) 231-4146
Email: boregan@saugus-ma.gov

Water:

Charles McLaughlin, Water Foreman
Jeffrey Natalucci
Christopher Howard

Sewer:

Thomas DiNocco, Sewer Foreman
Daniel Soares
Christopher Coco

INTRODUCTION

The Department of Public Works is a service and capital improvement organization responsible for providing proper operation and maintenance services to all public works infrastructure for the citizens of Saugus. These efforts also include making proper capital improvements within the available funding allocations. Services provided by this department include, but is not limited to: repair and maintenance to all town roads, sidewalks and parking lots; line painting; maintain cleanliness of roadways through street sweeping; install and repair curb cuts; cleaning, installation and repair catch basins and drain lines; snow plowing and ice control; Repairs to guardrails; assist with Law Enforcement and Fire Department when called upon; Empty municipal waste receptacles throughout the Town; issues various permits; Spring and Fall cleanups and Brook Cleanups; Install and maintain street signage; continuation of Town Mapping of infrastructure; Cutting of grass, shrubbery and other landscaping activities; maintenance and repair of all water lines, sewer lines, and storm drains; Compliance activities associated with the proper operation and maintenance of water and sewer infrastructure; Operation of the Town's Composting Facility; Maintenance of the Town's closed landfill; Maintenance and repair to all DPW vehicles and equipment, and also vehicles and equipment of other Town Departments; Maintenance of parks, playgrounds, athletic fields; set up/take down and maintenance activities for all Town Festivals; Administration of construction contracts; Oversight of private vendors and contractors; Review of subdivision projects; Manage all public shade trees for pruning, planting and/or removal; Repair and maintenance of town owned streetlights and traffic signals; provide services for other Town departments when requested; set up voting booths and equipment; and Perform various Engineering activities for the Town.

WINTER OF 2014-2015

The Winter season for this fiscal year was the most challenging experienced in the history of the Saugus DPW. Throughout the State, record amount of snow fall were recorded. At the same time, temperatures were extremely cold. Finally the vast majority of the snow fell in a 3 week period. Despite these challenges, the DPW performed admirably and within 4 hours of the conclusion of each event most roads were available for travel. Multiple DPW personnel work multiple weeks that exceeded 100 hrs/week (at least one

TOWN OF SAUGUS

DEPARTMENT OF PUBLIC WORKS
515 MAIN STREET
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4145

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Email: boregan@saugus-ma.gov

Brendan B. O'Regan
Director of Public Works

of these people was a salaried person). It was due in no small part to the commitment of the entire DPW, that the Town was able to withstand these unprecedented circumstances and the entire DPW deserved credit for the efforts in this regard. In addition, the DPW administrative staff spent many hours responding to requested from FEMA and MEMA and other agencies for information associated with at least one event being declared a Federal Disaster.

ADMINISTRATION TEAM

Located at 515 Main Street at the DPW office is the administration team that is critical to the daily functions of the Department of Public Works. Brendan O'Regan is the Director of Public Works and James Waugh is the General Foreman for the DPW. Kristin Politano and Donna Brady are responsible for the administration support of the Director of Public Works and General Foreman. They also provide administrative services to all Divisions of the DPW and all other Town Departments. Both Kristin and Donna deal directly with all public inquiries and complaints regarding all operations of the DPW such as street lighting, potholes and tree problems, schedules, snow and ice problems, drainage issues, water and sewer problems, Tree and Sidewalk inquires, trash issues; and general public inquires. Kristine and Donna also maintain employee payroll and department budget/ billing records. All invoice payments, requisitions and purchase orders are also facilitated by the administrative staff. The Director and General Foreman also are needed to address many of these issues and inquiries. DPW administrative staff responded to over 8,000 inquires in FY 2015.

Some of the efforts completed by the Administrative staff included:

- Repaving/Reconstruction of 10 roadways throughout the Town , an increase of approximately 50% from the previous year.
- Substantial completion of the Lincoln Ave Roadway/Sidewalk reconstruction project.
- Daily logs and tracking of work performed at the DPW on a daily basis.
- Letters sent out with all building permits advising of DPW standards for construction.
- Tracking various efforts including Lift station daily inspection, unaccounted for water, etc.
- Creation of CY14 and CY15 Paving lists without the assistance of consultants (as was the case in previous years) saving \$10,000.
- Completion of Capital plan for lift station improvements. Perform various lift station improvements and preliminary design efforts for lift station upgrades.
- WRRRP program results in roadway improvements at 8 locations and curb repairs to over 150 locations.

TOWN OF SAUGUS

DEPARTMENT OF PUBLIC WORKS
515 MAIN STREET
SAUGUS, MASSACHUSETTS 01906

Brendan B. O'Regan
Director of Public Works

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- FY15 budgets met even with the repairs required following the record breaking winter on 2014-15.
- Continue with listing of sidewalk problem areas and tree issues. This allows for more accurate responses to inquiries and better customer service. Many of the inquiries received by DPW involve these 2 issues.
- Evaluation of all Playgrounds and Parks in December 2014.
- Design efforts with retrofits to Recycling/compost Center.
- Work on Town's Pavement Management plan.
- Training of 2 new staff for the Highway Division.
- CMMS issues.
- Assistance with Water and Sewer Rates generation.
- Dam Inspections.
- Privatization of lawn cutting services.
- Review all NGrid submittals.
- Create Spill Prevention, Contingence and Countermeasures plan and complete Town Hazardous Mitigation Plan.
- Enlist the Services of the Essex County Sherriff's Department to obtain free labor to address various DPW issues.
- Annual Stormwater Report to EPA.

HIGHWAY

The Highway Department of the DPW provides for the maintenance of all town roads, sidewalks, municipal and school parking lots, fencing and guard rails. In addition to the normal surface repair of roads and sidewalks, the Highway Department is responsible for the clearing of snow, sand, litter and other unwanted debris from public ways and facilities. It also maintains our brooks and streams, with assistance from the sewer department by keeping them clear of debris to prevent public and private property flooding. The Department has approximately 110 miles (approx. 300 lanes miles) of roads and a similar amount of sidewalks that it must maintain. For FY2015, the DPW continued to make immediate repairs to roadways and sidewalks, in an effort to preserve their surface integrity for the safety of the public, although the back log of work exceeds the funding available to the DPW to address all issues. This year DPW cleaned total of 340 catch basins throughout the town. This has helped in preventing street flooding caused by clogged drain lines. The DPW continued its program to repair damaged manholes and catch basins throughout town. We were able to repair 26 collapsed catch basins and manholes.

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Streets resurfaced in FY15 with Chapter 90 funds:

Central Street, Denver Street, Hildale Ave, Fiske Road, Birchbrook Ave, Amero Lane,
Bow Street, Trefrey Street, Pine Street, and Pinchurst Ave.

For FY15, Streets resurfaced associated with water projects included:

Bow Street Extension, Hood Street, Valley Road, Fairmont Ave, and Ernst Ave.

In FY2015, approximately 1,000 LF of sidewalk on the eastern side of Lincoln Ave, from Endicott Street to Sunnyside Park, was replaced with a new concrete sidewalk with granite curbing. Minor drainage improvements were performed as well. In addition over 100 concrete panels were replaced on Adams Ave, Essex Street, Granite Road, Mountain Ave, and Winter Street. Finally the work done in association with the WRRRP resulted in resurfacing of additional problem areas.

Additional work completed by the DPW included:

- Over 60 days of pothole repairs. This is 3 times more than was done last year and is due to the purchase of a new Hot Box.
- Operate the Compost Facility even Wednesday and Friday from April to December.
- Brush cut over 40 separate areas of Town.
- Sweep each street in the Spring and Fall and other high traffic areas on a monthly basis.
- Various Brook Cleaning efforts.
- Approximately 90 days addressing snow and ice issues including plowing, deicing and the set up, removal and upkeep (filling) of 135 sand barrels around Town
- Create RFQ and select new Traffic Lights vendor at a saving from previous fiscal year.

PARKS DEPARTMENT:

This department maintained thirteen parks and playgrounds. Derek Donachie the foreman worked closely with the school athletic department to make sure all fields are painted and lined out for the games. The trash was picked up at these areas twice a week, on Monday and Friday. Cutting of all grass, weed whacking and general maintenance was done. Personnel from other departments were utilized to help with work. An evaluation of each playground and field was performed and playground equipment repairs were made at various locations including Anna Parker and Waybright School. In addition, the DPW

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provided significant contributions to the Town-wide parks cleanup program in the Spring of 2015 including providing work chips and other materials and efforts.

FORESTRY DEPARTMENT:

Tim Wendell, the foreman of the department, maintains all Town trees and works closely with the Tree Committee. The General Foreman, Jim Waugh, works with Tim to determine the priority in which tree issues are addressed. Heavy windstorms caused damage to many trees. When extra help was needed, other departments were called upon to support them in clearing debris from roadways, and storm damaged trees. This department also was responsible for hanging any banners that need to be installed, this included replacing the brackets at these locations. They also were responsible for hanging and removing of the Christmas and Holiday decorations in town. Many trees were cut back and taken down by the Forestry Department. Over 100 days were spent with tree related issues and multiple days of stump grinding was performed. This Division also assist with various work performed for the Historical Commission at Round Hill.

ENGINEERING DEPARTMENT:

Jim Sotiros worked at the DPW engineering office on Wednesdays to assist the public with any questions or inquiries about plans throughout town.

MOTOR VEHICLE MAINTENANCE:

Mr. Seth Hatch is the foreman and sole staff member. He is responsible for all aspects of this vital division. He maintains all DPW vehicles and equipment as well as other town vehicles from other departments. Seth also assisted the town in the procurement of vehicles. This department also took part in the November 2014 auction of surplus equipment and vehicles.

WATER DEPARTMENT:

Charles McLaughlin, the foreman, is responsible for the maintenance and repair of the water distribution system. The department repairs water main leaks, services, replaces and repairs hydrants and valves within the system. Staff also coordinates water main shutdowns and mark-outs for all contractors and utility companies working in Saugus. Routine bacteria samples were taken at (8) eight different locations in town on a weekly basis. The department also did lead and copper sampling at 15 homes and 2 schools. During fiscal year 2015, the Town replaced 3,000 linear feet of water main (with associated new hydrants and water services) on Harlow Street, Seagrit Ave and Venice Ave. through the Local Pipeline Assistance Program. (MWRA)

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26 water main/services connection breaks/leaks were repaired in FY2015, a reduction of 20% from FY14. All repairs were made by DPW staff. 8 fire hydrants have been replaced, as well as numerous repairs to hydrants.

The FY15 annual leak detection program located 8 leaks. The estimate of leakage was 206,000 GPD. All of the leaks were repaired by DPW staff. The locations were:

72 Winter Street	18 Laurine Road	Summer St @ Summer Ct.
2 Anjo Lane	10 Guard Street	68 Basswood Ave
4 Dow Street	51 Pearson Street	

In addition there was a serious water break at a cross country location off of Altamont Drive that the DPW was able to isolate in the Spring of 2015. This incident illustrated the need for proper engineering oversight before infrastructure is allowed to be constructed in Town. Finally a significant effort was performed on the Annual Statistical Report to DEP to improve the accuracy of these submittals.

SEWER DEPARTMENT:

Tom Di Nocco is the foreman of this department. He is responsible for the daily operations and maintenance of the town sewer system. Personnel in this department responded to resident complaints on various sewer related issues. Eleven sewer pumping stations were checked and maintained daily. Daily flow readings and maintenance at the main sewer pumping station on Lincoln Ave were completed. Work was also performed to repair frames and covers of many manholes. A routine flushing of sewer mains was done on a monthly basis at identified trouble spots and approximately 25 additional days of sewer line flushing was performed. The wet wells at each lift station was cleaned in October 2014. They also repaired sewer backups in homes and main line pipes. Sewer department personnel also assisted the Water department and Highway department with catch basin, brook issues and water system repairs.

The comprehensive sewer system rehabilitation is ongoing. In addition to completing work within subarea 6, work began in subarea 5 and included:

- CIPP lining of sewers
- Service lateral connection liners
- Rehabilitation of sewer manhole corbels and Lining
- Sewer main replacements
- Private I/I identification and removal.

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In addition the design of subarea 4 was approximately 90% completed by 6/30/15 and the Annual ACO report was submitted to DEP.

We would like to thank the Board of Selectmen, Town Manager and the Community for their continued support throughout the year. Finally, the accomplishments of the DPW could not have been done without the dedication and hard work of all the employees at the DPW who continue to faithfully serve the growing needs of the community.

Respectfully submitted,

SAUGUS DEPARTMENT OF PUBLIC WORKS



Brendan B. O'Regan
Director

SAUGUS FIRE DEPARTMENT
SAUGUS EMERGENCY MANAGEMENT
ANNUAL REPORTS 2015



To: Honorable Board of Selectman

From: Chief Michael Newbury

Date: February 9, 2016

SAUGUS FIRE DEPARTMENT/EMEGENCY MANAGEMENT 2015 ANNUAL REPORTS

The mission of the Saugus Fire Department is to protect the lives and property of the people of Saugus and those who visit our town, from fires, natural and man-made disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; to investigate and determine the cause and origin of all fires ; to provide defense against terrorist attacks; and to provide a work environment that is free of harassment and discrimination.

The Fire Department has the following basic functional responsibilities which are described below:

Fire Suppression: includes residential, automobile, and wildland interfaces fires. The Saugus Fire Department practices fast attack firefighting in order to minimize risk to life, property and the environment. Once a fire has been extinguished, thorough salvage operations are conducted to preserve property, the environment and return structures to a habitable condition as quickly as possible. The Saugus Fire Department responded to a total of 4635 emergency calls during 2015.

Emergency Medical Services: are provided twenty-four hours a day by advanced life support personnel. Requests for medical aid constitute the majority of calls answered by the Fire Department. Fire Department paramedics, operating state of the art medical equipment, respond to most medical emergencies within three minutes. Saugus Fire Department now provides Narcan treatments to opioid overdoses

Fire Prevention: is responsible for hazard abatement enforcement, approval of building plans, public education, environmental protection and fire safety inspections. Saugus Fire inspectors conducted 878 scheduled fire inspections.

Training: of Fire Department personnel is conducted in accordance with county, state and federal standards. Firefighters and paramedics receive updates on advances in techniques and technology, and participate in continuing education. To control costs, training is conducted in-house whenever possible. Saugus Fire Department training team provided 6 new fire fighters with three weeks in-house training program.

During the calendar year 2015 the Saugus Fire Department responded to 4635 incidents. A breakdown of responses is included in this report. Also included is a group roster showing each firefighter and what group they work under and a total of what we received in revenue for permits.

Personnel: This year Chief Donald P. McQuaid retired after more than three decades of service to the Town of Saugus. Donald Shea was promoted to Deputy Fire Chief, Thomas D'Eon was promoted to Fire Captain, Christopher Vinard also promoted to Fire Captain. The Saugus Fire Department hired six new firefighters they are as follows:

1. Christopher Finn 03/23/15
2. James Donovan 03/23/15
3. John McGrath 09/14/15
4. Michael James 09/14/15
5. Joseph Phelan 09/14/15
6. John Rogers 09/14/15

Grants: We were awarded an AFG Grant (Assistance to Fire Fighters Grant) during 2015. The Saugus Fire Department applied for this FEMA Grant for the purpose of outfitting all apparatus with new Self Contained Breathing Apparatus (SCBA). The grant total was \$159K. The Saugus Fire Department also received a grant for Narcan through the Department of Public Health.

Emergency Management: The Emergency Management Department responsibilities have been combined with the Saugus Fire Department under the direction of the Emergency Management Coordinator Captain Robert Shannon. Captain Shannon, has continued ongoing training and educational opportunities throughout 2015. Captain Shannon has utilized Saugus Fire Department Personnel to maintain and inspect emergency management equipment and vehicles. Captain Shannon has utilized emergency management and fire department personnel for various Town functions throughout the year.

Chief's Summary: I would like to take a moment to thank all Saugus Fire Department employees for their hard work and effort throughout the year. We look forward to working with all Town Departments in 2016 and beyond. The Saugus Fire Department would like to thank all elected and appointed officials that help out throughout the year.

Very truly yours,



Chief Michael C. Newbury
Saugus Fire Department
Emergency Management Director

SAUGUS FIRE DEPARTMENT GROUP ROSTER 01/2016

Chief Michael C. Newbury
 Deputy Chief – Don Shea
 Fire Prev.- Capt Chris Vinard / Capt. Tom D'Eon
 Admin. Assist.- Michele Wendell
 Dept. Mechanic- Rich Ragucci

GROUP 1	GROUP 2	GROUP 3	GROUP 4
Captain Nolan (Tom) 7996	Captain Kaminski (Tom) 2080	Captain Shannon (Bob) 5904	Captain Porter (Rick) 7596
Lt. McDermott (Kevin) 7017	Lt. Springer (Dave) 7020	Lt. Phelan (Scott) 1312	Lt Drella (Damian) 2563
FF McGrath, (John) 10181	FF Diflumeri (Rob) 7997	FF Littlefield (Kevin) 7269	FF Ruszkowski (Ron) 7995
FF Olsen (Kevin) 7199	FF Barker (Mike) 1014	FF Mercurio (Bill) 2751	FF Eaves (Paul) 2553
FF Cross (Bill) 7998	FF Blandini Donald) 2741	FF Poussard (Ryan) 4401	FF A. McDermott (Andrew) 2481
FF Gannon (Mark) 1023	FF Ragucci (Rich) 1301	FF Arone (Anthony) 3103	FF Wilson (Mike) 2871
FF Ferreira (Mike) 4404	FF Donovan (James) 3164	FF Finn (Christopher) 3163	FF Cross, (Mike) 4397
FF Morando (Steve) 4400	FF Carozza, (John) 4403	FF Rogers, (John) 10183	FF Phelan, (Joseph) 10177
	FF Tirella (Marco) 2753	FF James, (Michael) 10179	
ESSEX FIRE STATION			
Lt. McQueen (Randy) 7029	Capt. Rizza (Chris) 1413	Lt. Hughes (Jim) 7152	Lt. Pozark (Chris) 7851
FF Watton (Alex) 2422	FF Leary (Mike) 4399	FF Cinelli (Greg) 2246	FF Rutledge (Cory) 4396
FF Sanjurjo (Dennis) 4402	FF Seracuse (Stephen) 3794	FF Piscitelli (Chris) 1784	FF Fowler (Matt) 1258
HANSEN (Eric) 7018 INJ		AUTILLO, Michael 7198 INJ	

2015 FIRE DEPARTMENT SURVEY
TOTAL RUNS: 4635

FIRES AND EXPLOSIONS			
STRUCTURE FIRES	46		
OUTSIDE OF STRUCTURE	29		
VEHICLE FIRES	10		
REFUSE FIRES	6		
FIRE, BRUSH, GRASS (not classified)	25		
TOTAL:	116		
RESCUE CALLS			
EMERGENCY MEDICAL CALLS	2803		
HAZARDOUS CONDITIONS	62		
OTHER HAZARDOUS CONDITIONS	115		
MUTUAL AID			
MUTUAL AID OR ASSISTANCE	32		
FALSE ALARMS			
Malicious or unintentional false calls, malfunction, bomb scares	581		
OTHER RESPONSES			
Smoke scares, lock-outs, details, etc.	926		

TOWN OF SAUGUS SCHEDULE OF PAYMENTS TO TOWN TREASURER
FISCAL 2016 UP UNTIL 01/25/16

FIRE DEPARTMENT

ACCOUNT	TOTAL RECEIPTS
Ammunition	50.00
Blasting Permit	400.00
Fire Alarm Permit	100.00
Fire Permit	550.00
Fire Reports	121.00
Flammable Permit	3500.00
Occupancy Permit	3925.00
Oil Burner Permit	570.00
Plan Review	4875.00
Propane Installation	2605.00
Smoke Detector Certificate	20450.00
Somke Detec. Re-inspect	1600.00
Sprinkler Permit	950.00
Tank Install	1800.00
Tank Removal	2140.00
Wood/Pellet Stove Inspect	200.00
Welding Permit	475.00
Truck Inspection	300.00
Radio Box	20200.00
 GRAND TOTAL	 64811.00

TOWN OF SAUGUS
INSPECTIONAL SERVICES DEPARTMENT
298 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906

Fred Varone
Building Commissioner

Telephone: (781)231-4116
Fax: (781)231-4187
E-mail: fvarone@saugus-ma.gov.

**BUILDING DEPARTMENT
FISCAL YEAR END REPORT
JULY 1, 2014 - JUNE 30, 2015**

BUILDING DEPARTMENT

RESIDENTIAL

MONTH	NUMBER OF PERMITS	AMOUNT OF FEES
July 2014	65	\$ 16,927.00
August 2014	64	\$ 12,967.00
September 2014	63	\$ 11,244.00
October 2014	86	\$ 19,109.00
November 2014	58	\$ 21,012.00
December 2014	63	\$ 13,285.00
January 2015	40	\$ 9,586.00
February 2015	22	\$ 8,147.00
March 2015	39	\$ 12,825.00
April 2015	73	\$ 14,479.00
May 2015	87	\$ 19,437.00
June 2015	<u>112</u>	\$ <u>22,349.00</u>
Total Residential Revenue	722	\$ 160,378.08

COMMERICAL

MONTH	NUMBER OF PERMITS	AMOUNT OF FEES
July 2014	17	\$ 17,501.00
August 2014	12	\$ 14,356.00
September 2014	9	\$ 27,252.00
October 2014	7	\$ 8,540.00
November 2014	10	\$ 3,092.00
December 2014	15	\$ 11,203.00
January 2015	13	\$ 30,875.00
February 2015	9	\$ 22,646.00
March 2015	14	\$ 7,163.00
April 2015	9	\$ 42,658.00
May 2015	6	\$ 2,477.00
June 2015	<u>7</u>	\$ <u>5,804.00</u>
Total Commercial Revenue	128	\$ 193,567.00

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NEW CONSTRUCTION

RESIDENTIAL

MONTH	NUMBER OF PERMITS	AMOUNT OF FEES
July 2014	1	\$ 3000.00
August 2014	1	\$ 3940.00
September 2014	3	\$ 10,080.00
October 2014	1	\$ 1800.00
November 2014	2	\$ 3929.00
December 2014	2	\$ 6480.00
January 2015	1	\$ 2820.00
February 2015	0	\$
March 2015	3	\$ 8400.00
April 2015	0	\$ 4200.00
May 2015	1	\$
June 2015	<u>1</u>	\$ <u>2955.00</u>
Total Residential New Const. Revenue	17	\$ 54,204.00

COMMERCIAL

MONTH	NUMBER OF PERMITS	AMOUNT OF FEES
September 2014	1	\$ 27,125.83
<hr/>		
Total Residential Revenue	772	\$ 160,378.08
Total Commercial Revenue:	128	\$ 193,567.00
Total New Const. Residential Revenue:	17	\$ 54,204.00
Total New Const. Commercial Revenue:	1	\$ 27,125.83

TOWN OF SAUGUS
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FISCAL YEAR END REPORT
JULY 1, 2014 – JUNE 30, 2015

DEPARTMENT	NUMBER OF PERMITS	AMOUNT OF FEES
Electric:	822	\$79,796.00
Plumbing:	364	\$25,417.00
Gas:	263	\$15,140.00
Drain Layers:	13	\$2,800.00
Back Flow	157	\$21,749.00
Sheet Metal	79	\$6,441.00
Sewer Fee:	45	\$41,215.00
Trench:	14	\$700.00

TOWN OF SAUGUS
INSPECTIONAL SERVICES DEPARTMENT
298 CENTRAL STREET Suite #6
SAUGUS, MASSACHUSETTS 01906

Fred Varone
Building Commissioner/ Zoning Officer

Telephone: (781) 231-4116

FISCAL YEAR END REPORT
JULY 1, 2014-JUNE 30, 2015

TRAILER/CONTAINER

TOTAL	\$24,400.00
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CERTIFICATE OF INSPECTION

TOTAL	\$5,756.00
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WEIGHTS & MEASURES

TOTAL	\$4,009.00
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Parking Annual report

FY2015

<u>ViolationCode</u>	<u>Violation Description</u>	<u># issued</u>	<u># paid</u>	<u>Violations Issued</u>	<u>Violations Paid</u>
0	00-Voided Tickets	117			
03	03-Overtime-No Meter	3			
04	04-No In Marked Space	7	21	200.00	\$ 200.00
05	05-Over 12 inches from curb		1		
06	06-Wrong Direction		10		\$ 60.00
07	07-Parked Over 48 Hours		1		\$ 60.00
08	08-Restricted	68	101	1,625.00	\$ 2,150.00
09	09-Block Driveway	4	7	75.00	\$ 90.00
10	10-<20Ft Intersection	16	19	400.00	\$ 380.00
11	11-Bus Stop	5	13	100.00	\$ 220.00
13	13-<10Ft Hydrant	3	4	500.00	\$ 50.00
14	14-Block Traffic	8	31	200.00	\$ 475.00
15	15-Double Parking		1		
16	16-Fire Lane	49	200	2,275.00	\$ 4,600.00
17	17-Street Cleaning/Snow	15	7	1,300.00	\$ 405.00
18	18-Permit Parking	3	4	75.00	\$ 80.00
19	19-Snow Emergency	11	6	900.00	\$ 450.00
20	20-Crosswalk	4	7	200.00	\$ 115.00
21	21-Sidewalk	37	53	1,775.00	\$ 2,220.00
22	22-Handicap Ramp	3	3	650.00	\$ 50.00
23	23-HP/DV Parking	192	269	25,500.00	\$ 18,835.00
24	24-Other \$25.00	2	4	50.00	\$ 50.00
25	25-Other \$50				
		544	880	35,825.00	\$ 30,490.00

Parking



295 Central Street
Saugus, MA 01906
781.231.4168
www.sauguspubliclibrary.org
sau@noblenet.org

TO: Saugus Board of Selectmen
DATE: February 16, 2016
RE: FY 2015 Annual Report to the Selectmen

The Saugus Public Library serves as a cultural and educational resource for the residents of Saugus. We strive to meet the needs of the community by carrying out our mission to “enrich and empower all citizens by providing and promoting free access to the universe of information and ideas.”

Fiscal Year 2015 was an exceptional year for the library. As the following charts demonstrate, FY2015 continued an upward trend in visitors to the library and in Saugus residents obtaining library cards to make use of the many resources the library offers.

This growth can be attributed to many sources:

- items selected for the collections with our patrons' needs and interests always in mind
- preserving culturally significant books and historical documents while staying current with patron's evolving technology needs
- the strong and continuing support of the Saugus community

The library collection contains 94,671 items for adults, young adults and children. We try to have items of interest to all members of the community. Included in this collection are regular and large print books, books on CD, newspapers, magazines, DVDs and music CDs. The genealogical collection, frequently used by Saugus residents, has been admired by visitors from other cities and states for its breadth and width of items. Through our membership in NOBLE we offer downloadable ebooks and audiobooks for Kindles and other reading devices. In addition, our membership in NOBLE allows patrons to borrow materials from libraries across the state as well as access EBSCO research databases to find professional journals.

Anyone who has visited the library recently has noticed that libraries are no longer quiet places with shelves of dusty books. Patrons look to the library for programs and technology as well as best sellers. In FY2015 the library offered 557 programs with 9691 attendees ranging from toddlers to senior citizens. Our 14 public computers are available for adults searching for jobs or school kids doing homework. On a typical week our adult public computers have 300 log-ons. Our reference staff gives beginner computer classes and is always available to help with Kindles and other e-reading devices. The staff reaches out to the public via social media with Facebook, Pinterest, our website and blog/newsletter. We offer free wireless access throughout the building.

Among our supporters we count the New Friends of the Saugus Public Library, the Saugus Public Library Foundation, and a dedicated group of volunteers. As you may know from

previous reports, the New Friends and the Foundation are 501(c)(3) organizations formed solely to raise funds which are used to provide the library with materials, supplies, programming and/or capital needs that are not funded through the annual town budget.

The library is very grateful for these contributions of time and money. In FY2015 the Foundation donations included sponsorship of adult and children's programs, museum passes and equipment for the children's room. The New Friends also sponsored programs and purchased museum passes. In addition, they contributed funds for the purchase of new furniture in our young adult area. The library is fortunate to have the assistance of 29 adult and youth volunteers who faithfully give their time to help with the unsung tasks necessary to keep a library running smoothly such as shelving, shelf-reading, and preparing materials for craft programs.

The library welcomes opportunities to be part of the larger Saugus Community. In FY2015 we hosted several programs sponsored by The Saugus Garden Club and we successfully applied to the Saugus Cultural Council for programming support. Working with these groups allows the library to present well-received cultural and educational events that we would otherwise not be able to offer the residents of Saugus.

Our FY2015 appropriation was \$590,341. 100% of the \$140,000 materials budget was expended. The bulk of that went to adult and children's books, DVDs, music CDs, audiobooks, newspapers and large print books. Other expenditures were for office and library processing supplies, our annual NOBLE Network membership and programming.

Of the \$ 450,141 allocated to salaries 7.6% was unspent. This was mainly due to the fact that the library has been without a permanent director since April 2015, with the senior reference librarian serving as Interim Director. During this time the Library Director Search Committee has received approximately 10 applications. Most of the applicants were unqualified. The only candidate who was invited back for a second interview withdrew her application citing low salary among her reasons. Data from the Massachusetts Board of Library Commissioners shows that Saugus is in the low range of libraries serving similar sized populations, and that municipalities offering a similar salary range are mainly small towns not in urban areas. Salary information is available at <http://mblc.state.ma.us/advisory/statistics/public/repals/index.php> The FY2017 budget contains a request for an increase in the Director salary with the intention of attracting a qualified library director who will continue to enhance the library's growing reputation as an invaluable resource and source of pride to the citizens of the Town of Saugus.

Respectfully submitted,

Mary O'Connell, Interim Director



Town of Saugus, Massachusetts

PLANNING BOARD

Town Hall*298 Central Street*Saugus, MA 01906* (781) 231-4196*Fax (781) 231-4109
e-mail: nstead@saugus-ma.gov

PETER A. ROSSETTI, JR., *Chairman*
LAWRENCE A. SHAVER, *Vice Chairman*
R. JAMES SOTIROS, P.E., P.L.S., *Consulting Engineer*
Nancy Stead, *Clerk*

DENNIS MOSCHELLA
PHILIP A. SILVANI
DOROTHY POPPE
JOSEPH ATTUBATO, *Associate Member*

February 2016

MEMORANDUM FOR SAUGUS TOWN MANAGER, SCOTT CRABTREE

SUBJECT: Fiscal Year 2015 Annual Report of the Saugus Planning Board

Attached is the Annual Report of the Saugus Planning Board. The Planning Board consists of five regular members with rotating five-year term and one Associate Member as provided by M.G.L. Chapter 40, Section 49, for the purpose of Special Permits. There was a part-time clerk and part-time consulting engineer employed by the Town of Saugus who provide services to the Planning Board.

Planning Board of the years 2014-2015

Peter A. Rossetti, Jr., Chairman
Lawrence A. Shaver, Vice Chairman
Philip A. Silvani
Dennis Moschella
Dorothy Poppe
Joseph Attubato, Associate Member

term expires: December 31, 2015
term expires: December 31, 2015
term expires: December 31, 2017
term expires: December 31, 2016
term expires: December 31, 2018
term expires: December 31, 2018

The Planning Board meets on the first and third Thursday of every month at the Town Hall Annex Meeting Room, at 25 Main Street. Election of the Chairman and Vice Chairman, conducted by the Planning Board clerk, takes place at the first scheduled meeting of each new year.

Respectfully Submitted,

Peter A. Rossetti, Jr.,
Chairman



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February 2016

To: Town Manager, Board of Selectmen, Town Moderator
From: Peter A. Rossetti, Jr., Chairman
Subject: 2015 Annual Report

As required by M.G.L Chapter 41, Section 81C, the Planning Board is submitting the following report of its activities in 2015.

I. The Planning Board membership consisted of:

Peter A Rossetti, Jr., Chairman
Lawrence A. Shaver, Vice Chairman
Philip A. Silvani
Dennis Moschella
Dorothy Poppe
Joseph Attubato, *Associate Member*
R. James Sotiros, P.E., P.L.S., *Consulting Engineer*
Nancy Stead, *Planning Board Clerk*

II. Ongoing Definitive Subdivision Projects July 2014 – June 2015 Total Homes 112

	Number of Homes
Bellevue Heights Estates	28
Twin Springs Estates	29
Stonecliffe Heights Estates	46
Winter Street Subdivision	4
Berthold Street Extension	3
Rebel's Way	2



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February 2016

Saugus Planning Board 2015 Annual Report Continued

III. Public Hearings for New Definitive Subdivision Approvals July 2014 – June 2015

Total 1

Definitive Residential Subdivision Approval – Rebel's Way

IV. Public Hearings for Completed Subdivisions Conveyed to the Town – Form K July 2014 – June 2015

Total 0

V. Public Hearing for New Site Plan Review Permit Approvals July 2014-June 2015

Total 1

222 Central Street, Storage Facility

VI. Public Hearing on Zoning Articles – Recommendation to the Annual and Special Town Meeting July 2014 – June 2015

Total 2

Amending Zoning Bylaw Article 7.4.2.(h) (Town Counsel)
Rezoning Article (Business Highway Sustainable Highway Zoning District
(Robert Luongo)

VII. Public Hearing to Return to the Board of Appeals Repetitive Petition July 2014 – June 2015

Total 0

VIII. Public Hearing to Return to the Board of Selectmen Repetitive Petition July 2014 – June 2015

Total 0



Town of Saugus, Massachusetts

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February 2016

Saugus Planning Board 2015 Annual Report Continued

IX. Public Hearing for Hillside Protection Special Permit Approvals July 2014 – June 2015

Total 1

0 Wonderland Avenue

X. Amendments to the Planning Board Operating Procedures July 2014 - June 2015

Total 1

Amendment - Employment of Outside Consultants

XI. Amendments to the Planning Board Subdivision Rules and Regulations July 2014-June 2015

Total 1

Amendment – Employment of Outside Consultants

XII. Approval Not Required Plans (ANR) July 2014-2015

Total 4

Sweetwater Street
Homeland Avenue
60-64 Vine Street
Perimeter Plan – Frank Bennett Highway



Saugus Police Department

Annual Report

01/01/15 – 12/31/15

During the year 2015, the Saugus Police Department responded to 24,514 calls. The following is a breakdown of these calls:

Accidents	1069
Alarms	1473
Crimes Against Persons	261
Crimes Against Society	2673
Crimes Against Property	912
Services	12596
All Other	5530

The Police Department initiated **1805 incident Reports**, made **398 Arrests**, applied for **603 Hearings**, Summonses or Warrants. They served **130 Restraining Orders** and investigated **412 Motor Vehicle Accidents**. The department also received **900** pieces of property to be logged into records as evidence, found property or property held for safe keeping.

There were 1537 traffic citations issued:

Civil Violations	710
Warnings	215
Verbal Warnings	1
Citation Arrests	169
Criminal Citations	443

The fine total for these citations prior to court settlement was **\$65,445.00**.

There were 668 parking tickets issued for fines totaling **\$78,480.00**

There were 2 fatal motor vehicle accidents noted in Saugus during the year 2015

There were 24 arrests / complaints made for O.U.I. (Operating Under the Influence of Alcohol or Drugs) and 13 people placed into Protective Custody

The Saugus Police Department also arrested a total of 21 Juveniles during 2015.

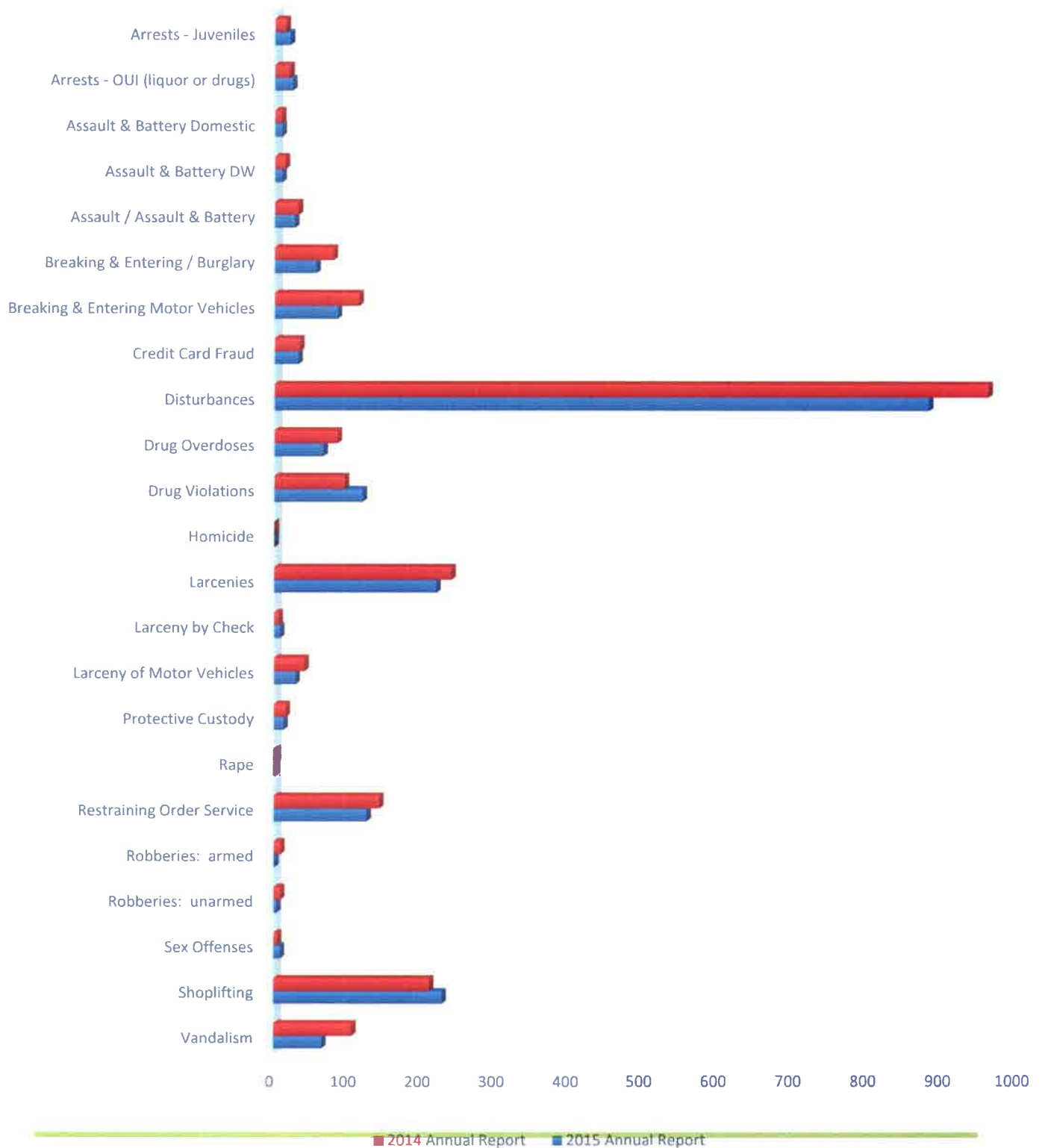
The following is a breakdown of serious crimes or frequent crimes during the year 2015.

Assault / Assault & Battery	27
Assault & Battery Domestic	10
Assault & Battery with a Dangerous Weapon	10
Breaking & Entering / Burglary	56
Breaking & Entering Motor Vehicles	85
Credit Card Fraud	32
Disturbances	879
Drug Overdose (includes 5 deaths)	66
Drug Violations	119
Homicide	0
Larcenies	219
Larceny by Check	8
Larceny of Motor Vehicles	29
Rape	3
Restraining Order Service	125
Robberies: armed (1) / unarmed (4)	5
Sex Offenses	9
Shoplifting	227
Vandalism	65

This report was prepared by Detective John Daigle, Crime Analysis Division of the Saugus Police Department on February 15th, 2015.

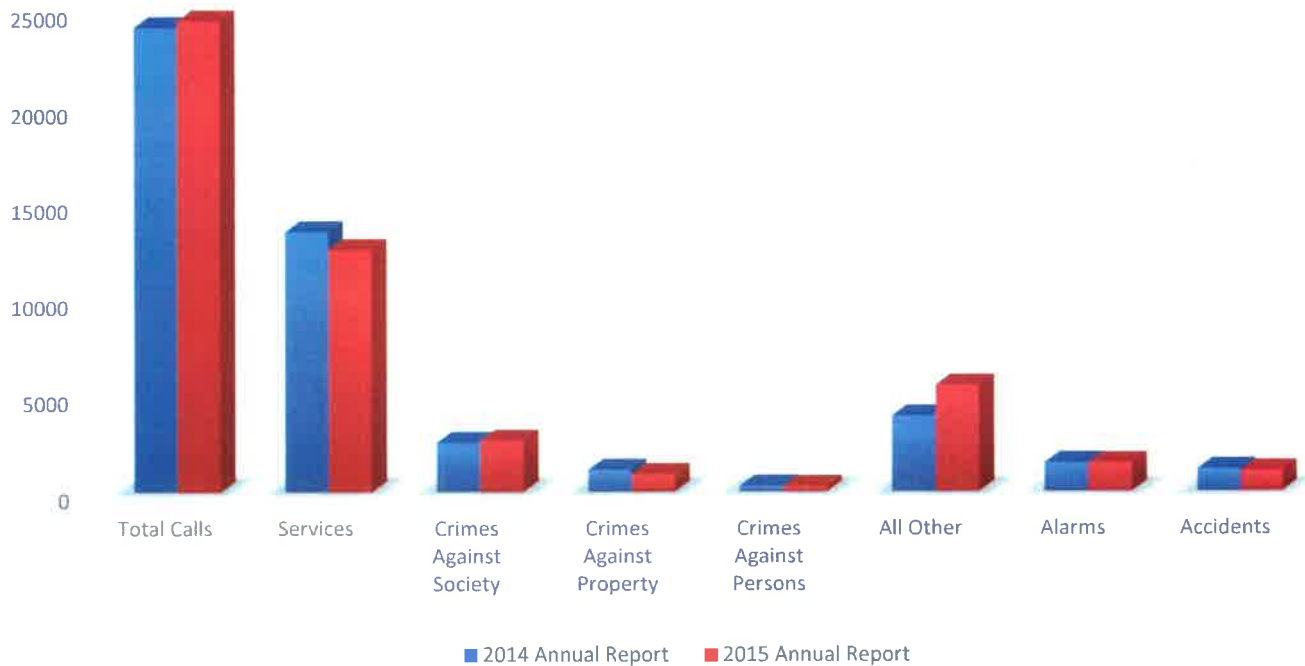
2-Year Comparison Chart (2014-2015)

Service Calls – Specific

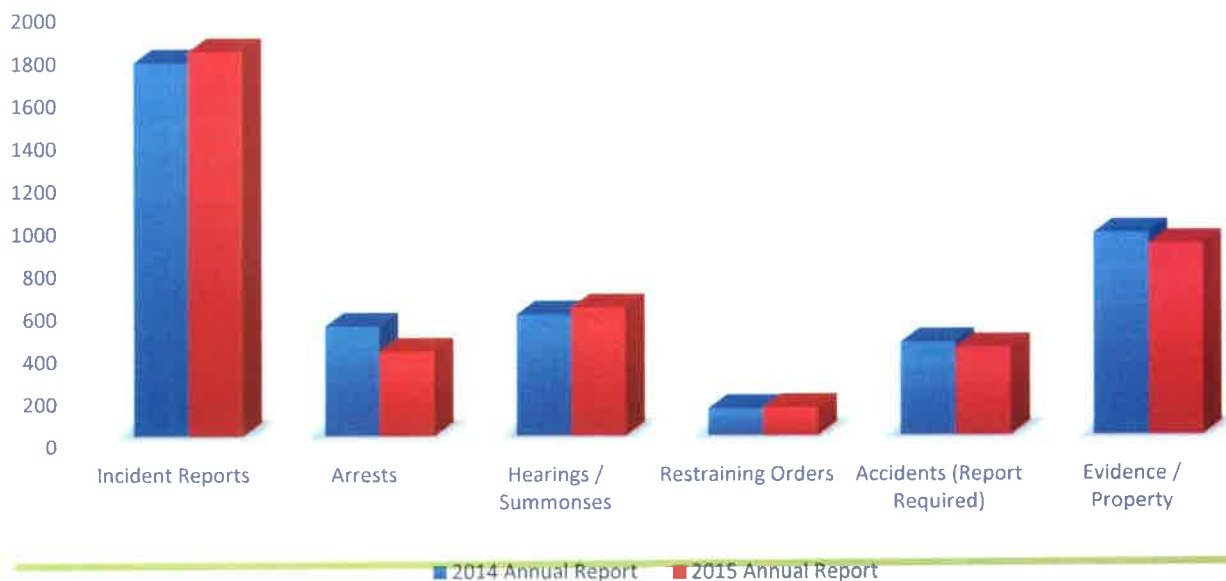


2-Year Comparison Chart (2014-2015)

Service Calls – General

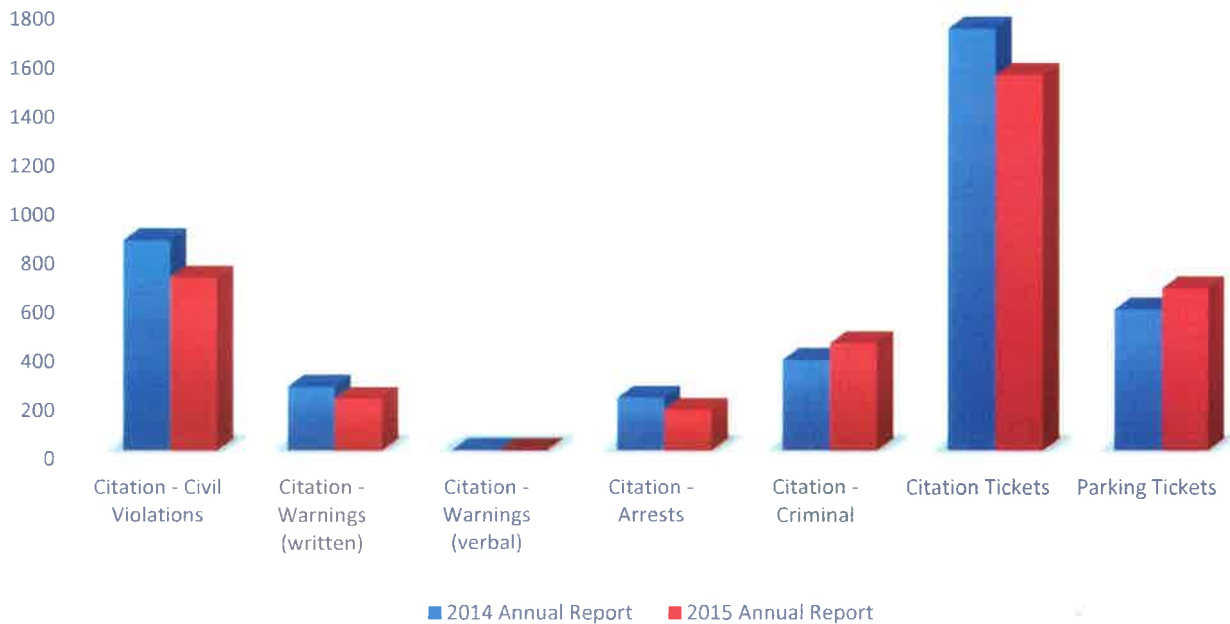


Report Activity

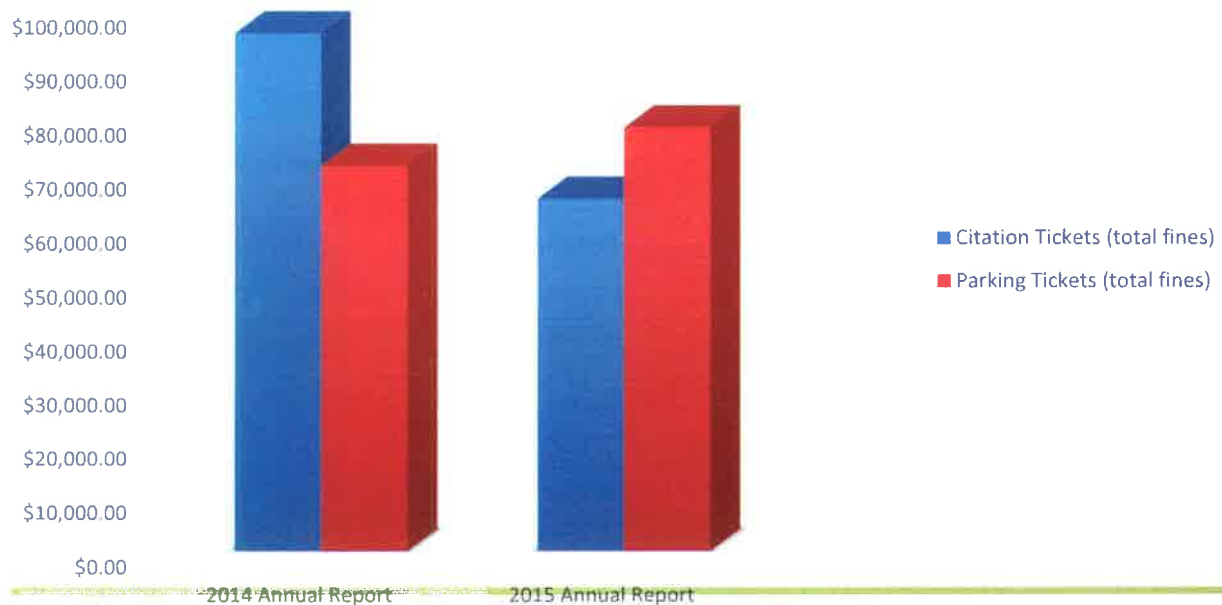


2-Year Comparison Chart (2014-2015)

Tickets – Quantity

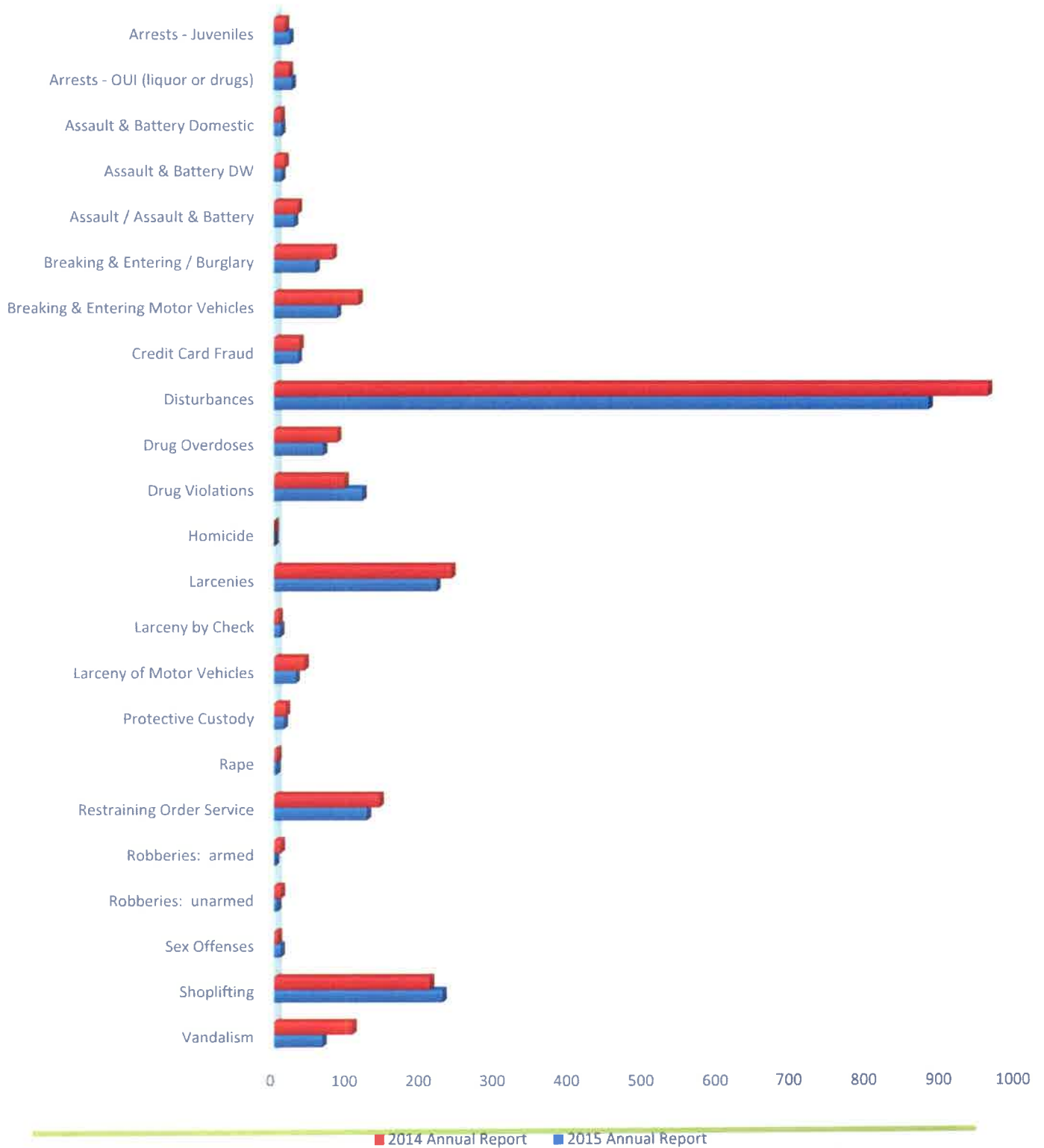


Tickets - Fines (Issued)



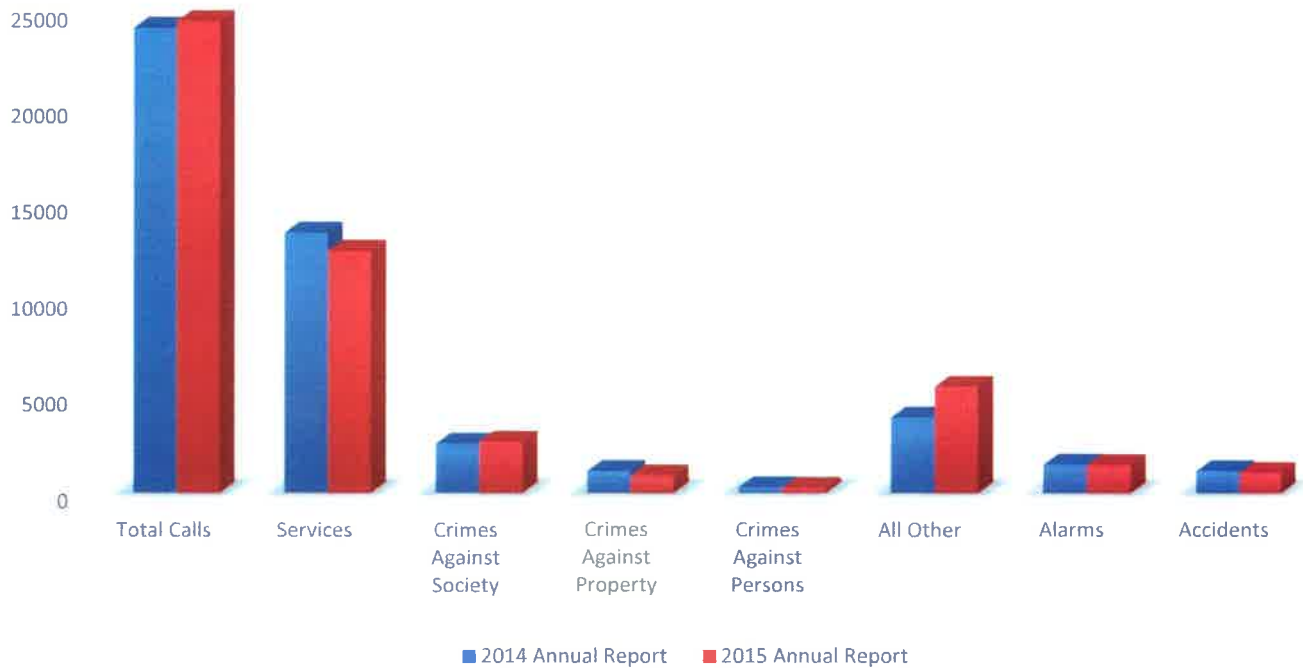
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Service Calls – Specific



2-Year Comparison Chart (2014-2015)

Service Calls – General

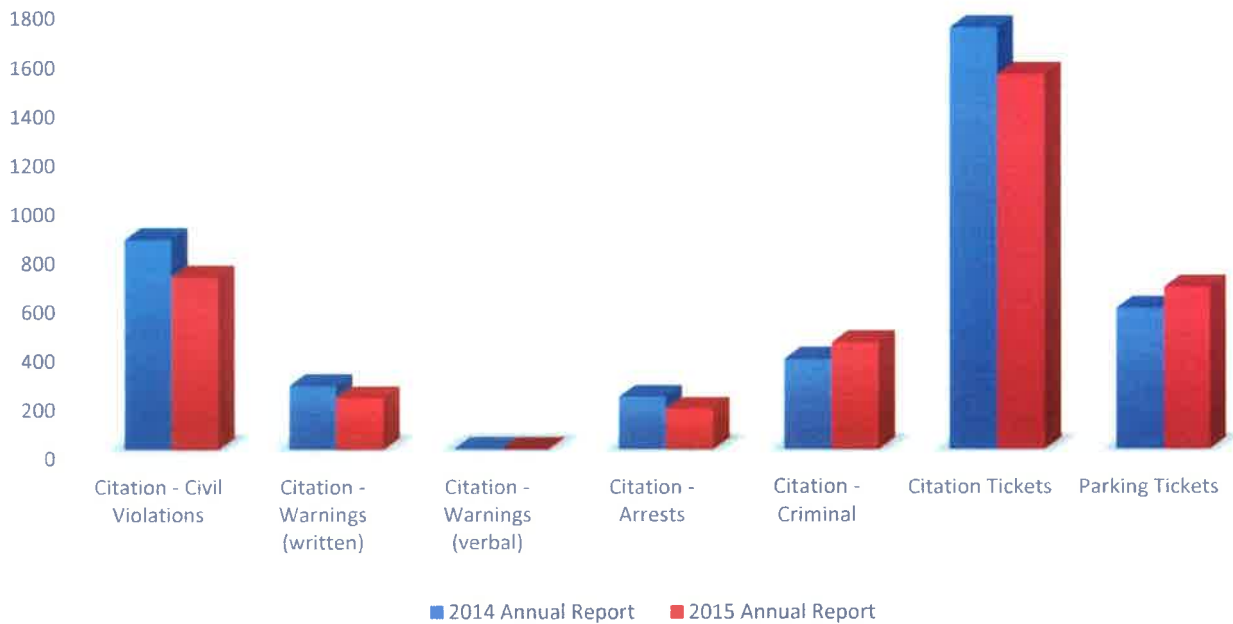


Report Activity

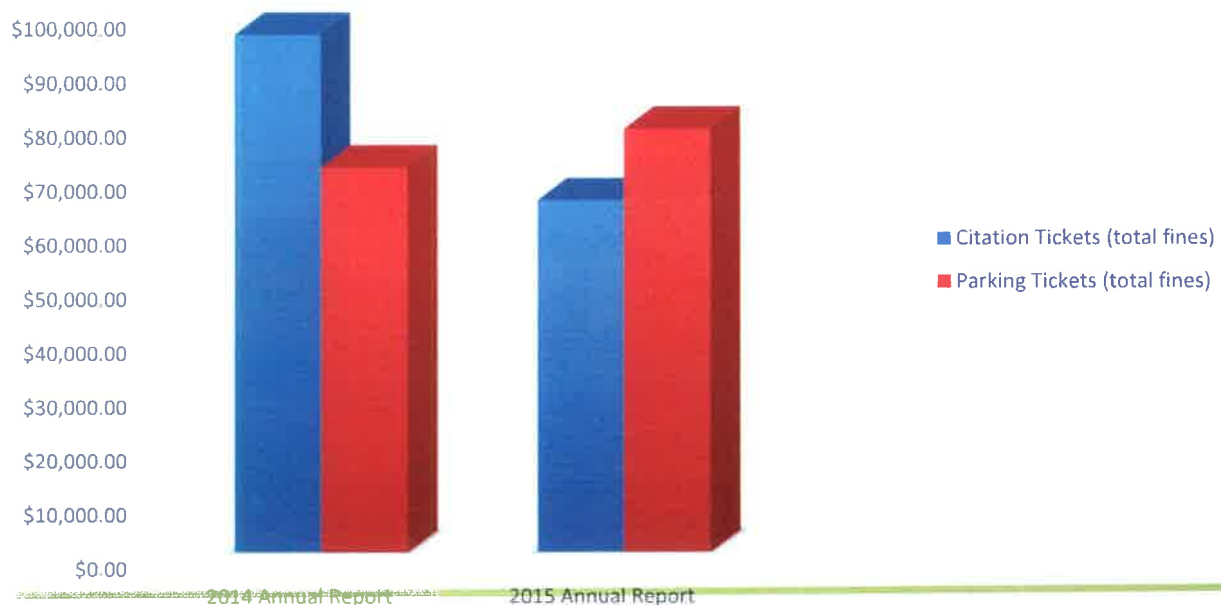


2-Year Comparison Chart (2014-2015)

Tickets – Quantity



Tickets - Fines (Issued)





Saugus Police Department

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Vandalism	65

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SOLID WASTE/RECYCLING DEPARTMENT **ANNUAL REPORT FY'15**

The Solid Waste/Recycling Department oversees daily operations of the curbside collection of solid waste and recycling. A lot of time is spent daily to find resolutions to any and all calls/complaints. Education on the proper disposal of items and compliance with all state regulations is another daily function. The daily curbside routes are monitored for enforcement of limitations, wastebans, and stickered items. For Fiscal Year 2015, the rubbish tonnage was 8,059.73 and the recycling tonnage was 2,020.09

Activities of the Solid Waste/Recycling Department:

- Operate and manage the Recycling Drop-off/Compost Site where Saugus residents can properly recycle televisions, computers, material accepted in curbside program, bulky rigid plastics, scrap metal, books, textiles, yard waste, leaves and brush.
- Coordinate and manage Fluorescent Bulb Recycling Programs in all municipal and school buildings.
- Held one (1) household hazardous waste day event which allowed residents to properly dispose of hazardous materials such as paint, tires, chemicals, poisons, vehicle batteries, and propane tanks. We also participate in Reciprocity Program allowing residents access to extended HHW events.
- Mercury thermometer exchange program was expanded to include all mercury bearing items. New state and federal regulations now prohibit disposal of any mercury bearing items at incinerators.
- Set-up and monitored four curbside leaf collections.
- Oversight of compost bin program, sticker programs for HHW, bulk items, white goods and compost site. Tracked and delivered stickers to outside vendors.
- Applied for grants.
- Responded to illegal dumping issues, dumpster complaints, and property that needed to be cleaned up.
- The Town of Saugus now has a sharps kiosk located in the lower level of Town Hall for proper disposal of needles. Residents can access kiosk anytime Town Hall is open.

- The Town of Saugus now has a kiosk located at the Public Safety Building for the proper disposal of medications and prescription drugs, residents can access this building 7 days/week 24 hours/day.
- The Town of Saugus received SEP Funds of \$100,000.00 to put toward the compost/drop-off site. This will be a Center for hard and recyclable materials management. Residents will see an expansion at the drop-off site to accept many more items for recycling in the next year or two. This past year this site has been permitted through the Department of Environmental Protection for the expanded use of collecting and recycling materials that should be diverted from the waste stream. The site has been updated, paved, line striped, we had cement pads installed for the roll-offs. The Town is very excited to have such an asset in our community, this site will help residents recycle more materials and offer more frequent outlets for our residents.
- Met compliance of the DEP, filed data sheets, annual report and all information required to allow us to continue to apply for their grants.
- Worked with the schools on expanding school recycling programs and education.
- Attended several meetings, conferences and seminars.

Inspections and Investigations:

Illegal Dumping	19
Recycling Complaints	922
Dumpster Inspections	77
Trash Complaints	1074

Violation Notices Issued 608

The Saugus Retirement System (System) administers the defined benefit plan for the Saugus Housing Authority and most Town of Saugus employees, with the exception of teachers and school administrators whose program is administered by the MA Teacher's Retirement Board. The defined benefit plan, governed by Massachusetts General Laws Chapter 32, provides retirement, disability, survivor, and death benefits to members and their beneficiaries. The Division of Public Employee Retirement Administration (PERAC) oversees all 105-Retirement Systems.

The System has a five member Board who is responsible for ensuring that the System is operating in compliance with the M.G.L. Chapter 32. Eugene Decareau, Saugus resident and former General Manager of Eastern Tool serves on the Board pursuant to an appointment by the Board of Selectman. Joanne M. Gayron, the Town Accountant serves as the ex-officio member as required by the M.G.L. Chapter 32. Saugus Firefighters William E. Cross, III and Mark Gannon serve as the elected members to the Board. Doreen DiBari, a Certified Financial Planner and Certified Trust Financial Advisor, who is a Senior Vice President of Wealth Management for People's Bank, was chosen by the four Board members to serve as the fifth member. William E. Cross, III serves as the Chairperson of the Board. The Retirement Board members meet monthly on the last Tuesday of each month.

In addition to the monthly Board meetings, members attend seminars, conferences and other retirement meetings, so that they can be current on all legislative changes which will affect its retirees and members. Pension Reform mandates that retirement Board Members complete training during each year of service on the retirement board. During each member's term on the retirement board, the member must complete 18 hours of training. Another mandate is the completion of a yearly Statement of Financial interest for each Board Member and members of their household.

The System is funded through members' deductions, investments and an annual appropriation from the Town and Saugus Housing Authority. The Board adopted an actuarial funding schedule to ensure the financial stability of the retirement system. According to the most recent actuarial report, as of January 1, 2015 the system was 69.5% funded.

As of December 31, 2015, there were 714 members who are made up of 376 active members, 276 retired members or their beneficiaries and 62 inactive members. During 2015 the Board voted to grant 8 superannuation retirement allowances and 1 Disability Retirement. There were no Survivor Benefits granted. The Board did approve 9 refunds, 2 rollovers and 20 transfers of member accounts. There were 8 retiree and 3 beneficiary deaths.

In 2015 the Retirement Board voted to grant a 3% Cost of Living to eligible retirees, calculated on their allowance up to \$12,000, a maximum of \$360.00 annually. Many of the retirees do not receive \$12,000 per year and they received less than the maximum \$360.00. This became effective July 1, 2015.

The Retirement Board staff is comprised of Ann C. Quinlan, Board Administrator and Theresa M. Richards, Administrative Assistant. The staff is responsible for all financial transactions, reporting of investment activity, comprehensive pre and post retirement counseling to employees and their families regarding their rights and benefits, issuing monthly pension payments to retirees and/or their survivors, and other required governing reporting.

The Retirement System is valued at \$80,928,656.99 million as of December 31, 2015. The Saugus Retirement Pension Funds are part of the Pension Reserve Investment Trust (PRIT).

The Trust's investment policy is conservative and they continue to be a prudent and appropriate choice for governmental units within the Commonwealth.

Saugus Board of Selectmen
Annual Report
July 1, 2014 – June 30, 2015

The Saugus Board of Selectmen: Chairman Ellen Faiella, Paul Allan, Stephen Castinetti, Maureen Dever, and Debra Panetta served in office until the March 17, 2015 special election. Scott Brazis, Jeffrey Cicolini, Jennifer D'Eon and Mark Mitchell were sworn in and Debra Panetta was elected Chairman and Scott Brazis was elected Vice Chairman. This election was compelled by the voters to recall four of the five Selectmen including Paul Allan, Stephen Castinetti, Maureen Dever and Ellen Faiella.

On September 15, 2014 the Board voted a preliminary resolution for the removal of Scott Crabtree as Town Manager citing 9 allegations and per the Town Charter voted a final resolution on October 29th after an unsuccessful motion to rescind the vote. Michael Murphy was appointed Acting Town Manager until the Board appointed Bob Palleschi the Temporary Town Manager. A Town Manager Advisory Search Committee was formed and the position of Town Manager advertised. Citizens were unhappy with the actions of the Board and petitioned for a recall of four of the five Selectmen including Paul Allan, Stephen Castinetti, Maureen Dever and Ellen Faiella. A Special Election was scheduled on March 17, 2015. The Town Manager Advisory Search Committee presented finalists to the Board for consideration and the Board scheduled public interviews and on February 19th voted to appoint Sean Fitzgerald as Town Manager. After the special election was successful in recalling 4 of the 5 Selectmen, the newly elected Board voted to adopt the opinion of legal counsel that Mr. Fitzgerald's contract was void and further voted to reinstate Scott Crabtree as Town Manager effective 3/30/15.

The Board of Selectmen held 46 public meetings in FY 2015.

The Saugus Board of Selectmen, as Licensing Authority, renewed 24 All Alcoholic Common Victualer's; 6 Retail Package Store All Alcoholic; 6 Beer & Wine Common Victualer's; 2 Cordials & Liqueurs Permits; 7 Club All Alcoholic; and 1 Seasonal Beer & Wine License.

The Board also renewed 1 Class I, 21 Class II and 3 Class III auto dealer's licenses; 88 coin operated devices; 54 Entertainment Licenses; 26 Extended Hours of Operation Permits; 1 Fortune Teller; 2 Golf / Driving Range; 7 Juke Box; 2 Rinks; 9 Taxi Cab Licenses; 2 Transient Vendors; 10 Valuable Used Goods Licenses; and 104 Common Victualer's Licenses.

New Licenses issued included: 1 new Beer & Wine Package Store License; 3 Class II Auto Dealer; 8 Entertainment; 7 Extended Hours of Operation Permits; and 6 Common Victualer's Licenses.

The Board held a Show Cause Hearing on Licensed establishments for failure to pay municipal taxes, fees, etc. owed for more than twelve months. The Board voted to take no action based on the fact that the licensees/owners paid outstanding money owed to the satisfaction of the Collector/Treasurer.

The Board received 13 applications for Special Permits (S-2) and approved a contractor's yard; a personal fitness establishment; massage therapy; a salon offering pedicure, waxing and facials; and approved a six month extension for quarry operations at Aggregate Industries a/k/a Bardon Trimount. The Board granted modification of

Saugus Board of Selectmen
Annual Report
July 1, 2014 – June 30, 2015

existing S-2 Permits: for an auto repair and maintenance; and hours of operation for personal fitness establishment; and denied a used car dealer modification for additional vehicles. The Board denied one new car dealer.

FY15 saw the closing of Maddy's, 1639 Broadway on 8/1/2014; Pearl St. Café, 114 Broadway July 2014; and Sully C's, 168 Broadway after they had a fire at the location May 2015. The Board continued to receive updates on Hilltop that closed in October 2013. The Board ordered that no applications for taxi cab licenses be accepted until further notice and started reviewing the Town By-Law on taxi cabs with the Police Department. The Board discussed petitioning the legislature for additional liquor licenses to aid economic growth, but decided to wait until the State Legislature took action on pending Bill to lift the cap.

The Board approved Parade Permits for Veterans Day; Memorial Day; and opening day for Little Leagues; and approved banners to be hung to announce Town and non-profit events.

The Board approved utility pole and conduit locations for telephone and electric companies; set the residential & commercial tax rates; and amended the Traffic Rules & Regulations upon several requests.

The Board, sitting as Sewer Commissioners, continued work on the ACO. The illegal sump pump removal program continued. The Board also continued review of external grease trap requirements and continued to work with the Board of Health in finding a solution to the FOG (fats oils & grease) problem. Town wide drainage report was received and the DPW Director began putting drainage plan in place.

The Board held interviews and made many appointments to various boards and commissions including Affordable Housing Trust Board of Trustees, Saugus Audit Committee, Cable Advisory Board, Cemetery Commission, Cultural Council, Library Board of Trustees, Board of Registrars, and Zoning Board of Appeals. The Board also reappointed Canine Officer, constables, Assistant Harbormaster, poll workers, sworn weighers, Traffic Hearings Officer, and Veterans Graves Officer.

The Board continued to work on the Saugus Cable Television Station (SCTS) since the non-binding ballot question passed November 2013; and since the request to meet and negotiate a new agreement was rejected by SCTV and law suits were filed and are still pending, the Board signed an agreement with newly formed SCTS, Inc. to run PEG Access.

A joint meeting of the Board of Selectmen and remaining Housing Authority Board of Commissioners was held to fill the vacancy and Fae Saulenas was elected to fill the remainder of the term.

The Board dealt with many resident/citizen issues including traffic & parking on a variety of streets in Saugus; bus stop issues; Lynn Fells Parkway & Main Street traffic lights; Eustis Street development; I-95 removal project concerns; Bellevue Heights

Saugus Board of Selectmen

Annual Report

July 1, 2014 – June 30, 2015

Subdivision; resident concerns with methadone clinic; and concerns regarding relocation of Emergency Management.

The Manager brought forward a lease for the Hamilton Street old fire station to American Ambulance that was not accepted by the Selectmen.

The Board continued to work with the Manager on developing a capital improvement plan; continued planning on use of Wheelabrator settlement money for Bristow Park renovation and CHARMS program for hard to recycle items center; and on updating the Town's Hazard Mitigation Plan.

The Board voted to reaffirm the 2013 Selectmen's Policy regarding Waste to Energy, Ash Disposal, Solid Waste Facilities within the Town.

The Board of Selectmen and School Committee along with the Town Manager and Superintendent continued the application process with MSBA on the high school project and the Selectmen and Town Manager formed the Saugus High School Project Building Committee.

The Selectmen recognized many citizens with citations: Police Chief Domenic DiMella for receiving the Elks Italian-American Citizen of the Year Award; Robert Palleschi in recognition of 36 years of service on the Finance Committee; Carmine Moschella for making a handicapped podium for Town Hall; and Boy Scout Troop 62 in recognition of all the volunteer work they do.

The Selectmen issued many proclamations including: National Recovery Month; Holocaust Remembrance Day; Arbor Day; Children's Mental Health Awareness Week; and Americans With Disabilities Act Day; and encouraged all citizens to participate in observances.

The Selectmen accepted gifts to the Town including: \$8,695 from Wheelabrator to the Saugus Fire Department for rescue boat; and \$1,000 from Bibi Lovett to the Senior Center.



Wendy L. Reed, Clerk
Saugus Board of Selectmen



BOARD OF SELECTMEN
(781) 231-4124
FAX (781) 231-4109
E-mail: wreed@saugus-ma.gov

TOWN OF SAUGUS
Board of Selectmen
298 Central Street, Suite #4
Saugus, MA 01906

Debra Panetta, Chairman
Scott Brazis, Vice Chair
Jeffrey Cicolini
Jennifer D'Eon
Mark Mitchell

Policy Regarding Waste to Energy, Ash Disposal, Solid Waste Facilities Within the Town of Saugus

The Saugus Board of Selectmen acting within their authority under Article 2, Section 3 of the Saugus Town Charter hereby establish the following policy regarding waste to energy facilities, ash disposal, and solid waste facilities within the Town of Saugus:

We hereby declare that it shall be the policy of the Town of Saugus to encourage and support that which will result in a net decrease in air emissions and ash disposal.

We are therefore opposed to any additional forms of combustion of solid waste that will yield additional air and ash emissions.

We hereby vote to support existing dates for ash landfill closure established by the Commonwealth.

The Board will communicate this policy to our state delegation, the Massachusetts Department of Environmental Protection and the Saugus Board of Health.

The BOS voted on June 18, 2013 to adopt this policy with a 5 to 0 vote.

The Saugus Board of Selectmen met on June 24, 2015 and unanimously voted to affirm the vote of 6/18/13.

Adopted 6/18/13
& 6/24/15

Board of Selectmen

**TOWN OF SAUGUS
SCHEDULE OF PAYMENTS TO TOWN TREASURER**

DEPARTMENT: **BOARD OF SELECTMEN**
YEAR TO DATE FY15 DEPOSITS

DATE July 1, 2014 to June 30, 2015
as of June 30, 2015

ACCOUNT NUMBER	ACCOUNT NAME	RENEWALS	OTHER/NEW	TOTAL
0100.122.4410.0001	ALCOHOLIC BEVERAGE LICENSES	152,000.00	2,000.00	154,000.00
0100.122.4320.0001	APPLICATION FEE		2,600.00	2,600.00
0100.122.4420.0009	AUTO DEALER LICENSE	5,600.00	600.00	6,200.00
0100.122.4420.0023	CABLE LICENSE FEE		4,637.50	4,637.50
0100.122.4420.0010	COIN-OPS LICENSE	8,800.00		8,800.00
0100.122.4320.0002	CONSTABLE APPLICATION FEE			0.00
0100.122.4420.0004	ENTERTAINMENT LICENSE	5,400.00	800.00	6,200.00
0100.122.4450.0001	EXTENDED HRS OF OPER PERMIT	1,300.00	350.00	1,650.00
0100.122.4420.0014	FORTUNE TELLING LICENSE	50.00		50.00
0100.122.4420.0012	GOLF / DRIVING RANGE	200.00		200.00
0100.122.4420.0011	JUKE BOX LICENSE	350.00		350.00
0100.122.4320.0004	LEGAL ADVERTISEMENT FEES		136.94	136.94
0100.122.4420.0013	RINKS LICENSE	200.00		200.00
0100.122.4420.0017	SPECIAL PERMITS		1,300.00	1,300.00
0100.122.4420.0007	TAXI LICENSES	900.00		900.00
0100.122.4420.0019	TRANSIENT VENDOR LICENSE	2,000.00		2,000.00
0100.122.4420.0015	VALUABLE GOODS LICENSE	1,000.00		1,000.00
0100.122.4420.0001	VICTULAR LICENSE	10,400.00	600.00	11,000.00
0100.122.4420.0008	MISCELLANEOUS			
				0.00
				0.00
				0.00
				0.00
	TOTAL	188,200.00	13,024.44	201,224.44

RENEWALS OTHER/NEW Total to date

201,224.44

as of June 30, 2015

Board of Selectmen

		Chair	Board	Clerk	Office	Legal	Printing	Supplies	Assoc.	Legal
		Members			Machine	Ads.			Dues	Books
FY15	Budget	2,000	7,200	27,972	300	1,500	200	1000	1,000	2,500
	Actual	2,000	7,200	24,534	0	960	0	225	0	2,648
FY14	Budget	2,000	7,200	27,972	300	1,500	200	1,000	100	2,500
	Actual	2,000	7,200	24,594	0	480.01	196.46	805.95	0	2,584
FY13	Budget	2,000	7,200	25,849	300	1,500	200	1,000	100	2,500
	Actual	2,000	7,200	23,347	0	604.58	100.44	328.45	0	3,200
FY12	Budget	2,000	7,200	25,844	300	1,500	200	1,000	100	2,000
	Actual	1,750	7,049.95	25,211.37	0	1,466.26	179.25	547.55	0	2,633

RETURNS TO THE TOWN
Unexpended funds

FY15 6,105
FY14 2,865.89
FY13 3,768.45
FY12 1,133.48

Saugus Veteran Services

Our mission is to assist, refer and advocate for Saugus veterans and their families. We provide direct financial aid through Massachusetts General Law Chapter 115 in addition to assisting with application for applicable and available federal and state benefits. Additionally, our offices support local veteran service organizations with memorial restoration, veteran outreach and local events to include Memorial Day and Veterans Day.

Our mission statement: We will recon every avenue of approach until we connect veterans and their families with the services they need.

SAUGUS VETERAN SERVICES **2015 ANNUAL REPORT** **TOWN OF SAUGUS**

Saugus Veteran Services supports local veterans and their families through benefit access and programming. Based on the 2015 census data there are currently over 1300 Veteran Households in Saugus. This figure does not include multiple Veterans per home, spouses, children and dependent parents who may also be eligible for veteran services. The following are examples of services provided by our office.

- Chapter 115 Benefit delivery
- VA disability, pension, education, home loan and memorial benefit assistance
- Assistance with VA Healthcare application and transportation
- Coordination with local government for cemetery and memorial honors
- Dental and hearing assistance
- Outreach to homes and local service organizations
- Alternative benefit counseling to include Social Security and Mass Health Insurance
- Local fundraising and food assistance
- Coordination with local government for cemetery and memorial honors
- Advising on the proper retirement and flying of the American flag on town property
- Local property tax abatement assistance

Saugus Veteran Services offers many forms of information access to include office hours, online resources, social media and outreach. We encourage all Saugus veterans and their families to contact us through any of these avenues.

Additionally, our office works in collaboration with the Melrose-Wakefield-Saugus Veteran Services District. Any of our offices can assist Saugus veterans and their families with benefit application and counsel. The district was formed in 2012.

Veteran Services Hours and Information

Monday – Thursday: 9:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 12:30 p.m.

Ph - 781-231-4010

Twitter - @SaugusVSO

Instagram – @MWS_VSO

Melrose Wakefield Saugus Veteran Services (Facebook)

www.mwsveteranservices.org

Veteran Services Staff

District Director	- Ryan McLane
Saugus VSO	- Alicia M. Reddin
Veteran Assistant	- Nancy Stead

2015 SERVICES HIGHLIGHTS

Veteran Contacts

- Approximately **900** interactions with veterans and their families
- Interactions include approx. **40%** telephone, **50%** office visits and **10%** online

Veteran Benefits:

- Provided more than \$318,000 in Chapter 115 assistance
- Per Massachusetts General Law, nearly \$238,000 of this assistance was returned to town
- Assisted with approx. 200 veteran claims for federal benefits
- Provide nutritional assistance to approx. 105 Veterans Households on a monthly basis

COMMENTS

Our office is part of the Melrose-Wakefield-Saugus Veteran Services District. A primary function of the local veteran services office is to find and assist veterans living under 200% of the federal poverty level. Since the district formed in 2012, the office has seen an increase in monthly clients from 33 to 38 and in monthly benefits from approx. \$23,000 to \$26,000.

Another goal of our office is to limit the financial impact of our services by correctly assigning benefits in accordance with Code of Massachusetts Regulation 108 and by seeking alternative financial benefits when possible. Alternative benefits include permanent assistance mechanism like Mass Health, VA benefits and Social Security. Through case management we have also been successful in reintegrating Veterans back into the workforce and higher education programs. Our state reimbursement rate in fiscal year 2015 was 99 percent and we assisted local veterans with more than 200 VA and Social Security claims.

Outreach was a major focus for the 2015 year. Since regionalization allowed our staff to strategically man the three office locations we were able to spend time to meet with local stakeholders and create stronger community relationships to leverage for our clientele. Additionally, we created partnerships with the all-volunteer Saugus Veterans Council and held occasional office hours at the Saugus American Legion during their Friday breakfast. We have also collaborated with the Saugus United Against Substance Abuse, Greater Lynn Senior Services organizations, as well as town departments to ensure we are able to reach all populations.

Although our office does not directly control flag replacement and veteran ceremonies like Memorial Day and Veterans Day, we assisted with these functions whenever possible, helping to communicate with the local veteran population and helping with administrative functions. Through the efforts of the Town Manager and the Board of Selectmen, we received funding to assist in flag replacement and create a permanent procedure to ensure Saugus flags fly with dignity and honor.

We seek to continue to improve in fiscal year 2016 by continuing to increase our local outreach. These efforts will include a larger online presence, more programming dedicated to honoring the local veteran population and working to improve the capacity of the local veteran relief fund.

We are not alone in the effort to assist and honor our veterans. We would like to thank all of the dedicated town departments, the local elected officials, Saugus Military Families, Saugus Veterans

Council, the local veteran services organizations and the army of volunteers who believe our veterans are our local heroes and should be honored as such.

Saugus Veteran Services

VSO Alicia Reddin
781-231-4010

Local Veteran Services

Veteran Relief Fund
Saugus Veterans Council
Property Tax Abatement
Welcome Home Bonus
Veteran Events
Saugus War Monument Park

781-231-4010

Saugus Youth & Recreation

Annual Report: Date Range - July 1, 2014 – June 30, 2015

Fiscal year 2015 saw continued growth in our programs and our department overall. I am still functioning in the dual capacity of the Youth & Recreation Director and the Drug Prevention Coordinator for the Town of Saugus. I continue to be the lead municipal person for the DPH/BSAS MOAPC grant. This includes, but is not limited to, acting as the lead municipal person for the Town of Saugus in representing the cluster of Saugus, Chelsea, Revere and Winthrop (WROC). We are in the implementation stages of the strategies of this grant that were identified through a comprehensive assessment process from the previous fiscal year. This implementation time line is three to five years for completion.

In addition to MOAPC, I have worked with others in the community to position the Town of Saugus to become eligible for Drug-Free Communities funding from the federal government along with other state funding. One of the requirements is to create a twelve sector community-based coalition. This coalition is named SUASA, Saugus United Against Substance Abuse. Substance abuse, in particular opiates, has been identified as the number one health issue plaguing the Commonwealth of Massachusetts. This department continues to be the lead working arm for the town for substance use prevention and all community-based prevention initiatives. This also includes sitting on the mandatory Wellness Advisory Committee for the School District. This is all in conjunction with also operating as a full recreation department with only two full-time staff members.

Summer camp returned to the Belmonte Middle School and was incredibly successful. We had over 115 campers and employed 15 high-school and college aged counselors. We planned weekly field trips and celebrated special 'camp holidays'. This is one of our largest and most successful programs.

We continue to fulfill the Mission statements of both the Playground Commission and Youth Commission to the best of our ability. However, the current structure of the department is not optimal for addressing these issues for the best possible outcome.

We continue to run Founder's Day for the fifth year running. It needs to be known that this is an event that takes over seven additional months to plan and coordinate. The most work being done during the height of our summer programs. This department was responsible for planning and running this entire event. In addition to that Town-wide event, we are key community members that sit on the Town Events Planning Committee. We

help to organize and run various Town Celebrations. This includes the Christmas Tree Lighting, and the Christmas Eve Parade Coordination.

It also needs to be clarified, that we oversee the permitting of all the fields in town, dealing with numerous youth organizations and private individuals. We monitor all the playgrounds in town, but have zero funding for the upkeep and maintenance of these playgrounds and fields. There is a small line item that is given to the Parks Department of the DPW. However, all calls come through this office, creating work which we have no ability to address.

Our website is updated on a daily basis to keep parents informed. This website has detailed information about every program we run here, as well as options to download flyers, newsletters and program registration forms. www.saugusyouthandrec.org We also update our Facebook page daily, which keeps the residents in-the-know about our programs. We also share information about the Town and other department-related issues.

Below are the programs we have offered, in order, from July 2014- June 2015:

S.A.L. Street Hockey: June – August 2014

Free events for children in grades 1 – 8, with high school volunteers; over 100 children participated with their parents.

Summer Parks Program: July – August 2014

Daily camp activities provided for children in grades 1 – 6, for 6 weeks. 115 children attended throughout the summer. We provided jobs for 15 high school and early college aged students.

Track Camp: July – August 2014

Track camp offered to all ages. Begins with a Track Fun Field day. Ends with children participating in the Needham Track Meet. High school track athletes volunteer as staff. 55 children participated.

Founder's Day: September 6, 2014

Organized and ran this town-wide event. Planning begins in April.

S.A.L. Flag Football: September – October 2014

Free events for children in grades 1 – 8, with high school volunteers; over 75 children participated with their parents.

Elementary Afterschool Program: September 2014 – June 2015

Fun activities offered 4 days a week for students in grades 1 – 5. 35 children participated.

Adult Beading School: September – December 2014

A weekly class was offered to adults to learn how to produce intricate beaded jewelry & trinkets. 17 people attended.

Elementary Halloween Party: October 2014

Free party for elementary aged children and their parents. About 90 children attended with their parents. Middle & high school aged students volunteered to run games.

Peter Pan Theatre Program: November 2014 – March 2015

A weekly theatre class was held, which culminated in a performance of the play, “Peter Pan”. The play was performed on March 8, held at the Senior Center. 32 children participated.

Town Team Basketball League: November 2014 – March 2015

Saugus boys & girls participate. Total of 167 students in grades 4 – 12.

Boys Travel Basketball: November 2014 – March 2015

75 boys, in grades 5 – 8, participate.

Girls Travel Basketball: November 2014 – March 2015

57 girls, in grades 5 – 8, participate.

Christmas Tree Lighting: December 2014

Helped in planning and the execution of the Christmas Tree Lighting at Town Hall.

Christmas Eve Parade: December 2014

Assisted in planning the annual Parade. Distributed flyers, issued press-releases and helped coordinate.

Youth Wrestling: December 2014 – February 2015

32 boys, in grades 2 – 8, participate. High school students volunteer and work with the coaches.

S.A.L. Basketball Program: January – March 2015

Free events for children in grades 1 – 8, with high school volunteers; over 95 children participated.

February Vacation Events: Week of February 17, 2015

Fun days held for grades 1 – 5. Crafts and games with friends. 25 children participated.

S.A.L. Baseball Program: March 2015

Free events for children in grades 1 – 8, with high school volunteers; over 25 children participated.

April Vacation Events: Week of April 21, 2015

Fun days held for grades 1 – 5. Crafts and games with friends. 20 children participated

Little Mermaid Theatre Program: April – June 2015

A weekly theatre class was held, which culminated in a performance of the play, “The Little Mermaid”. The play was performed on June 26, held at the Senior Center. 41 children participated, and performed two shows to a full house.

Parks & Playgrounds Cleanup 2015: May 2015

Assisted in planning, coordinating and advertising for the first annual Saugus Parks & Playground Cleanup. This was a great community event that accomplished a lot of hard work, and culminated in a BBQ held at Saugus High School.

Take a Kid Fishing Day: June 2015

Annual free event for all Saugus residents and their children. We worked with Tom’s Bait & Tackle.

As of July 1, 2015, the Town Manager has placed the Programs Coordinator/Senior Clerk back into the department's operating budget. This has allowed us to build up the revolving account balance, so we can use it for direct services in our programs. We were also able to hire additional high-school and college aged part-time staff members. We are grateful to the Manager for this necessary move of the Programs Coordinator/Senior Clerk back into the department's operating budget as this allowed for these helpful opportunities.

Saugus United Against Substance Abuse (SUASA) has officially become a 501.C3 non-profit organization and is working with the Town's administration and key stake holders to address substance use disorders within the community. We will also be seeking federal and state funding throughout SAMHSA & BSAS Grants. We very much appreciate the support from the administration towards the efforts to this coalition.