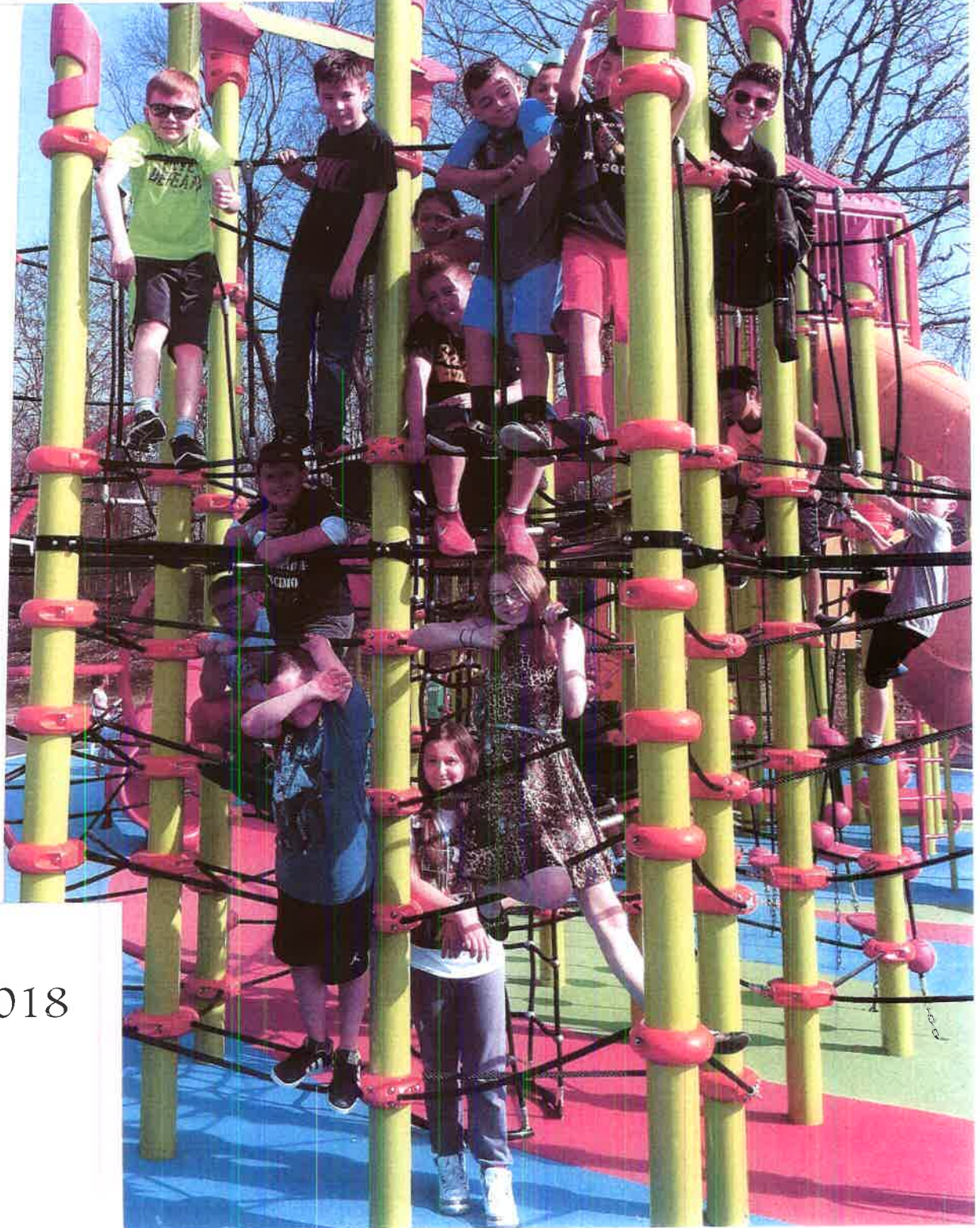


# TOWN of SAUGUS ANNUAL REPORT

July 1, 2016 – June 30, 2017



3/26/2018





Accounting

Treasurer

Saugus Public Schools  
Northeast Metropolitan Regional Vocational High School

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Affordable Housing Trust Board of Trustees  
Council on Aging / Senior Center  
Animal Control / Animal Inspector  
Assessors / Board of Assessors  
Cable Television Station / SCTV  
Cemetery / Cemetery Commission  
Clerk / Elections / Registrars  
Conservation Commission  
Cultural Council  
Finance Committee  
Fire Department / Emergency Management  
Health Department / Board of Health  
Historical Commission  
Housing Authority  
Human Resources  
Inspectional Services  
Library / Library Board of Trustees  
Parking & Traffic Enforcement  
Planning Board  
Planning & Development  
Police Department  
Public Works  
Retirement Board  
Selectmen  
Solid Waste / Recycling  
Town Meeting  
Veterans Services  
Youth & Recreation  
Zoning Board of Appeals



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

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

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

**State of the Town**

**March 20, 2018**

Dear Fellow Saugonian:

I am pleased to report that Saugus continues to improve our financial position, our recreational facilities, and focus on the needs of our children. Our Town Manager, Scott Crabtree, has done an exceptional job continuing to lead our Town in a positive direction.

In June 2017, the residents of Saugus voted to support and invest in a 21<sup>st</sup> century education plan and Middle/High School District-Wide Master Plan Solution. This comprehensive, district-wide solution will meet our children's educational needs, the Town's long overdue capital building needs, and will ultimately save the Town significant dollars in maintenance costs. A Town-wide special election was held in June for a debt exclusion to fund this plan. The election brought out a record number of Saugus voters who came together and supported this Town initiative overwhelmingly by a 71% approval. In working together, the goal is to positively change the way education is delivered within the community and help our school district become a top-rated, Level 1 district in Massachusetts. We are currently well into the Detailed Design Phase of the Middle/High School Project with the Massachusetts School Building Committee, and we are on schedule to proceed into the Construction Phase of the project this summer. The new Middle/High School is slated to be completed and occupied by the start of the 2020 school year.

Financially, Saugus remains at an AA+/Stable rating with S&P Global Ratings due to our Town's credit worthiness, very strong capacity to meet its financial commitments, and stable outlook for the future. This is the highest ranking in the Town of Saugus' history. We are proud to continue to fund the Town's stabilization account (rainy day account), where it is at the highest it's ever been in Saugus' history (\$6.3 Million). The Town's favorable bond rating will save taxpayers an estimated \$7.2 Million over the term of the new Middle/High school bond, and it will result in enormous savings with other large capital improvement investments.

The Town continues to invest in our parks and playgrounds for our children and families. Last year, we completed the Veteran's Memorial Elementary School Playground, the Bristow Street Park, and the tennis courts at the Belmonte Middle School. This year, we have continued this work by adding security cameras to ensure the safety of our children and the care of our investment. We also held a dedication ceremony for the Round Hill Historic Site, which is located next to the Public Safety Building and serves to honor the Town's Native American history. Looking ahead, we are planning to continue this great progress with our parks and playgrounds by renovating the basketball courts at the Evans School.

We continue to focus on economic development in Saugus, monitoring the construction of Avalon Bay (old Hilltop property) and Essex Landing (Collins Ave.). We will also continue our due diligence with future projects at the old Weylus site and the proposed 40B at 720 Broadway (in back of Burger King on Route 1). Although it is important that we have sustainable growth in Saugus which improves our tax base, it is equally important that we don't hinder the quality of life for our residents.

In addition, we are proud to support and prioritize the Town's continued investments in public safety. Last year, the Town, authorized funding for a new fire engine pumper truck which has an expected delivery in the next couple of months, the Town accepted possession of a fleet of new police cruisers, and a new tree truck with aerial boom for the Department of Public Works. These investments in our public safety vehicles continue to put the safety of our residents and community first.

The Board of Selectmen will continue to work with all Saugus residents to ensure our positive progress. Saugus is a great place to live and raise a family, and we are proud of the great strides we've made to keep Saugus someplace special.

Sincerely,

Debra Panetta  
Chairman, Board of Selectmen



# *Town of Saugus*

Town Hall  
298 Central Street  
Saugus, MA 01906

**Donna Matarazzo**  
Town Accountant

Telephone 781-231-4108  
Email: [dmatarazzo@saugus-ma.gov](mailto:dmatarazzo@saugus-ma.gov)

## ACCOUNTING DEPARTMENT

### 2017 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, *Donna Matarazzo*, Accounting Manager, *Joanne Gayron*, Payroll Coordinator, *Vacant Position* and, Accounting Clerk, *Beverly Murray*.

The following Accounting reports to be incorporated into the 2017 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*

Donna Matarazzo  
Town Accountant

Town of Saugus  
Combined Balance Sheet  
June 30, 2015

	Governmental		Proprietary		Fiduciary	General
	Special	Capital	Enterprise	Trust &	Long-Term	
Assets	Revenue	Projects		Agency	Obligations	Total
Cash and Investments	\$ 7,310,906.98	\$ 5,978,715.19	\$ 4,006,223.62	\$ 8,541,361.36		\$ 32,989,219.73
Petty Cash						\$ -
Receivables			\$ 704,767			\$ 704,767
Real Estate Taxes	226,262					\$ 226,262
Personal Property Taxes	372,868					\$ 372,868
Deferred Property Taxes	22,853					\$ 22,853
Overlay	(543,676)					\$ (543,676)
Tax Liens	976,443					\$ 976,443
Departmental	279,391			229,252		\$ 508,642
Exoises	538,323	-				\$ 538,323
Other Departmental receivables	378,221	-				\$ 378,221
Due From Other Funds						\$ -
Amount to be provided for BAN					\$ 3,772,779	\$ 3,772,779
Amount to be Provided for retirement of GLTDO					\$ 44,619,659	\$ 44,619,659
	\$ 9,561,592	\$ 5,978,715	\$ 4,710,991	\$ 8,770,613	\$ 48,392,438	\$ 84,566,362.25

#### Liabilities and Fund Equity

Liabilities						
Warrants/Accounts Payable	\$ 651,635	\$ 5,077	\$ 146,213	\$ -		\$ 811,194
Deferred Revenue - Property Taxes	\$ 78,308					\$ 78,308
Deferred Revenue - Other	\$ 2,172,372		\$ 704,767	\$ 229,252		\$ 3,106,391
Notes Payable		\$ 3,772,779			\$ 3,772,779	\$ 7,545,558
Accrued Payroll/withholdings	\$ 158,865					\$ 158,865
Due To Other Funds	\$ -					\$ -
Other Liabilities Tailings	\$ 28,614					\$ 28,614
Landfill Closure						\$ -
Bonds Payable					\$ 44,619,659	\$ 44,619,659
<b>Total Liabilities</b>	\$ 3,089,794	\$ 5,077	\$ 850,980	\$ 229,252	\$ 48,392,438	\$ 56,348,588.91

#### Fund Equity

Retained Earnings						\$ -
Reserved for Encumbrances	\$ 1,077,242	\$ -	\$ 1,313,826	\$ 296,704	\$ -	\$ 2,687,772
Continued Appropriations	\$ 128,342	\$ 371,212		\$ 27,315		\$ 526,869
Reserved for Special Purposes	\$ 450,042					\$ 450,042
Unreserved	\$ 4,815,772	\$ 5,602,426	\$ 2,057,139	\$ 3,563,306	\$ 8,514,046	\$ 24,552,689
Reserved for Petty Cash	\$ 400					\$ 400
Designated for Deficits						\$ -
<b>Total Fund Equity</b>	\$ 6,471,798	\$ 5,973,638	\$ 3,370,965	\$ 3,860,011	\$ 8,541,361	\$ 28,217,773

#### Total Liabilities and Fund Equity

	\$ 9,561,592	\$ 5,978,715	\$ 7,152,013	\$ 4,710,991	\$ 8,770,613	\$ 48,392,438	\$ 84,566,362
	\$ -	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ -

## Federal Grant

	2051	2060	2089	2090	2221	2119	2122	2140	2141	2219
	Circuit Breaker	McKinney Vento	Sped 94-142	Sped 274	Title IIA 2017	Title I 2013	Title I 2014	Title I FY15	Title IIA FY15	Title I FY17
Assets	\$ 896,330.06	\$ 787.50	Grant 2013	improv 2013	\$ 4,077.94	\$ (4,577.00)	\$ 3,281.00			\$ 7,482.89
Cash			\$ (4,680.00)							
Receivables										
Due from Other Govt										
<b>Total Assets</b>	<b>\$ 896,330</b>	<b>\$ 788</b>	<b>\$ (4,680)</b>	<b>\$ -</b>	<b>\$ 4,078</b>	<b>\$ (4,577)</b>	<b>\$ 3,281</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,483</b>

## Liabilities and Fund Equity

## Liabilities

Warrants Payable	\$	-	\$
Payroll Warrants	\$	-	\$
Deferred Revenue	\$	-	\$
Due to Other Funds	\$	-	\$
<b>Total Liabilities</b>	<b>\$</b>	<b>-</b>	<b>\$</b>

## Fund Equity

	\$	22,050	\$	1,758		\$	1,160	
Encumbrances money not spent yet	\$	874,280	\$	-	\$	3,281	\$	6,323
Unreserved	\$	896,330	\$	788	\$	(4,577)	\$	-
<b>Total Fund Equity</b>	\$	896,330	\$	788	\$	(4,577)	\$	7,483

### Total Liabilities and Fund Equity

[illegible]



2220	2223	2224	2153	2154	2161	2177	2181	2182	2184	2185	2186	2189
	District \$	District \$	FY17 Safe & enhancing	FY17	Child	Literacy PD	Race to the	Sped 94-142	Sped274			
	school	school	FY17 Support	enhancing	enrichment	Partnership	top	Grant	Progr			
	assist 323B	assist 220-E	safe poverty	safe poverty	grant	2013			Improv	Title I 2014	Summer	Sped 278
	\$ 736.00	\$ 1,140.35	\$ 1,000.00	\$ 3,376.00				\$ (8,666.00)	\$ 1,374.73	\$ 7,091.00	\$ 24.22	EC prog

\$ 1,029	\$ 736	\$ 1,140	\$ 1,000	\$ 3,376	\$ -	\$ -	\$ -	\$ -	\$ 1,375	\$ 7,091	\$ 24	\$ -
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\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
------	------	------	------	------	------	------	------	------	------	------	------	------

\$ 1,129	\$ 736	\$ 1,140	\$ 1,000	\$ 3,376	\$ -	\$ -	\$ -	\$ (8,666)	\$ 1,375	\$ 7,091	\$ 24	\$ -
\$ (100)	\$ -	\$ -	\$ 1,000	\$ 3,376	\$ -	\$ -	\$ -	\$ (8,666)	\$ 1,375	\$ 7,091	\$ 24	\$ -
\$ 1,029	\$ 736	\$ 1,140	\$ 1,000	\$ 3,376	\$ -	\$ -	\$ -	\$ (8,666)	\$ 1,375	\$ 7,091	\$ 24	\$ -

\$ 1,029	\$ 736	\$ 1,140	\$ 1,000	\$ 3,376	\$ -	\$ -	\$ -	\$ (8,666)	\$ 1,375	\$ 7,091	\$ 24	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Federal Grant

2190	2193	2199	2217	2215	2197	2192	2193	2301	2721	3018	3020	3022
Sped EC Allocation 2015	Literacy Grant 738 2015	District grant 220-E	Sped 94-142 Grant Fy17	Sped 94-142 2017	Sped EC Prog impr 298	Academic Grant 2015	Literacy 738 2015	Math IMM Title IIB 2013	Child Safety \$ 214.00	Cops grant \$ 12,016.61	Saugus police fed drug \$ 13,295.49	MEMA EMPG Grant \$ (6,070.50)
\$ 1,145.23	\$ 641.33	\$ 198.09	\$ 3,139.80	\$ 107,393.87								
\$ 1,145	\$ 641	\$ 198	\$ 3,140	\$ 107,394	\$ -	\$ -	\$ -	\$ -	\$ 214	\$ 12,017	\$ 13,295	\$ (6,071)

\$ 600

\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 1,145	\$ 41	\$ 198	\$ 11,700	\$ 175,100					\$ 214	\$ 12,017	\$ 13,295	\$ (6,071)
\$ 1,145	\$ 41	\$ 198	\$ (8,560)	\$ (67,706)					\$ 214	\$ 12,017	\$ 13,295	\$ (6,071)
\$ 1,145	\$ 641	\$ 198	\$ 3,140	\$ 107,394	\$ -	\$ -	\$ -	\$ -	\$ 214	\$ 12,017	\$ 13,295	\$ (6,071)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 214	\$ 12,017	\$ 13,295	\$ (6,071)

Accounting

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Federal Grant

	3035	3039	3060	3065	3067
Emergency		JAG			
Mgmt oper		Equipment	Fire Safer	Narcan	Emergency
grant		grant	Grant	Grant	MGMT 13/14
\$	4.77	\$ (9.00)	\$ 431.28	\$ 500.00	Total
					\$ 1,042,708.28
					\$ -
					\$ -
					\$ 1,042,708

\$	-	\$ -	\$ -	\$ -	\$ 600
					\$ -
					\$ -
					\$ -
					\$ 600

\$	5	\$ (9)	\$ 431	\$ 500	\$ 214,772
\$	5	\$ (9)	\$ 431	\$ 500	\$ 827,336
					\$ 1,042,108
					\$ 1,042,708
					\$ -



## State Grants

2240	3052	3053	3054	3055	3056	3057	3215	3217	3221
	Click it or Ticket	Sobriety Enforcement	Pedestrian Bike Safety	Underage alcohol	Pedestrian Bike Safety FY16	Public Safety Grant	PSAP Grant	Training Grant	Bullet proof vest reimbursement
Lynn Health									
\$ 2,950.00	\$ (283.52)	\$ (2,689.38)		\$ (754.46)	\$ 1,445.06	\$ 50,000.00	\$ 6,945.26	\$ 1,986.88	\$ (14,403.52)
\$ 2,950	\$ (284)	\$ (2,689)	\$ -	\$ (754)	\$ 1,445	\$ 50,000	\$ 6,945	\$ 1,987	\$ (14,404)

## Liabilities and Fund Equity

[illegible]

## Fund Equity

\$	2,950	\$	(284)	\$	(2,689)	\$	-	\$	(754)	\$	1,445	\$	50,000	\$	6,945	\$	1,987	\$	(14,404)
\$	2,950	\$	(284)	\$	(2,689)	\$	-	\$	(754)	\$	1,445	\$	50,000	\$	6,945	\$	1,987	\$	(14,404)
\$	2,950	\$	(284)	\$	(2,689)	\$	-	\$	(754)	\$	1,445	\$	50,000	\$	6,945	\$	1,987	\$	(14,404)

[illegible]

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

State Grants

	3226	3227	3228	3239	3275	3243	3276	3281	3282	3297	3742	3306	3280
	Police	Saugus	Fire	Senior	Affordable	Riverwalk	RDP-	LRA-project	LRA-License	Green	Comm	Gaming	Formula
	Safety	Police State	Prevention	Safety	housing	feasibility	Recycle	coordinator	professional	communities	compact-	commission	Grant
	Grant	drug	Education	Grant					site		open space		
\$	570.00	\$ 8,295.17	\$ 1,537.80	\$ 5,861.86	\$ 3,500.00	\$ 11,000.00	\$ 9,000.00	\$ 30,000.00	\$ 35,000.00	\$ 11,134.13	\$ 17,500.00	\$ 8,750.00	\$ 7,626.30
\$	570	\$ 8,295	\$ 1,538	\$ 5,862	\$ 3,500	\$ 11,000	\$ 9,000	\$ 30,000	\$ 35,000	\$ 11,134	\$ 17,500	\$ 8,750	\$ 7,626
\$	570	\$ 8,295	\$ 1,538	\$ 5,862	\$ 3,500	\$ 11,000	\$ 9,000	\$ 30,000	\$ 35,000	\$ 11,134	\$ 17,500	\$ 8,750	\$ 7,626
\$	570	\$ 8,295	\$ 1,538	\$ 5,862	\$ 3,500	\$ 11,000	\$ 9,000	\$ 30,000	\$ 35,000	\$ 11,134	\$ 17,500	\$ 8,750	\$ 7,626
\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Accounting

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

<b>3290</b>		<b>3300</b>	<b>3301</b>	<b>3305</b>	<b>3307</b>	<b>3739</b>	
Elder Services Grant	\$ 1,074.44	Cultural Council Grant	Library State Aid	Library Cultural Grant	Blue Cross Wellness Grant	Community Compact Grant-GIS	Total
\$ 1,074.44	\$ 5,894.19	\$ 144,770.44	\$ 4,260.00	\$ 15,000.00	\$ 3,340.24	\$ 369,310.89	\$ -
\$ 1,074	\$ 5,894	\$ 144,770	\$ 4,260	\$ 15,000	\$ 3,340	\$ 369,311	\$ -

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\$	1,074	\$	5,894	\$	144,770	\$	4,260	\$	15,000	\$	3,340	\$	369,311
\$	1,074	\$	5,894	\$	144,770	\$	4,260	\$	15,000	\$	3,340	\$	369,311
\$	1,074	\$	5,894	\$	144,770	\$	4,260	\$	15,000	\$	3,340	\$	369,311

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Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

	3240	3255	3402	3405	
	Lobsterman's	Insurance	Wetland	Sale of	
	landing	>20,000	Protection	Cemetery Lots	Total
Assets					
Cash	\$ 6,237.09	\$ 759.00	\$ 142,366.83	\$ 125,735.77	\$ 275,098.69
Receivables					\$ -
Due from Other Govt					\$ -
<b>Total Assets</b>	<b>\$ 6,237</b>	<b>\$ 759</b>	<b>\$ 142,367</b>	<b>\$ 125,736</b>	<b>\$ 275,099</b>

**Liabilities and Fund Equity**

<b>Liabilities</b>	
Warrants Payable	\$ -
Payroll Warrants	\$ -
Deferred Revenue	\$ -
Due to Other Funds	\$ -
<b>Total Liabilities</b>	<b>\$ -</b>

**Fund Equity**

Encumbrances money not spent yet	\$ -
Unreserved	\$ 275,099
<b>Total Fund Equity</b>	<b>\$ 275,099</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 275,099</b>

\$	-	\$	-	\$	-
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Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Revolving

	2701	2702	2704	2703	2705	2707	2708	2709	2710
		H.S CH88 Book rev	HS Summer School	HS Athletic Revolving	Adult Evening	Fine Arts	School Ch 88 Book	KCF	BMS Athletic
Cafeteria	\$ 77,517.57	\$ 4,457.52	\$ 30,673.46	\$ 80,917.61	\$ 89.18	\$ 10,173.34	\$ 2,397.63	\$ 75,923.04	\$ 11,072.63
Cash									
Receivables									
Due from Other Govt									
<b>Total Assets</b>	<b>\$ 77,518</b>	<b>\$ 4,458</b>	<b>\$ 30,673</b>	<b>\$ 80,918</b>	<b>\$ 89</b>	<b>\$ 10,173</b>	<b>\$ 2,398</b>	<b>\$ 75,923</b>	<b>\$ 11,073</b>

**Liabilities and Fund Equity**

<b>Liabilities</b>									
Warrants Payable				\$ 4,999				\$	78
Payroll Warrants									
Deferred Revenue									
Due to Other Funds									
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,999</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78</b>

**Fund Equity**

Encumbrances money not spent yet	\$ 68,709			\$ 8,116				\$ 629	\$ 985
Unreserved	\$ 8,808	\$ 4,458	\$ 30,673	\$ 67,803	\$ 89	\$ 10,173	\$ 2,398	\$ 75,294	\$ 10,010
<b>Total Fund Equity</b>	<b>\$ 77,518</b>	<b>\$ 4,458</b>	<b>\$ 30,673</b>	<b>\$ 75,919</b>	<b>\$ 89</b>	<b>\$ 10,173</b>	<b>\$ 2,398</b>	<b>\$ 75,923</b>	<b>\$ 10,995</b>

**Total Liabilities and Fund Equity**

	<b>\$ 77,518</b>	<b>\$ 4,458</b>	<b>\$ 30,673</b>	<b>\$ 80,918</b>	<b>\$ 89</b>	<b>\$ 10,173</b>	<b>\$ 2,398</b>	<b>\$ 75,923</b>	<b>\$ 11,073</b>
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Revolving

## Accounting

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Revolving

2731	2733	2734	2735	2736	2737	2740	2742	2805	2807	2905	2907
	Summer	Pre Schl peer	F-Day	HS Student	BMS Student	Lynnhurst	Veterans	BMS Fine	BMS Fine	HS Fine arts	HS Fine arts
	Enrichment	models	kindergarten	Activity	Activity	sch	enrichment	arts drama	arts Jazz	Drama	band
HS rental	\$ 16,103.62	\$ 105,373.60	\$ 126,398.81	\$ 43,350.11	\$ 20,567.05	enrichment	\$ 805.26	\$ 15,502.46	Band	\$ 855.98	
\$ 101,813.27	\$ 16,104	\$ 105,374	\$ 126,399	\$ 43,350	\$ 20,567	\$ 5.00	\$ 805	\$ 15,502			
\$ 101,813	\$ 16,104	\$ 105,374	\$ 126,399	\$ 43,350	\$ 20,567	\$ 5	\$ 805	\$ 15,502		\$ 856	\$ -

\$ (600)

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 29,322	\$ 1,756	\$ 2,135	\$ 126,399	\$ 43,950	\$ 20,567	\$ 5	\$ 805	\$ 15,502	\$ -	\$ 856	\$ -
\$ 72,492	\$ 14,348	\$ 103,238	\$ 126,399	\$ 43,950	\$ 20,567	\$ 5	\$ 805	\$ 15,502	\$ -	\$ 856	\$ -
\$ 101,813	\$ 16,104	\$ 105,374	\$ 126,399	\$ 43,950	\$ 20,567	\$ 5	\$ 805	\$ 15,502	\$ -	\$ 856	\$ -
\$ 101,813	\$ 16,104	\$ 105,374	\$ 126,399	\$ 43,350	\$ 20,567	\$ 5	\$ 805	\$ 15,502	\$ -	\$ 856	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Accounting

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Other Special Revenue

	2516	2602	2605	2607	2609	2610	2612	2611	2613	3242
SBEC Student Gift Fund		Agganis Gift Fund	Saugus Education Gift Fund	Ballard School Gift fund	Oaklandale School gift fund	Veterans Gift Fund	BMS Gift Fund	Waybright Gift fund	HS Gift Fund	Bristow St Park
		\$ 247.55	\$ 802.62	\$ 8,001.90	\$ 562.69	\$ 25.00	\$ 1,821.79	\$ 8,199.81	\$ 7,073.73	
	\$ -	\$ 248	\$ 803	\$ 8,002	\$ 563	\$ 25	\$ 1,822	\$ 8,200	\$ 7,074	\$ -

Assets  
Cash  
Receivables  
Due from Other Govt  
Total Assets

Liabilities and Fund Equity

Liabilities  
Warrants Payable  
Payroll Warrants  
Deferred Revenue  
Due to Other Funds  
Total Liabilities

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
------	------	------	------	------	------	------	------	------	------	------

Fund Equity

Encumbrances money not spent yet  
Unreserved  
Total Fund Equity

\$ -	\$ 248	\$ 803	\$ 8,002	\$ 563	\$ 25	\$ 1,822	\$ 8,200	\$ 247	\$ 6,827	\$ -
\$ -	\$ 248	\$ 803	\$ 8,002	\$ 563	\$ 25	\$ 1,822	\$ 8,200	\$ 7,074	\$ -	\$ -

Total Liabilities and Fund Equity

\$ -	\$ 248	\$ 803	\$ 8,002	\$ 563	\$ 25	\$ 1,822	\$ 8,200	\$ 7,074	\$ -	\$ -
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\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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## Other Special Revenue

	3251	3403	3407	3408	3412	3413	3500	3501	3504	3503
		Room	Sewer							
	Storm Water Management	Occupancy Open space	System connection	Sick leave buy back	Police Cruiser	Saugus Cable T.V	Senior Center Gift	Senior Citizens Gift	Friends of Town Hall	Playground Improv
Assets	\$ 245,472.35	\$ 102,020.10	\$ 681,451.37	\$ 902.47	\$ 8,315.58	\$ 1,656,615.53	\$ 18,994.20	\$ 5,214.29	\$ 1,507.00	\$ 14,773.42
Cash										
Receivables										
Due from Other Govt										
<b>Total Assets</b>	<b>\$ 245,472</b>	<b>\$ 102,020</b>	<b>\$ 681,451</b>	<b>\$ 902</b>	<b>\$ 8,316</b>	<b>\$ 1,656,616</b>	<b>\$ 18,994</b>	<b>\$ 5,214</b>	<b>\$ 1,507</b>	<b>\$ 14,773</b>

## Liabilities and Fund Equity

## Liabilities

Warrants Payable  
Payroll Warrants  
Deferred Revenue  
Due to Other Funds  
**Total Liabilities**

	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994	1993	1992	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	1979	1978	1977	1976	1975	1974	1973	1972	1971	1970	1969	1968	1967	1966	1965	1964	1963	1962	1961	1960	1959	1958	1957	1956	1955	1954	1953	1952	1951	1950	1949	1948	1947	1946	1945	1944	1943	1942	1941	1940	1939	1938	1937	1936	1935	1934	1933	1932	1931	1930	1929	1928	1927	1926	1925	1924	1923	1922	1921	1920	1919	1918	1917	1916	1915	1914	1913	1912	1911	1910	1909	1908	1907	1906	1905	1904	1903	1902	1901	1900	1899	1898	1897	1896	1895	1894	1893	1892	1891	1890	1889	1888	1887	1886	1885	1884	1883	1882	1881	1880	1879	1878	1877	1876	1875	1874	1873	1872	1871	1870	1869	1868	1867	1866	1865	1864	1863	1862	1861	1860	1859	1858	1857	1856	1855	1854	1853	1852	1851	1850	1849	1848	1847	1846	1845	1844	1843	1842	1841	1840	1839	1838	1837	1836	1835	1834	1833	1832	1831	1830	1829	1828	1827	1826	1825	1824	1823	1822	1821	1820	1819	1818	1817	1816	1815	1814	1813	1812	1811	1810	1809	1808	1807	1806	1805	1804	1803	1802	1801	1800	1799	1798	1797	1796	1795	1794	1793	1792	1791	1790	1789	1788	1787	1786	1785	1784	1783	1782	1781	1780	1779	1778	1777	1776	1775	1774	1773	1772	1771	1770	1769	1768	1767	1766	1765	1764	1763	1762	1761	1760	1759	1758	1757	1756	1755	1754	1753	1752	1751	1750	1749	1748	1747	1746	1745	1744	1743	1742	1741	1740	1739	1738	1737	1736	1735	1734	1733	1732	1731	1730	1729	1728	1727	1726	1725	1724	1723	1722	1721	1720	1719	1718	1717	1716	1715	1714	1713	1712	1711	1710	1709	1708	1707	1706	1705	1704	1703	1702	1701	1700	1699	1698	1697	1696	1695	1694	1693	1692	1691	1690	1689	1688	1687	1686	1685	1684	1683	1682	1681	1680	1679	1678	1677	1676	1675	1674	1673	1672	1671	1670	1669	1668	1667	1666	1665	1664	1663	1662	1661	1660	1659	1658	1657	1656	1655	1654	1653	1652	1651	1650	1649	1648	1647	1646	1645	1644	1643	1642	1641	1640	1639	1638	1637	1636	1635	1634	1633	1632	1631	1630	1629	1628	1627	1626	1625	1624	1623	1622	1621	1620	1619	1618	1617	1616	1615	1614	1613	1612
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## Fund Equity

Encumbrances money not spent yet

[illegible]

### Total Liabilities and Fund Equity

Total Liabilities and Fund Equity	\$ 245,472	\$ 102,020	\$ 681,451	\$ 902	\$ 8,316	\$ 1,656,616	\$ 18,994	\$ 5,214	\$ 1,507	\$ 14,773
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Other Special Revenue

	3506		3505	3507	3518	3519	3521	3525	3524	3527	3526
					Historical						
					200th						
Assets	Youth	Library Book	Community		anniversary	Lynnhurst	Veterans	Veterans	Stocker	Hallin Gift	Tree Lighting
Cash	Program	Gift	Gift Fund		\$ 262.21	Swr Station	Donation	Grave mark	Playground	\$ 284.53	\$ 4,589.24
Receivables		\$ 51,135.41			\$	\$ 25,000.00	\$ 1,711.00	\$ 6,035.20	\$ 3,515.83	\$	
Due from Other Govt											
Total Assets		\$ -	\$ 51,135	\$ -	\$ 262	\$ 25,000	\$ 1,711	\$ 6,035	\$ 3,516	\$ 285	\$ 4,589

Liabilities and Fund Equity

Liabilities  
Warrants Payable  
Payroll Warrants  
Deferred Revenue  
Due to Other Funds  
Total Liabilities

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
------	------	------	------	------	------	------	------	------	------	------	------

Fund Equity

Encumbrances money not spent yet  
Unreserved  
Total Fund Equity

\$ -	\$ -	\$ 51,135	\$ -	\$ 262	\$ 25,000	\$ 1,711	\$ 6,035	\$ 6,035	\$ 3,516	\$ 285	\$ 4,589
\$ -	\$ -	\$ 51,135	\$ -	\$ 262	\$ 25,000	\$ 1,711	\$ 6,035	\$ 6,035	\$ 3,516	\$ 285	\$ 4,589

Total Liabilities and Fund Equity

\$ -	\$ -	\$ 51,135	\$ -	\$ 262	\$ 25,000	\$ 1,711	\$ 6,035	\$ 6,035	\$ 3,516	\$ 285	\$ 4,589
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Other Special Revenue

## Combined balance sheet

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Other Special Revenue

	3715	3713	3720	3723	3725	3724	3726	3727	3728	3730
		Vitale	Saugus	Girls & Boys	Youth & Rec	Girls & Boys	B-Ball - Town	MS Hockey	Quarry Land	Skateboard
		Memorial	Athletic	Travel B-Ball	Wrestling	B-Ball clinc	Team		Reclaim	Park
Sr Ctr Van		Park	League							
Trans										
\$	2,901.98	\$ 2,976.32	\$ 204.00	\$ 8.72	\$ 500.00	\$ 1.00	\$ 21.51	\$ 1.00		\$ 1,155.89
Cash										
Receivables										
Due from Other Govt										
Total Assets	\$ 2,902	\$ 2,976	\$ 204	\$ 9	\$ 500	\$ 1	\$ 22	\$ 1	\$ -	\$ 1,156

Liabilities and Fund Equity

Liabilities  
Warrants Payable  
Payroll Warrants  
Deferred Revenue  
Due to Other Funds  
Total Liabilities

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
------	------	------	------	------	------	------	------	------	------	------

Fund Equity

Encumbrances money not spent yet  
Unreserved  
Total Fund Equity

\$ -	\$ 2,902	\$ 2,976	\$ 204	\$ 9	\$ 500	\$ 1	\$ 22	\$ 1	\$ -	\$ 1,156
\$ 2,902	\$ 2,976	\$ 204	\$ 9	\$ 500	\$ 1	\$ 22	\$ 22	\$ 1	\$ -	\$ 1,156

Total Liabilities and Fund Equity

\$ 2,902	\$ 2,976	\$ 204	\$ 9	\$ 500	\$ 1	\$ 22	\$ 22	\$ 1	\$ -	\$ 1,156
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Other Special Revenue

## Accounting



Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Combining SRFs

Assets	Fed Grants	State Grants	RRFA	Revolving	Other SRFs	Total
Cash	\$ 1,042,708.28	\$ 369,310.89	\$ 275,098.69	\$ 1,343,545.99	\$ 2,948,051.34	\$ 5,978,715.19
Receivables	-	-	-	-	-	-
Due from Other Govt	-	-	-	-	-	-
<b>Total Assets</b>	<b>\$ 1,042,708</b>	<b>\$ 369,311</b>	<b>\$ 275,099</b>	<b>\$ 1,343,546</b>	<b>\$ 2,948,051</b>	<b>\$ 5,978,715</b>

**Liabilities and Fund Equity**

<b>Liabilities</b>						
Warrants Payable	\$ 600	\$ -	\$ -	\$ 4,477	\$ -	\$ 5,077
Payroll Warrants	-	-	-	-	-	-
Deferred Revenue	-	-	-	-	-	-
Due to Other Funds	-	-	-	-	-	-
<b>Total Liabilities</b>	<b>\$ 600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,477</b>	<b>\$ -</b>	<b>\$ 5,077</b>

**Fund Equity**

Encumbrances money not spent yet	\$ 214,772	\$ -	\$ 146,693	\$ 9,747	\$ 371,212
Unreserved	\$ 827,336	\$ 369,311	\$ 275,099	\$ 1,192,376	\$ 2,938,304
<b>Total Fund Equity</b>	<b>\$ 1,042,108</b>	<b>\$ 369,311</b>	<b>\$ 275,099</b>	<b>\$ 1,339,069</b>	<b>\$ 2,948,051</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 1,042,708</b>	<b>\$ 369,311</b>	<b>\$ 275,099</b>	<b>\$ 1,343,546</b>	<b>\$ 2,948,051</b>
	\$ -	\$ -	\$ -	\$ 0	\$ -
					\$ 0

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Capital Projects Combining

	3200	3406	3716	3714	4003	4015	4007	4017	4018
<b>Assets</b>									
Cash									
Receivables									
Due from Other Govt									
<b>Total Assets</b>									
	\$ (11,164.44)	\$ 1,051,311.03	\$ 136,702.87	\$ 368,196.00	\$ 41,978.17		\$ 6,292.08		
	\$ (11,164)	\$ 1,051,311	\$ 136,703	\$ 368,196	\$ 41,978	\$ -	\$ 6,292	\$ -	\$ -

Liabilities and Fund Equity

<b>Liabilities</b>									
Warrants Payable	\$ -						\$ 5,981		
Payroll Warrants	\$ -								
Notes Payable	\$ -								
Deferred Revenue	\$ -								
Due to Other Funds	\$ -								
<b>Total Liabilities</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,981	\$ -	\$ -

Fund Equity

Encumbrances money not spent yet	\$ 163,421						\$ -		
Unreserved	\$ (174,585)	\$ 1,051,311	\$ 136,703	\$ 368,196	\$ 41,978	\$ -	\$ 311	\$ -	\$ -
<b>Total Fund Equity</b>	\$ (11,164)	\$ 1,051,311	\$ 136,703	\$ 368,196	\$ 41,978	\$ -	\$ 311	\$ -	\$ -
<b>Total Liabilities and Fund Equity</b>	\$ (11,164)	\$ 1,051,311	\$ 136,703	\$ 368,196	\$ 41,978	\$ -	\$ 6,292	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Capital Projects Combining

4021	4020	4023	4025	4026	4028	4031	4029	4032	4035	4037
Howard Ave/Clifton St Drainage	Capital Equip Purchases 2007	Lynnfield Wtr Main	Lynnfield Wtr Main 07	ACO Abate project	Ballard St Tide Gate	High Velocity Sewer Truck	Lincoln Ave Pump Station	Dale St Sewer Project	BMS Boiler Project	Western Ave Storm Drain
\$ 20,836.09	\$ 78,003.07	\$ 270,750.38		\$ 394,669.31	\$ 40,159.54	\$ 16,375.95	\$ 130,253.56	\$ 8,762.07	\$ 39,084.47	\$ 5,904.42
\$ 20,836	\$ 78,003	\$ 270,750	\$ -	\$ 394,669	\$ 40,160	\$ 16,376	\$ 130,254	\$ 8,762	\$ 39,084	\$ 5,904

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 20,836	\$ 78,003	\$ 270,750	\$ -	\$ 319,988	\$ 40,160	\$ 16,376	\$ 130,254	\$ 8,762	\$ 39,084	\$ 5,904
\$ 20,836	\$ 78,003	\$ 270,750	\$ -	\$ 74,682	\$ 40,160	\$ 16,376	\$ 130,254	\$ 8,762	\$ 39,084	\$ 5,904
\$ 20,836	\$ 78,003	\$ 270,750	\$ -	\$ 394,669	\$ 40,160	\$ 16,376	\$ 130,254	\$ 8,762	\$ 39,084	\$ 5,904
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Capital Projects Combining

## Accounting

## Capital Projects Combining

Accounting



Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

4065	4066			
		parks and playgrounds	Chrome books	Total
\$ 483,000.00	\$ 82,000.00	\$ 483,000.00	\$ 82,000.00	\$ 7,152,012.58
				\$ -
				\$ -
\$ 483,000	\$ 82,000	\$ 483,000	\$ 82,000	\$ 7,152,013
				\$ 8,269
				\$ -
	\$ 82,000			\$ 3,772,779
				\$ -
				\$ -
\$ -	\$ 82,000	\$ -	\$ 82,000	\$ 3,781,048
\$ 2,000		\$ 2,000		\$ -
\$ 481,000	\$ -	\$ 481,000		\$ 1,313,826
\$ 483,000	\$ -	\$ 483,000		\$ 2,057,139
				\$ 3,370,965
\$ 483,000	\$ 82,000	\$ 483,000	\$ 82,000	\$ 7,152,013
\$ -	\$ -	\$ -	\$ -	\$ -

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Expendable Trust Funds

	8501 Price Scholarship	8500 Bucchire Scholarship	8502 Hoffman Scholarship	8505 Johnson Library	8504 Mckenzie Library	8506 Wilson Library	8507 Kimball Sr Center	8509 Burns Scholarship	8510 Cem Perpet Care
<b>Assets</b>									
Cash	\$ 22,566.55	\$ 5,925.10	\$ 55,641.82	\$ 5,487.10	\$ 5,935.09	\$ 2,317.52	\$ 21,000.16	\$ 2,461.24	\$ 54,185.12
Receivables									
Due from Other Govt									
<b>Total Assets</b>	\$ 22,567	\$ 5,925	\$ 55,642	\$ 5,487	\$ 5,935	\$ 2,318	\$ 21,000	\$ 2,461	\$ 54,185

**Liabilities and Fund Equity**

<b>Liabilities</b>									
Warrants Payable									
Payroll Warrants									
Deferred Revenue									
Due to Other Funds									
<b>Total Liabilities</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Fund Equity**

Encumbrances money not spent yet	\$ 27,315								
Unreserved	\$ (4,749)	\$ 5,925	\$ 55,642	\$ 5,487	\$ 5,935	\$ 2,318	\$ 21,000	\$ 2,461	\$ 54,185
<b>Total Fund Equity</b>	\$ 22,567	\$ 5,925	\$ 55,642	\$ 5,487	\$ 5,935	\$ 2,318	\$ 21,000	\$ 2,461	\$ 54,185
<b>Total Liabilities and Fund Equity</b>	\$ 22,567	\$ 5,925	\$ 55,642	\$ 5,487	\$ 5,935	\$ 2,318	\$ 21,000	\$ 2,461	\$ 54,185
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Expendable Trust Funds

[illegible]

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Non Expendable Trust Funds

	5101	5100	5104	8503	
	McKenzie Library	Cem Perpetual Care	OPEB	Shapiro Teacher Endowment	Total
Cash	\$ 110.14	\$ 1,251,631.20	\$ 391,196.95	\$ 114,127.54	\$ 1,757,065.83
Receivables					\$ -
Due from Other Govt					\$ -
<b>Total Assets</b>	<b>\$ 110</b>	<b>\$ 1,251,631</b>	<b>\$ 391,197</b>	<b>\$ 114,128</b>	<b>\$ 1,757,066</b>

**Liabilities and Fund Equity**

<b>Liabilities</b>	
Warrants Payable	\$ -
Payroll Warrants	\$ -
Deferred Revenue	\$ -
Due to Other Funds	\$ -
<b>Total Liabilities</b>	<b>\$ -</b>

**Fund Equity**

Encumbrances money not spent yet	\$ -
Reserve for Endowments	\$ -
Unreserved	\$ 1,757,066
<b>Total Fund Equity</b>	<b>\$ 1,757,066</b>

**Total Liabilities and Fund Equity**

<b>Total Liabilities and Fund Equity</b>	<b>\$ 110</b>	<b>\$ 1,251,631</b>	<b>\$ 391,197</b>	<b>\$ 114,128</b>	<b>\$ 1,757,066</b>
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Trust and Agency Combining

	Expendable	Non Expendable	2620	3508	3701	9000	9009	9010
			SPED Parent	Kimball Sr	Con Comm			
			Advisory	Center	Land			
			Comm		Acquisition	Special Detail	Firearm	Town Hall
		Trust					Permit	Print
<b>Assets</b>	<b>Trust</b>	<b>Trust</b>						
Cash	\$ 6,664,132.99	\$ 1,757,065.83	\$ 1,116.63	\$ 2,303.00	\$ 67,312.45	\$ (72,285.57)	\$ 6,042.50	\$ 75.00
Receivables	\$ -	\$ -				\$ 229,252		
Due from Other Govt	\$ -	\$ -						
<b>Total Assets</b>	<b>\$ 6,664,133</b>	<b>\$ 1,757,066</b>	<b>\$ 1,117</b>	<b>\$ 2,303</b>	<b>\$ 67,312</b>	<b>\$ 156,966</b>	<b>\$ 6,043</b>	<b>\$ 75</b>

**Liabilities and Fund Equity**

<b>Liabilities</b>								
Warrants Payable	\$ -	\$ -						
Payroll Warrants	\$ -	\$ -						
Deferred Revenue	\$ -	\$ -				\$ 229,252		
Due to Other Funds	\$ -	\$ -						
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 229,252</b>	<b>\$ -</b>	<b>\$ -</b>

**Fund Equity**

Encumbrances money not spent yet	\$ 27,315	\$ -						
Reserve for Endowments	\$ 6,636,818	\$ 1,757,066	\$ 1,117	\$ 2,303	\$ 67,312	\$ (72,286)	\$ 6,043	\$ 75
Unreserved	\$ 6,664,133	\$ 1,757,066	\$ 1,117	\$ 2,303	\$ 67,312	\$ (72,286)	\$ 6,043	\$ 75
<b>Total Fund Equity</b>	<b>\$ 6,664,133</b>	<b>\$ 1,757,066</b>	<b>\$ 1,117</b>	<b>\$ 2,303</b>	<b>\$ 67,312</b>	<b>\$ 156,966</b>	<b>\$ 6,043</b>	<b>\$ 75</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Trust and Agency Combining

9100	9011	9103	9104	9107	9118	9122	9124	9126	9127	9132	9133
Plan Board	Soliciter			Plan Board	Con Comm	Con Comm	Con Comm	Con Comm	Con Comm	Con Comm	Con Comm
Gauranteed	Perm Finger	Brentwood	Birch Pond	Brook	Escrow 129	Escrow	Escrow	Escrow	Escrow 18	Escrow	Escrow
Deposits	print	Estate	Estate	Cleaning	Ballard St	Ballard St	Osprey Rd	Tudor	Harvard Ave	Rivercrest	Wonderland
\$ 5,417.31	\$ 795.00	\$ 20,936.63	\$ 20,681.09	\$ 2,322.82	\$ 7,764.26	\$ 2,045.99	\$ 1.53	\$ 5,044.78	\$ 3,007.51	\$ 29,368.31	\$ 5,019.02
\$ 5,417	\$ 795	\$ 20,937	\$ 20,681	\$ 2,323	\$ 7,764	\$ 2,046	\$ 2	\$ 5,045	\$ 3,008	\$ 29,368	\$ 5,019

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 5,417	\$ 795	\$ 20,937	\$ 20,681	\$ 2,323	\$ 7,764	\$ 2,046	\$ 2	\$ 5,045	\$ 3,008	\$ 29,368	\$ 5,019
\$ 5,417	\$ 795	\$ 20,937	\$ 20,681	\$ 2,323	\$ 7,764	\$ 2,046	\$ 2	\$ 5,045	\$ 3,008	\$ 29,368	\$ 5,019
\$ 5,417	\$ 795	\$ 20,937	\$ 20,681	\$ 2,323	\$ 7,764	\$ 2,046	\$ 2	\$ 5,045	\$ 3,008	\$ 29,368	\$ 5,019
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Accounting

Town of Beantown  
Combining Balance Sheet  
June 30, 20XX

Trust and Agency Combining

9134 9136 9137 9200

Con Comm	Con Comm	Con Comm 5	HS Activity	
Escrow 34	Comm Shore	Belair St	Reserve	Total
Walden Terr	Road			
\$ 2,007.94	\$ 5,012.54	\$ 5,000.61	\$ 1,173.19	\$ 8,541,361.36
				\$ 229,252
				\$ -
\$ 2,008	\$ 5,013	\$ 5,001	\$ 1,173	\$ 8,770,613

8,534,796.81  
235,816.21

\$ -	\$ -	\$ -	\$ -	\$ -
				\$ 229,252
				\$ 229,252

\$ 2,008	\$ 5,013	\$ 5,001	\$ 1,173	\$ 27,315
\$ 2,008	\$ 5,013	\$ 5,001	\$ 1,173	\$ 8,514,046
\$ 2,008	\$ 5,013	\$ 5,001	\$ 1,173	\$ 8,541,361
\$ 2,008	\$ 5,013	\$ 5,001	\$ 1,173	\$ 8,770,613
\$ -	\$ -	\$ -	\$ -	\$ -



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01/23/2018 15:51 Town and Schools of Saugus, MA  
4832dmatarazzo BALANCE SHEET FOR 2017 13

FUND: 6200 WATER ENTERPRISE FUND

		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>			
62001040 100001	DUE TO & DUE FROM TREASURY	.00	1,831,031.06
62001310 131015	USER CHARGE 2015	.00	958.35
62001310 131016	USER CHARGES 2016	.00	1,332.94
62001310 131017	USER CHARGES 2017	.00	445,012.19
62001320 132000	OTHER SERVICES	.00	1,050.02
62001330 133000	USER CHARGE LIEN	.00	8,318.16
62001330 133100	DEMAND-LIEN	.00	210.23
62001330 133200	INTEREST-LIEN	.00	1,479.96
TOTAL ASSETS		.00	2,289,392.91
<b>LIABILITIES</b>			
62002010 201000	ACCOUNTS PAYABLE	.00	-51,524.61
62002656 265102	DEF REV USER CHARGES WATER	.00	-447,303.48
62002656 265302	DEF REV WATER LIENS	.00	-9,798.12
62002656 265600	DEF REV WATER OTHER	.00	-1,260.25
TOTAL LIABILITIES		.00	-509,886.46
<b>FUND BALANCE</b>			
62003200 320011	FB ENCUMBRANCE CONTROL	-161,419.98	.00
62003200 320012	FB ENCUMBRANCE BUDGET	161,419.98	.00
62003200 320040	FB PRIOR YEAR ENCUMBRANCES	-161,419.98	-161,419.98
62003590 350090	FB UNDESIGNATED	-706,053.39	-1,618,086.47
62003800 380010	FB BUDGETARY REVENUE	-6,029,068.00	.00
62003800 380030	FB BUDGETARY APPROPRIATIONS	6,587,676.15	.00
62003800 380090	FB BUDGETARY FUND BALANCE	-558,608.15	.00
62003900 390010	FB REVENUE CONTROL	7,103,007.72	.00
62003900 390030	FB EXPENDITURE CONTROL	-6,235,534.35	.00
TOTAL FUND BALANCE		.00	-1,779,506.45
TOTAL LIABILITIES + FUND BALANCE		.00	-2,289,392.91

\*\* END OF REPORT - Generated by Donna Matarazzo \*\*

FUND: 6100 SEWER ENTERPRISE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>			
61001040 100001	DUE TO & DUE FROM TREASURY	.00	2,175,192.56
61001310 131015	USER CHARGE 2015	.00	1,111.39
61001310 131016	USER CHARGES 2016	.00	1,219.30
61001310 131017	USER CHARGES 2017	.00	236,729.64
61001330 133000	USER CHARGE LIEN	.00	6,143.96
61001330 133100	DEMAND-LIEN	.00	210.23
61001330 133200	INTEREST-LIEN	.00	990.98
TOTAL ASSETS		.00	2,421,598.06
<b>LIABILITIES</b>			
61002010 201000	ACCOUNTS PAYABLE	.00	-94,688.41
61002655 265101	DEF REV USER CHARGES SEWER	.00	-239,060.33
61002655 265301	DEF REV SEWER LIENS	.00	-7,134.94
61002655 265500	DEF REV SEWER OTHER	.00	-210.23
TOTAL LIABILITIES		.00	-341,093.91
<b>FUND BALANCE</b>			
61003200 320011	FB ENCUMBRANCE CONTROL	-135,284.27	-84,367.89
61003200 320012	FB ENCUMBRANCE BUDGET	135,284.27	84,367.89
61003200 320040	FB PRIOR YEAR ENCUMBRANCES	-135,284.27	-135,284.27
61003590 350090	FB UNDESIGNATED	104,582.38	-1,945,219.88
61003800 380010	FB BUDGETARY REVENUE	-3,782,817.00	.00
61003800 380030	FB BUDGETARY APPROPRIATIONS	4,797,987.61	.00
61003800 380090	FB BUDGETARY FUND BALANCE	-1,015,170.61	.00
61003900 390010	FB REVENUE CONTROL	4,282,099.72	.00
61003900 390030	FB EXPENDITURE CONTROL	-4,251,397.83	.00
TOTAL FUND BALANCE		.00	-2,080,504.15
TOTAL LIABILITIES + FUND BALANCE		.00	-2,421,598.06

\*\* END OF REPORT - Generated by Donna Matarazzo \*\*

**Schedule A Part 7**  
**Agency Funds - Fiscal Year 2017**

**Schedule A Part 7 - Agency Funds**

Acct. No.	Item Description	Balance July 1,2016	Additions	Deductions	Balance June 30,2017
<b>Assets</b>					
0005	Cash	1,575	1,190,793	1,108,349	84,019
0006	Accounts Receivable				
<b>TOTAL ASSETS</b>		<b>1,575</b>	<b>1,190,793</b>	<b>1,108,349</b>	<b>84,019</b>
<b>Liabilities</b>					
0007	Police Outside Detail	-198,262	1,148,223	1,036,412	-86,451
0008	Fire Off Duty Detail				
0009	Tax Due State				
0010	Meals Tax Due State				
0011	Licenses Due State	-6,900	32,375	31,912	-6,437
0012	Due County/Retirement Systems				
0013	Guarantee Bid Deposits	203,568	10,195	40,025	173,738
0014	Unclaimed Items				
0015	Other Liabilities	3,169			3,169
<b>TOTAL LIABILITIES</b>		<b>1,575</b>	<b>1,190,793</b>	<b>1,108,349</b>	<b>84,019</b>

Schedule A Part 6  
Trust Funds (Non expendable/expendable trusts) - Fiscal Year 2017

Schedule A Part 6 - Non-Expendable/Expendable Trusts (NE01)

Acct. No.	Item Description	Non-Expendable	Workers Compensation	Pension Reserve	Stabilization	Spl. Purpose Stabilization	Hlth Claim C/T Share	Hlth Claim Employee	Conservation	OPEB	Other	Total
	Revenues											
4100	Taxes and Excises											
4200	Charges for Services											
4500	Federal Revenue											
4600	State Revenue											
4800	Miscellaneous Revenues	29,550			53,165				47	3,021	1,517	29,550
4820	Earnings on Investments											84,408
	<b>TOTAL REVENUES</b>	<b>29,550</b>			<b>53,165</b>				<b>47</b>	<b>3,021</b>	<b>29,692</b>	<b>115,475</b>
	Other Financing Sources											
4970	Transfers From Other Funds				1,500,000					238,000		1,738,000
4990	Other Financing Sources											
	<b>TOTAL OTHER FINANCING SOURCES</b>				<b>1,500,000</b>					<b>238,000</b>		<b>1,738,000</b>
	<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>29,550</b>			<b>1,553,165</b>				<b>47</b>	<b>241,021</b>	<b>29,692</b>	<b>1,853,475</b>
	Expenditures											
5100	Salary and Wages											
5700	Expenditures											
5800A	Construction										10,583	10,583
5800B	Capital Outlay											
5900	Debt Service											
	<b>TOTAL EXPENDITURES</b>										<b>10,583</b>	<b>10,583</b>
	Other Financing Uses											
5950	Transfers to Other Funds											
5990	Other Financing Uses											
	<b>TOTAL OTHER FINANCING USES</b>											
	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>										<b>10,583</b>	<b>10,583</b>
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	29,550			1,553,165				47	241,021	19,109	1,842,892
0002	Fund Balance Beginning of Year	1,186,132			4,210,840				67,265	150,176	1,002,392	6,616,805
0003	Adjustments										32,290	32,290
0004	Fund Balance End of Year	1,215,682			5,764,005				67,312	391,197	1,053,791	8,491,987

Schedule A Part 3  
Fiscal Year 2017

Schedule A Part 3 - Federal Grants (FG01)

Acct. No.	Item Description	General Government	Public Safety	Public Works	Education	Federal Emerg. Mgmt. Agency	Culture and Recr.	Community Development Block	Other Housing and Urban Development	Other	Total
Revenues											
4100	Taxes and Excises										
4200	Charges for Services										
4500	Federal Revenue		428,447		2,272,690						2,701,137
4600	State Revenue										
4800	Miscellaneous Revenues										
4820	Earnings on Investments		115								115
	<b>TOTAL REVENUES</b>		<b>428,562</b>		<b>2,272,690</b>						<b>2,701,252</b>
Other Financing Sources											
4910	Bond Proceeds										
4970	Transfers From Other Funds										
4990	Other Financing Sources										
	<b>TOTAL OTHER FINANCING SOURCES</b>										
	<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>		<b>428,562</b>		<b>2,272,690</b>						<b>2,701,252</b>
Expenditures											
5000	Salary and Wages		336,136		730,072						1,066,208
5000	Expenditures		51,589		1,200,863						1,252,472
5000A	Construction										
5000B	Capital Outlay										
5000	Debt Service										
	<b>TOTAL EXPENDITURES</b>		<b>387,725</b>		<b>1,930,935</b>						<b>2,318,680</b>
Other Financing Uses											
5960	Transfers to Other Funds										
5990	Other Financing Uses										
	<b>TOTAL OTHER FINANCING USES</b>										
	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>387,725</b>		<b>1,930,935</b>						<b>2,318,680</b>
	<b>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</b>		<b>40,837</b>		<b>341,735</b>						<b>382,572</b>
0002	Fund Balance Beginning of Year		-50,653		679,199			1			628,547
0003	Adjustments		772								772
0004	Fund Balance End of Year		-9,044		1,020,934			1			1,011,891

Schedule A Part 3  
Fiscal Year 2017

Schedule A Part 3 - State Grants (SG01)

Acct. No.	Item Description	General Government	Public Safety	Public Works	Education	Mass. Emerg. Mngmt. Agency	Culture and Recr.	Council on Aging	Library	Other	Total
<b>Revenues</b>											
4100	Taxes and Excises										
4200	Charges for Services										
4500	Federal Revenue										
4600	State Revenue			9,500	5,950		65,362		32,977	433,335	773,477
4800	Miscellaneous Revenues	18,750	207,603								
4820	Earnings on Investments										23
	<b>TOTAL REVENUES</b>	<b>18,750</b>	<b>207,603</b>	<b>9,500</b>	<b>5,950</b>		<b>65,365</b>		<b>32,977</b>	<b>433,335</b>	<b>773,500</b>
<b>Other Financing Sources</b>											
4810	Bond Proceeds										
4870	Transfers From Other Funds										
4990	Other Financing Sources										
	<b>TOTAL OTHER FINANCING SOURCES</b>										
	<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>18,750</b>	<b>207,603</b>	<b>9,500</b>	<b>5,950</b>		<b>65,365</b>		<b>32,977</b>	<b>433,335</b>	<b>773,500</b>
<b>Expenditures</b>											
5000	Salary and Wages		82,470		2,144		50,062		2,380		137,056
5200	Expenditures		36,849	500	856		12,336		4,813	328,701	384,055
5300A	Construction										
5400B	Capital Outlay										
5500	Debt Service										
	<b>TOTAL EXPENDITURES</b>		<b>119,319</b>	<b>500</b>	<b>3,000</b>		<b>62,398</b>		<b>7,193</b>	<b>328,701</b>	<b>521,111</b>
<b>Other Financing Uses</b>											
5860	Transfers to Other Funds										
5890	Other Financing Uses										
	<b>TOTAL OTHER FINANCING USES</b>										
	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>119,319</b>	<b>500</b>	<b>3,000</b>		<b>62,398</b>		<b>7,193</b>	<b>328,701</b>	<b>521,111</b>
	<b>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</b>	<b>18,750</b>	<b>88,284</b>	<b>9,000</b>	<b>2,950</b>		<b>2,967</b>		<b>25,784</b>	<b>104,634</b>	<b>252,389</b>
0002	Fund Balance Beginning of Year	5,000	-12,373		4,843		10,534	4,875	123,246	7,914	144,039
0003	Adjustments										
0004	Fund Balance End of Year	23,750	75,911	9,000	7,793		13,521	4,875	149,030	112,548	395,428



Schedule A Part 3  
Fiscal Year 2017

Schedule A Part 3 - Receipts Reserved for Appropriation (RA01)

Acct. No.	Item Description	Education	Waterways Improvement	Wetlands Protection	Parking Meters	Ambulance	Ins. Reimb over \$150,000	Sale of Real Estate	Sale of Cemetery Lots	Other	Total
<b>Revenues</b>											
4100	Taxes and Excises										
4200	Charges for Services			3,062					29,550		32,612
4500	Federal Revenue										
4600	State Revenue										
4800	Miscellaneous Revenues										
4820	Earnings on Investments										
	<b>TOTAL REVENUES</b>			<b>3,062</b>					<b>29,550</b>		<b>32,612</b>
<b>Other Financing Sources</b>											
4910	Bond Proceeds										
4970	Transfers From Other Funds										
4990	Other Financing Sources										
	<b>TOTAL OTHER FINANCING SOURCES</b>										
	<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>			<b>3,062</b>					<b>29,550</b>		<b>32,612</b>
<b>Expenditures</b>											
5100	Salary and Wages										
5700	Expenditures			1,091							1,091
5800	Construction										
5800B	Capital Outlay										
5900	Debt Service										
	<b>TOTAL EXPENDITURES</b>			<b>1,091</b>							<b>1,091</b>
<b>Other Financing Uses</b>											
5960	Transfers to Other Funds										
5990	Other Financing Uses										
	<b>TOTAL OTHER FINANCING USES</b>										
	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>			<b>1,091</b>					<b>29,550</b>		<b>1,091</b>
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)			<b>1,971</b>					<b>29,550</b>		<b>31,521</b>
0002	Fund Balance Beginning of Year										
0003	Adjustments		6,237	140,396			759		96,185		243,577
0004	Fund Balance End of Year		6,237	142,367			759		125,735		275,098

Schedule A Part 3  
Fiscal Year 2017

Schedule A Part 3 - Revolving Funds (RF01)

Acct. No.	Item Description	Education	Athletic	Parks and Recreation	Ch. 44, 53E 1/2	Other	Total
<b>Revenues</b>							
4100	Taxes and Excises						
4200	Charges for Services	1,191,158	160,333	149,089	56,496	2,547	1,559,623
4500	Federal Revenue			12,300			12,300
4600	State Revenue						
4800	Miscellaneous Revenues	40,132	19,773				59,905
4820	Earnings on Investments	129				15	144
<b>TOTAL REVENUES</b>		<b>1,231,419</b>	<b>180,106</b>	<b>161,389</b>	<b>56,496</b>	<b>2,562</b>	<b>1,631,972</b>
<b>Other Financing Sources</b>							
4910	Bond Proceeds						
4970	Transfers From Other Funds						
4990	Other Financing Sources						
<b>TOTAL OTHER FINANCING SOURCES</b>							
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>		<b>1,231,419</b>	<b>180,106</b>	<b>161,389</b>	<b>56,496</b>	<b>2,562</b>	<b>1,631,972</b>
<b>Expenditures</b>							
5100	Salary and Wages	827,395	16,071	53,405	35,305		932,176
5700	Expenditures	247,206	98,436	79,041	22,506	415	447,604
5800A	Construction						
5800B	Capital Outlay	6,826	32,990				39,816
5900	Debt Service						
<b>TOTAL EXPENDITURES</b>		<b>1,081,427</b>	<b>147,497</b>	<b>132,446</b>	<b>57,811</b>	<b>415</b>	<b>1,419,596</b>
<b>Other Financing Uses</b>							
5960	Transfers to Other Funds						
5990	Other Financing Uses						
<b>TOTAL OTHER FINANCING USES</b>							
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>1,081,427</b>	<b>147,497</b>	<b>132,446</b>	<b>57,811</b>	<b>415</b>	<b>1,419,596</b>
<b>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</b>		<b>149,992</b>	<b>32,609</b>	<b>28,943</b>	<b>-1,315</b>	<b>2,147</b>	<b>212,376</b>
0002	Fund Balance Beginning of Year	707,748	49,231	144,374	106,414	48,384	1,056,151
0003	Adjustments						
0004	Fund Balance End of Year	857,740	81,840	173,317	105,099	50,531	1,268,527

Schedule A Part 3  
Fiscal Year 2017

Schedule A Part 3 - Other Special Revenue (OS01)

Acct. No.	Item Description	Water	Sewer	Education	School Lunch	Adult Education	Professional Development	Comm. Preserv. Act	MWPAT	Title V	Gifts and Donations	Other	Total
<b>Revenues</b>													
4100	Taxes and Excises										57,761	676,919	1,051,305
4200	Charges for Services				316,625								
4500	Federal Revenue												
4600	State Revenue				364,754						9,867	755	364,754
4800	Miscellaneous Revenues				8,094						156	12,334	18,716
4820	Earnings on Investments												12,490
	<b>TOTAL REVENUES</b>				<b>689,473</b>						<b>67,764</b>	<b>690,008</b>	<b>1,447,265</b>
<b>Other Financing Sources</b>													
4910	Bond Proceeds												
4970	Transfers From Other Funds												
4990	Other Financing Sources												
	<b>TOTAL OTHER FINANCING SOURCES</b>				<b>689,473</b>						<b>67,764</b>	<b>690,008</b>	<b>1,447,265</b>
<b>Expenditures</b>													
5100	Salary and Wages				279,000						2,211	119,885	401,096
5700	Expenditures			73	342,883						70,849	353,294	767,099
5800	Construction												
5805	Capital Outlay												
5806	Capital Outlay												
5900	Debt Service										1,504		1,504
	<b>TOTAL EXPENDITURES</b>	<b>73</b>		<b>621,883</b>							<b>74,564</b>	<b>473,179</b>	<b>1,169,699</b>
<b>Other Financing Uses</b>													
5960	Transfers to Other Funds												
5990	Other Financing Uses												
	<b>TOTAL OTHER FINANCING USES</b>												
	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>73</b>		<b>621,883</b>							<b>74,564</b>	<b>473,179</b>	<b>1,169,699</b>
	<b>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</b>	<b>-73</b>		<b>67,590</b>							<b>-6,780</b>	<b>216,829</b>	<b>277,566</b>
0002	Fund Balance Beginning of Year	73		9,928		89		102,020			225,478	2,406,538	2,744,126
0003	Adjustments												
0004	Fund Balance End of Year			77,518		89		102,020			218,698	2,623,367	3,021,592

Accounting

Schedule A Part 3

Fiscal Year 2017

Schedule A Part 3 - Total All Special Revenue Funds and Expenditures

Acct. No.	Item Description	Total
<b>Revenues</b>		
4100	Taxes and Excises	
4200	Charges for Services	2,643,540
4500	Federal Revenue	2,713,437
4600	State Revenue	1,138,231
4800	Miscellaneous Revenues	78,621
4820	Earnings on Investments	12,772
	<b>TOTAL REVENUES</b>	<b>6,586,601</b>
<b>Other Financing Sources</b>		
4910	Bond Proceeds	
4970	Transfers From Other Funds	
4990	Other Financing Sources	
	<b>TOTAL OTHER FINANCING SOURCES</b>	
	<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>6,586,601</b>
<b>Expenditures</b>		
5100	Salary and Wages	2,536,536
5700	Expenditures	2,852,321
5800A	Construction	
5800B	Capital Outlay	41,320
5900	Debt Service	
	<b>TOTAL EXPENDITURES</b>	<b>5,430,177</b>
<b>Other Financing Uses</b>		
5960	Transfers to Other Funds	
5990	Other Financing Uses	
	<b>TOTAL OTHER FINANCING USES</b>	
	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>5,430,177</b>
	<b>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</b>	<b>1,156,424</b>
0002	<b>Fund Balance Beginning of Year</b>	<b>4,816,440</b>
0003	Adjustments	772
0004	<b>Fund Balance End of Year</b>	<b>5,973,636</b>

Schedule A Part 2  
Fiscal Year 2017

Schedule A Part 2 - General Government (100)

Acct. No.	Object of Expenditure	Legislative	Executive	Accountant Auditor	Collector	Treasurer	Law Department Town/City Counsel	Public Building/ Properties Maintenance	Assessors	Operations Support	License and Registration	Land Use	Conservation Commission	Other
5100	Salary and Wages		426,065	280,719		244,166	57,138		186,309	102,910	186,481	49,360	45,087	
5700	Expenditures		347,080	88,498		69,805	404,153		159,358	326,381	26,656	14,038	2,494	2,000
5800A	Construction													
5800B	Capital Outlay													
TOTAL			773,145	369,217		313,971	461,291		345,667	429,291	213,137	63,398	47,581	2,000

Schedule A Part 2 - Public Safety (200)

Acct. No.	Object of Expenditure	Police	Fire	Emerg. Med. Services	Inspection	Other
5100	Salary and Wages	5,848,904	4,355,679		211,037	811,420
5700	Expenditures	396,674	241,974		7,880	56,584
5800A	Construction					
5800B	Capital Outlay					
TOTAL		6,245,578	4,597,653		218,917	868,014

Schedule A Part 2 - Education (300)

Acct. No.	Object of Expenditure	Education	Reg. School Assessment- 1	Reg. School Assessment- 2	Reg. School Assessment- 3	Reg. School Assessment- 4
5100	Salary and Wages	23,515,999				
5700	Expenditures	4,138,374	2,973,685	422,261	26,946	
5800A	Construction					
5800B	Capital Outlay	209,329				
TOTAL		27,863,702	2,973,685	422,261	26,946	

Schedule A Part 2 - Public Works (400)

Acct. No.	Object of Expenditure	Hwy/Streets (Snow/ice)	Hwy/Streets (Other)	Waste Collect/Disp	Sewer Collect/Disp	Water Distribution	Parking Garage	Street Lighting	Other
5100	Salary and Wages	271,310	272,672	78,881					661,976
5700	Expenditures	1,211,880	3,307	1,327,005				682,542	917,858
5800A	Construction								
5800B	Capital Outlay	15,300							
TOTAL		1,498,490	275,979	1,405,886				682,542	1,579,834

Schedule A Part 2 - Human Services (500)

Acct. No.	Object of Expenditure	Health Services	Clinical Services	Special Program	Veterans Services	Other
5100	Salary and Wages	158,126		336,280	20,305	
5700	Expenditures	11,379			316,932	
5800A	Construction					
5800B	Capital Outlay					
TOTAL		169,505		336,280	337,237	

Schedule A Part 2  
Fiscal Year 2017

Schedule A Part 2 - Culture and Recreation (600)

Acct. No.	Object of Expenditure	Library	Recreation	Parks	Historical Commission	Celebrations	Other
5100	Salary and Wages	470,193	111,233	62,664			
5700	Expenditures	149,152	15,600	135,919			15,698
5800A	Construction						
5800B	Capital Outlay						
TOTAL		619,345	126,833	218,583			15,698

Schedule A Part 2 - Debt Service (700)

Acct. No.	Object of Expenditure	Retirement of Debt Principal	Interest on Long Term Debt	Interest on Short Term Debt	Other Interest
5800	Debt Service	1,415,000	608,544	14,290	
TOTAL		1,415,000	608,544	14,290	

Schedule A Part 2 - Unclassified (900)

Acct. No.	Object of Expenditure	Workers Compensation	Unemployment	Health Insurance	Other Emp. Benefits	Court Judgements	Other Insurance	Intergovt. Assessments	Retirement	Other
0001	Unclassified	330,006	54,664	11,961,073	785,233		716,303	2,928,284	5,935,500	
TOTAL		330,006	54,664	11,961,073	785,233		716,303	2,928,284	5,935,500	

Schedule A Part 2 - Transfers/Other Financing Uses (0001)

Acct. No.	Object of Expenditure	Amount
5860	Transfers to Other Funds	2,418,720
5990	Other Financing Uses	
TOTAL		2,418,720

Schedule A Part 2 - Total All General Fund Expenditures

Acct. No.	Object of Expenditure	Total
Expenditures		
5100	Salary and Wages	38,764,914
5700	Expenditures	14,512,133
5800A	Construction	
5800B	Capital Outlay	224,629
5900	Debt Service	2,037,834
0001	Unclassified	22,711,063
TOTAL GENERAL FUND EXPENDITURES		78,250,573
Other Financing Uses		
5860	Transfers to Other Funds	2,418,720
5990	Other Financing Uses	
TOTAL TRANSFERS AND OTHER FINANCING USES		2,418,720
TOTAL GENERAL FUND		80,669,293

Schedule A Part 2  
Fiscal Year 2017

Acct. No.	Object of Expenditure	Total
	EXPENDITURES AND OTHER FINANCING USES	

Schedule A Part 1

General Fund Revenues and Other Financing Sources (Fund 01) - Fiscal Year 2017

Schedule A Part 1 - General Fund Revenues and Other Financing Sources (Fund 01)

Acct. No.	Item Description	Amount
<b>A. Taxes</b>		
4110	Personal Property Taxes	2,069,953
4120	Real Estate Taxes	58,954,880
4150	Excise Taxes	4,386,803
4179	Penalties and Interest	277,304
4180	In Lieu of Taxes	67,619
4191	Other Taxes - Hotel/Motel	609,170
4198	Urban Redevelopment Excises	
4199	Other Taxes	962,812
<b>A. TOTAL TAXES (NET OF REFUNDS)</b>		<b>67,328,541</b>
<b>B. Charges for Services/Other Departmental Revenues</b>		
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	751,071
<b>B. TOTAL CHARGES FOR SERVICES/OTHER DEPARTMENTAL REVENUES</b>		<b>751,071</b>
<b>C. Licenses, Permits and Fees</b>		
4322	Fees Retained from Tax Collection	
4400	Licenses and Permits	1,615,217
<b>C. TOTAL LICENSES, PERMITS AND FEES</b>		<b>1,615,217</b>
<b>D. Federal Revenue</b>		
4540	Unrestricted - Direct	
4580	Unrestricted - Through the State	
<b>D. TOTAL FEDERAL REVENUE</b>		
<b>E. Revenues From State</b>		
4600	State Revenue	9,735,436
<b>E. TOTAL REVENUES FROM STATE</b>		<b>9,735,436</b>
<b>F. Revenues From Other Governments</b>		
4695	Court Fines	
4720	Received From the County for Services Performed	
4730	Received From Other Municipalities for Services Performed	
<b>F. TOTAL REVENUES FROM OTHER GOVERNMENTS</b>		
<b>G. Special Assessments</b>		
4750	Special Assessments	45,677



Schedule A Part 1

General Fund Revenues and Other Financing Sources (Fund 01) - Fiscal Year 2017

Acct. No.	Item Description	Amount
<b>G. TOTAL SPECIAL ASSESSMENTS</b>		<b>45,677</b>
H. Fines, and Forefeitures		
4770	Fines and Forfeitures	142,793
<b>H. TOTAL FINES AND FORFEITURES</b>		<b>142,793</b>
I. Miscellaneous Revenues		
4800	Miscellaneous Revenues	714,399
4820	Earnings on Investments	106,892
<b>I. TOTAL MISCELLANEOUS REVENUES</b>		<b>821,291</b>
<b>TOTAL GENERAL FUND REVENUES</b>		<b>80,440,026</b>
J. Other Financing Sources		
4990	Other Financing Sources	410,983
<b>J. TOTAL OTHER FINANCING SOURCES</b>		<b>410,983</b>
<b>TOTAL GENERAL FUND REVENUES AND OTHER FINANCIAL SOURCES</b>		<b>80,851,009</b>
K. Interfund Operating Transfers		
4972	Transfers from Special Revenue Funds	
4973	Transfers from Capital Projects Funds	
4975	Transfers from Enterprise Funds	997,018
4976	Transfers from Trust Funds	
4977	Transfers from Agency Funds	
<b>K. TOTAL INTERFUND OPERATING TRANSFERS</b>		<b>997,018</b>
<b>TOTAL GENERAL FUND REVENUES, OTHER FINANCING SOURCES, AND INTERFUND OPERATING TRANSFERS</b>		<b>81,848,027</b>

**TOWN OF SAUGUS  
COLLECTOR/TREASURER  
FISCAL 2017**

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	46,500 annually
Personal Property Tax Bills	2,500 annually
Water/Sewer Bills	19,000 annually
Motor Vehicle Excise Tax Bills	29,000 annually

In addition, during Fiscal 2017 the Town Collector recorded tax takings (liens) on 87 parcels. Tax Title collections were received in the amount of \$730,553.92 for Fiscal Year 2015 & 2016. One (1) parcel was acquired thru foreclosure proceedings.

During Fiscal 2017, 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.

In addition, the Treasurer, in conjunction with the Board of Selectmen is responsible for the issuance of all long and short-term debt on behalf of the Town of Saugus. The Town issues debt on behalf of its residents for the general fund, sewer enterprise fund, and water enterprise funds.

The following report outlines the total amount collected during Fiscal 2017 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, 2017 (rounded to the next whole dollar).

**PROPERTY TAXES RECEIVABLE:**

Current year's tax levy - FY 2017	\$281,219.84
Prior year's levies	\$400,421.19
Water/Sewer Liens added to taxes	\$17,353.52
Income and Expense Lien added to taxes	\$725.00
Tax Title	\$976,443.11
Tax Deferral	\$22,853.43
Tax Foreclosures	\$377,370.98

**OTHER RECEIVABLES:**

Motor Vehicle Excise	\$502,899.34
Boat Excise	\$6,658.36
Water Charges	\$447,303.48
Sewer Charges	\$239,060.33
Parking Violations	\$31,305.00
 Total Accounts Receivable	 \$3,303,613.58

The following collections were received for the fiscal year ended June 30, 2017 (rounded to the next whole dollar):

Property taxes, net	\$58,882,472.00
Water /Sewer Liens added to taxes	\$478,413.00
Income and Expense Lien added to taxes	\$45,675.00
Tax Title	\$597,508.00
Tax Foreclosure	\$19,865.00
Motor Vehicle Excise	\$4,454,801.00
Boat Excise	\$10,543.00
Water Charges	\$6,667,166.00
Sewer Charges	\$3,907,129.00
Parking Violations	\$64,970.00
 Total Collections	 \$75,128,542.00

**TOWN TREASURER  
FISCAL 2017**

**General Fund Investment Income**

General Cash Investments	\$106,891.55
School Scholarships	\$2,720.34
Saugus Education Fund	\$2.23
Saugus HS Student Activity Fund	\$60.50
Saugus MS Student Activity Fund	\$68.78
Escrow	\$194.72
Local Cultural Council	\$22.82
Police Federal Drug	\$114.52
Police State Drug	\$20.59
Senior Center	\$14.68
Senior Center Gifts	\$143.17
State Aid to Public Libraries	\$62.34
Tree Committee Fundraising	\$14.85
Conservation Commission	\$47.27

**Agency Funds:**

Saugus Community Television Station	\$2,433.28
Special Detail	\$230.76

**Capital Improvements:**

MWRA Water Pipeline Replacement	\$769.18
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**Trust Funds:**

Johnson Library Fund	\$66.33
Kimball Senior Center Trust	\$64.24
McKenzie Library Trust	\$68.68
Wilson Library Fund	\$27.81
Stabilization Fund	\$51,274.53
Stabilization Fund – Capital Projects	\$1,890.78
Stabilization Fund – Medical	\$3,969.19
Cemetery Perpetual Care Fund	\$15,308.94
Other Post Employment Benefits	\$3,020.91
Sick Leave	\$10.91
Sewer Rehabilitation	\$22,447.30
Shapiro Endowment Fund	\$1,410.28
School Gift Account – O'Neill Family Gift	\$4,517.98

Total	\$217,889.46
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Bball player 2 sculpture  
Boston Trang  
6<sup>th</sup> Grade Belmonte Middle School  
Sculpture was made using recycled  
materials in the style of famous sculptors.



# SAUGUS HIGH SCHOOL

PEARCE MEMORIAL DRIVE  
SAUGUS, MASSACHUSETTS 01906  
Tel: 781-231-5027 x1110 Fax: 781-231-5030  
[www.Saugus.k12.ma.us](http://www.Saugus.k12.ma.us)



## ***Saugus High School 2017-2018 School Profile***

*Accreditation: New England Association of Schools and Colleges*

*CEEB Code: 221885*

### **Principal:**

Mr. Michael Hashem

### **Assistant Principals:**

Ms. Kimberly Politano

Mr. Brendon Sullivan

### **Athletic Director:**

Mr. James Bunnell

### **Director of Guidance:**

Ms. Leanne Mottola

[LMottola@saugus.k12.ma.us](mailto:LMottola@saugus.k12.ma.us)

### **Counselors:**

Ms. Kathleen Frenette

[KFrenette@saugus.k12.ma.us](mailto:KFrenette@saugus.k12.ma.us)

Mrs. Bethany Norton

[BNorton@saugus.k12.ma.us](mailto:BNorton@saugus.k12.ma.us)

### **Guidance Clerk:**

Mrs. Roberta McTague

[RMctague@saugus.k12.ma.us](mailto:RMctague@saugus.k12.ma.us)

### **Mission Statement**

## **WE BELIEVE!!!**

WE BELIEVE THAT OUR STUDENTS ARE THE FUTURE

WE BELIEVE THAT OUR SCHOOL IS MORE THAN JUST A BUILDING

WE BELIEVE THAT OUR TEACHERS DO MORE THAN JUST TEACH

WE BELIEVE THAT WE CAN REACH OUR FULL POTENTIAL

WE BELIEVE THAT WE CAN MAKE A DIFFERENCE IN OUR COMMUNITY

WE BELIEVE THAT WE CAN SUCCEED

WE BELIEVE IN EACH OTHER

WE BELIEVE IN OURSELVES

## **WE BELIEVE IN SACHEM PRIDE**

### **Graduation Requirements**

Total Credits: Minimum 110

Required Subjects		Credits
English	4 years	20
Math	4 years	20
Science	3 years	15
Social Studies	3 years	15
Fine Art	1 year	5
Wellness	4 years	10
World Language	2 years (highly recommended)	
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.

### **School and Community**

Saugus High School is a comprehensive four-year (9-12) public high school with an enrollment of approximately 700 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, Environmental Science, Calculus AB & BC, Statistics, Computer Science A, Computer Science Principles and Spanish. 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, 90% 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 2015-2016 was 2,668 with 76.1% Caucasian, 4.3% African American, 4.8% Asian and 12.6% Hispanic with 40.2% of students on free or reduced lunch.

### **Advanced Academy Program**

Some members of the Class of 2018 will be the 4<sup>th</sup> class 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.



**POST SECONDARY PLANS (%)**

	2015	2016	2017
4 year Colleges and Universities	70.2	70.3	68.4
2 year Colleges and Universities	21.2	21.2	30.5
Other Education	1.3	4.8	3.7
Military	3.3	1.8	2.6
Work	2.6	.6	1.6
Undecided	1.3	1.2	3.1

**SCHOLASTIC APTITUDE TESTS**

	2015	2016 (new)	2017
# OF STUDENTS	142	141	161
CRITICAL READING	495	489	523
MATH	510	498	509
WRITING	474	N/A	N/A

**ADVANCED PLACEMENT EXAM RESULTS**

	# of Students	# of Exams	Scores of 3 or Better
2017	186	369	124
2016	163	354	151
2015	169	365	214

**GRADING SYSTEM & CLASS RANK**

Class rank is cumulative over four years and is weighted on the basis of achievement level. Class rank is based on GPA.

GRADE	AP	H	CP	GRADE	AP	H	CP
97-100	5.3	4.8	4.3	77-79	3.3	2.8	2.3
93-96	5.0	4.5	4.0	73-76	3.0	2.5	2.0
90-92	4.7	4.2	3.7	70-72	2.7	2.2	1.7
87-89	4.3	3.8	3.3	67-69	2.3	1.8	1.3
83-86	4.0	3.5	3.0	65-66	2.0	1.5	1.0
80-82	3.7	3.2	2.7	Below 65	0	0	0

**Colleges & Universities Enrolling Saugus High School's Class of 2017**

Boston College	Massachusetts Bay Community College	Suffolk University
Bridgewater State University	Merrimack College	The University of Tampa
Brigham Young University	Newbury College	University of Maine at Augusta
Bunker Hill Community College	North Shore Community College	University of Massachusetts Amherst
Clark University	Northeastern University	University of Massachusetts Boston
Emerson College	Oklahoma State University	University of Massachusetts Lowell
Emmanuel College	Palm Beach State College	University of Miami
Endicott College	Pennsylvania State University	University of New England
Fisher College	Plymouth State University	University of New Hampshire
Fitchburg State University	Providence College	University of Rhode Island
Framingham State University	Quinnipiac University	University of South Carolina
Franklin Pierce University	Regis College	Wentworth Institute of Technology
Gordon College	Rivier University	West Virginia University
Hofstra University	Roger Williams University	Westfield State University
Ithaca College	Saint Anselm College	Wingate University
Jacksonville University	Saint Michael's College	Worcester State University
Lasell College	Salem State University	
Lesley University	Salve Regina University	
Make-up Designory – New York	Stevens Institute of Technology	

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# Saugus High School

Pearce Memorial Drive, Saugus, Massachusetts, 01906

**Brendon Sullivan**  
*Assistant Principal*

Phone: (781)-231-5027  
Fax: (781)-231-5030

**Kimberly Politano**  
*Assistant Principal*

**Leanne Mottola**  
*Director of Guidance*

**Michael C. Hashem**  
*Principal*

**James Bunnell**  
*Athletic Director*

## Saugus High School 2017 Annual Report

### July 2016

- SHS conducted Summer School for credit recovery through the month of July.

### August 2016

- On August 18th, SHS held its Fall Sports Information Night.
- SHS Freshmen Orientation was held on August 23rd from 10 AM to 11:30 AM
- New Teacher Orientation was held at the Roby Building on August 25th.
- First day for staff, including the Superintendent's address and work in the building, commenced on August 28th.
- First day of school at SHS was August 31st.

### September 2016

- Parent Information Night took place on September 7<sup>th</sup>, designed to open up the line of communication between the teachers and the families of our students.
- Clubs, groups and teams participated in the annual Founder's Day event on Saturday, September 10th.
- Founder's Day Improv Show was held on September 10th from 7:30 to 8:30 PM.
- SHS Welcome Back Rally was held on September 16th.
- SHS - Mass Insight Kick Off Rally was held on September 23rd for 1 to 2 PM.

### October 2016

- Saugus High School hosted a SAT administration on October 1st.
- Senior Parent Night & Financial Aid Night was hosted by the Guidance Department on October 4th.  
The purpose of this event was to work with the parents/guardians of grade 12 students planning to attend college.
- National Honor Society Fall Blood Drive was on October 7th.
- The Guidance Department administered the PSAT exam at SHS on October 19<sup>th</sup> to grades 9-11.
- Bullying Awareness Day sponsored by Student Council and National Honor Society was on October 21st.
- AP Saturday Sessions for ELA was conducted on October 29th.

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### **November 2016**

- On November 1st, the principal presented the Adams Scholarship letters to the senior awards recipients.
- On November 1st, the Sachem Chapter of the National Honor Society held its induction ceremony.
- SHS hosted an Academy Meeting for potential incoming 9th graders on November 2nd.
- November 2nd-4th, the ELA Retest exams were given to 11th & 12th grade students who had not yet taken or passed the MCAS.
- November 3rd to 5th was the Fall Play - Anatomy of Grey.
- Saugus High School hosted a SAT administration on November 5<sup>th</sup>.
- November 9th - 10th the Math Retest exams were given to 11th & 12th grade students who had not yet taken or passed the MCAS.
- On November 9<sup>th</sup>, SHS held its Winter Sports Information Night.
- Marks for Term 1 closed November 4<sup>th</sup> and reports cards were posted on X2 the following week on November 14<sup>th</sup>.
- On November 15th, SHS hosted the 8th Grade Academic/Athletic/Co-Curricular Open House. Students and parents were provided with a presentation, tour, and clubs/groups/sports fair.
- AP Saturday Session for Math was conducted on November 19th.
- During Mentor Room, Spirit Week began with Door Decorations on November 15<sup>th</sup>.
- Leading up to the annual Thanksgiving Day football game, Saugus High School participated in Spirit Week from November 15<sup>th</sup> to November 23rd. Students and faculty participated in themed days and nightly events.
- 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 16<sup>th</sup>.
- On November 16th there was a Color Day Improv Performance.
- On November 16th and 17th, the Powder Puff Tournament took place.
- One of the major events of Spirit Week was our Spirit Week Homecoming Dance held in the Saugus High School gym on November 18th.
- Thanksgiving Improv was held on November 22nd.
- Our annual Dodgeball Tournament took place in our gym on November 21st.
- Spirit week concluded on November 23rd with our annual Color Day Prep Rally.
- On Thanksgiving Day, November 24th, Saugus High School football lost to Peabody at Peabody.

### **December 2016**

- Parent/Teacher Conferences took place on December 1st from 4-6 PM.
- Saugus High School hosted a SAT administration on December 3rd.
- SHS hosted a Spirit Week Craft Fair on Saturday, December 3rd.
- The Band and Chorus Concert held their annual Winter Concert on December 7th.
- AP Saturday Session for Science was conducted on December 10th.
- On December 13th, the Guidance Department hosted an on the spot decision day with Rivier University.
- On December 14th, the Guidance Department hosted an on the spot decision day with Fisher College.
- There was an Improv Performances on December 16<sup>th</sup>.
- On December 22nd, the Guidance Department hosted its Annual Alumni Panel where SHS alumni return to speak to current 11th & 12th grade students about "Life After SHS."
- The SHS Holiday concert was performed on December 22nd during the last period of the day.

### **January 2017**

- ACCESS Exams were given between January 5th and February 8th.
- SHS Who's Who night was on January 5th in the SHS auditorium.
- On January 9th, SHS hosted a meeting of Youth Sports and High School Sports Coaches.

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- AP Saturday Session for ELA was conducted on January 21st.
- During the week of January 16<sup>th</sup>, Mid-Year Exams were administered at SHS with term 2 ending on January 20th & report cards being issued on X2 January 27<sup>th</sup>.
- The Winter Ball was held on January 20th sponsored by our Junior Class.
- AP Saturday Session for ELA Mock Exams was conducted on January 21st.
- A Capella Fundraiser was held on January 27th.
- SHS launched its GOALS Program on January 31st.

### **February 2017**

- Parent/Teacher Conferences took place on February 2nd.
- AP Saturday Session for Math was conducted on February 4th.
- February 6th and 7th the Biology Retest exams were given to 10-12th grade students who had not yet passed the MCAS.
- On February 7<sup>th</sup> the Guidance Department hosted an on the spot decision day with Salem State University.
- On February 8<sup>th</sup> the Guidance Department hosted an on the spot acceptance day with North Shore Community College.
- On February 8<sup>th</sup> SHS held its Poetry Out Loud Contest.
- Dramafest Preview at SHS was held on February 28h at SHS.

### **March 2017**

- The MCAS ELA Retest exams were March 1st-3rd and the Math Retest exams March 6th-8th were given to 11-12th grade students whp had not yet passed the MCAS.
- Dramafest Play Preview for staff and students was on March 1st.
- On March 4th, the Drama Club participated in the Dramafest Preliminary Festival & Semi Finals.
- On March 6th, SHS conducted a “Spread the Word to End the Word” assembly during Mentor Block.
- On March 8th, the SHS Chorus participated in a District Wide Chorus Concert.
- The Spring Sports meeting was held on March 9th.
- The sophomore class held its Sophomore Semi-Formal on March 10<sup>th</sup>.
- AP Saturday Session for Science was conducted on March 18th.
- On March 22nd, SHS hosted the SHS Pops Concert.
- The MCAS ELA exams were given on March 21st-23rd to all sophomores at SHS.
- The Guidance Department hosted its annual Early College Planning Night on March 23rd.
- AP Saturday Session for ELA was conducted on March 25th
- There was an Improv performance on March 27th.
- The YRBS Administration at SHS was on March 28th.
- Dalia Rajeh and Isabella LoPresti were recognized at the Unsung Hero Night for Saugus High School on March 28th.
- NHS hosted March Madness Basketball Tournament on March 28th.
- NHS hosted March Madness Ice Cream Social on March 29th.
- SHS hosted the District-wide March for the Arts.
- NHS hosted March Madness Dodgeball Tournament on March 30th.

### **April 2017**

- Marks for Term 3 closed April 7th and reports cards were posted on X2 the following week on April 12<sup>th</sup>.
- AP Saturday Session for Math was conducted on April 8th.

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- The Guidance Department held its 4th annual Job Fair in the cafeteria on April 12th.
- Parent/Teacher Conferences took place on April 13<sup>th</sup>.
- AP Saturday Session for Science Mock Exams was conducted on April 29th.

### **May 2017**

- The Saugus Business Education Collaborative held its annual “Taste for Education” on May 1st at the Danversport Yacht Club.
- Saugus High School hosted a SAT administration on May 6th
- SHS students participated in a town-wide Student Government Day on May 11th.
- Advanced Placement Exams were administered during the weeks of May 1st through May 12<sup>th</sup>.
- The Spring Musical, Rent, was held in the SHS auditorium at SHS on May 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup>.
- North Shore Honors Scholars Banquet was held on May 9<sup>th</sup> at the Sheraton Ferncroft. This event honored the top 10 students 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 16<sup>th</sup> and 17<sup>th</sup>.
- The SHS Band and Chorus conducted its annual Spring Concert on May 17<sup>th</sup> in the SHS auditorium.
- The SHS annual Shadow Day occurred on May 18th. Mrs. Norton ran this program that allowed SHS students to “shadow” local officials and business leaders for the day. This event was sponsored by SBEC.
- The Saugus Boosters Club conducted its annual All-Sports Award Ceremony on May 22nd at Saugus High School.
- SHS Alumni Awards were held in the SHS Learning Commons on May 24th.
- Senior exams were administered the week of May 22nd.
- Mass Fallen Heroes Program was held at SHS on March 26th.
- The Senior Academic Awards and Scholarship Night was held on May 31st in the Saugus High School Auditorium.

### **June 2017**

- The senior activities week was held from May 30th to June 2nd.
- The Senior Prom was held on June 1<sup>st</sup> at the Cruiseport in Gloucester.
- Graduation for the Class of 2017 was held on Friday night June 2nd at Stackpole Field.
- MCAS Biology Exams were administered to all freshmen students during the days of June 5th and 6th.
- The Guidance Department hosted its 8<sup>th</sup> annual college fair and admissions panel on June 6th.
- SHS hosted an 8th grade Step Up Day on June 13th.
- Final Exams were administered from June 14<sup>th</sup> to June 19<sup>th</sup>.
- Term 4 marks closed on June 20<sup>th</sup>.

### **The Class of 2017 Profile**

Four year colleges	68.4%
Two year colleges	30.5%
Post Secondary schools	3.7%
Military	2.6%
Work	1.6%
Undecided	3.1%

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# Oaklandvale Elementary School

266 Main Street

Saugus, Massachusetts 01906

Telephone: 781-231-5082 Fax: 781-231-5085



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Mr. Eric R. Jones, Principal  
[ejones@saugus.k12.ma.us](mailto:ejones@saugus.k12.ma.us)

## ANNUAL REPORT

The Oaklandvale currently houses approximately 242 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 Spring 2017, 3rd, 4th, and 5th grade students took the new MCAS 2.0. All students took the test online using the Chromebooks. While the state didn't change the levels this year, the Oaklandvale had success in all testing areas and in all grade levels. We are very proud of our results and will work towards building upon that success.

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 been working with our team to develop consistent practices around writing.
- Title I Math and ELA tutors address specific student needs.
- Technology is a staple of all curriculum areas.
- Data is analyzed by grade level teams both during formal and informal meetings.

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

- Blackboard Connect is used to email parents regarding any upcoming events or to address school wide issues.
- Our Twitter handle is @OakSaugus.
- Many of our teachers have their own Twitter handle.
- Our Facebook page is [www.facebook.com/OakSaugus](http://www.facebook.com/OakSaugus)

- The school web page is another source of communication.

Other highlights from this school year include:

- We are now 1:1 for Chromebooks in grades 1-5. Kindergarten has an ample supply of Chromebooks as well.
- Professional Development collaborating with the Hill for Literacy and Keys to Literacy.
- Read Across America events including Door Decorating Contest and guest readers from around the community.
- Various PTO sponsored enrichment presentations
- Staff and Parent participation at SBEC Trivia Night and Taste for Education.
- Partnership with grades 4 and 5 with Saugus High School to share and improve student writing.

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

# Belmonte Middle School

## SCHOOL PROFILE

### 2016-2017

#### School Vision Statement:

The A.J. Belmonte Middle School is a diverse partnership of students, staff, parents, and community members dedicated to the establishment of a safe and nurturing environment in which all try to become lifelong learners. We will strive to advance the intellectual, social, emotional, and physical development of all our students.

#### Leadership:

##### Administrative Staff:

Kerry R. Robbins Principal  
Myra Monto Assistant Principal  
William Donadoni, Assistant Principal

#### Important Teams

School Building Council  
Behavioral Support Team  
Parent Teacher Organization  
Instructional Learning Team  
SMARTS Coaches  
TenMarks Pilot Team

#### 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:  
2:10-2:50pm

#### Staff Profile:

Faculty: 63  
Administration: 3  
Office Staff: 3  
Counseling/Nurse: 4  
Paraprofessionals: 15  
Custodial Staff: 7 (includes matron)  
Average Class Size: 23

#### Student Demographics (according to DESE)

Enrollment: 660  
Male 341  
Female 319  
Afr-Am: 4.3%  
Asian: 3.4%  
Hispanic: 11%  
Native American: 0.5%  
Native Hawaiian/  
Pacific Islander: 0.3%  
White: 80.1%  
Multi-race: 0.5%  
ELL Students: 2.9%  
FLEP Students: 10.4%

#### School Programs and Support Services:

Core Academic Subjects meet everyday Math, Language Arts, Science, Social Studies, Spanish (8<sup>th</sup>)  
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, Health Drama, Art, General Music, creative Design Projects, Computer Technology, Math Enrichment for Title One Students in grades 6 and 7, Reading, ELL Services  
Band and Chorus ensembles (6, 7, 8). Members meet every other day for the full year.

#### Recent Improvements and Accomplishments:

##### Things We're Most Proud Of:

Secured Executive Functioning Grant for ALL Students
Pilot Program for TenMarks
Department Time and Professional Development for Faculty Members during Faculty Meetings
2nd year of Pilot Program for Next Steps for Success with a Social Component added
Honorable Mention added to the Honor Roll System
Strengthened necessary academic and social/emotional supports for students at risk
Continuation of the After School MCAS Grant
Character Development a focus on several academic teams
6 <sup>th</sup> Grade Orientation Camp- revamped
ELL Courses Developed and Social blending modeled

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

School Performance Data:	2016	2015	2014	2013
<b>2016 Results</b>				
% Proficient + Advanced in: 6 <sup>th</sup> Math	66	63	64	66
% Proficient + Advanced in: 6 <sup>th</sup> Language Arts	65	64	63	62
% Proficient + Advanced in: 7 <sup>th</sup> Math	47	43	45	47
% Proficient + Advanced in: 7 <sup>th</sup> Language Arts	71	67	60	63
% Proficient + Advanced in: 8 <sup>th</sup> Math	36	47	36	43
% Proficient + Advanced in: 8 <sup>th</sup> Language Arts	77	77	70	74
% Proficient + Advanced in: 8 <sup>th</sup> Science/Tech	28	39	27	27
Met Adequate Yearly Progress: ELA	No	No change	No change	yes (on target)
Met Adequate Yearly Progress: Math	No	No change	No change	Yes (exceeds target)
Met Adequate Yearly Progress: Science	No	Improved below target	yes	



Special Education Teacher and Paraprofessional assigned to each academic team (2 per grade) for inclusion support services.  
 Four Intensive special needs program servicing students with a wide diversity of physical, emotional, and academic needs.  
 Full-time school adjustment counselor for counseling support, individual student counseling, and evaluations.  
 Guidance programs: anti-bullying workshops/seminars for students. Drug and alcohol awareness.  
 At-Risk Program (100% volunteer), mentor program and before and after school program.

#### Student Recognition:

High Honor Roll Breakfast / Honor Roll Certificates/ Celtics Tickets and Orange Leaf Incentives

National Junior Honor Society

End of the Year Celebrations by grade level and award ceremonies

Stars of the Month

Mcas Spring Training for all Grades

#### Extracurricular Activities:

Athletics :Football ,Wrestling, Cross Country, Girls/Boys Soccer, Field Hockey, Girls/Boys Basketball, Hockey, Track, Lacrosse, Indoor Track, Spring Track

Drama Performance

Band and Chorus Performances

Community Service Club

Robotics

Math Team

Spirit Club

Washington, D.C. trip for 8<sup>th</sup> Graders

Lunch Groups

Sachem Buddies

Model UN Club

Belmonte Cafe

Classroom Reps for End of the Year Activities

Competitions between students and faculty

Science Club

Active and Supportive Parent Teacher Organization that supports after school events for all students

Academic Bowl



# ***Belmonte Middle School***

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Fax: (781) 233-5665

**Dr. David DeRuosi**  
*Superintendent of Schools*

**Myra D. Monto**  
*Interim Principal*

## ***Belmonte Middle School 2017 Annual Report***

### **August 2017**

- I Survived Middle School Orientation for incoming 6 graders was held on Aug. 21, 22 & 23 from 8:00 am to 10:00 am.
- New teacher Orientation was held at the Roby Building on August 25th.
- First Day for staff, including Superintendent's address and work in the building, commenced on August 28th.
- First day of school at BMS for all students was August 29.
- Aug. 30, Day 2 at BMS. GR. 8 Band performed in the Auditorium from 7:53am - 8:40am.
- Aug. 31, Day 3 School Pictures were taken in the Auditorium

### **September 2017**

- A representative from AXA Financial was at the BMS on September 6 from 11:00am to 12:30 pm.
- Back to School Night took place on September 7 with Band performance from 11:10 to 12:30 pm. and Follow Your Child's Schedule from 5:00pm - 8:00pm.
- Founder's Day September 9th Booth set up meet and greet
- Faculty Meeting was held on September 13th
- 8th Grade Dance was held on September 22nd

### **October 2017**

- The Catalog Fundraiser began at Belmonte Middle School on October 2.
- On October 3 the Adams Team visited the Saugus Iron Works.

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From 11:10am to 12:30pm the BMS Band performed in the Auditorium.

- Faculty Meeting was held on October 11th
- Roll-A-Thon October 12th
- School Building Council meeting October 24th
- Parent Conferences were held on the 13th and
- Harvest Dance October 27th

## **NOVEMBER 2017**

- Camfel Day was held on November 1 at Belmonte Middle School
- Students were encouraged to wear Red on Nov. 1 to demonstrate We Are Red-y to be Drug Free!
- Camfel Productions was held in the Belmonte Auditorium from 7:55 am to 8:40 am on November 1.
- November 2 was Wear Bright Colors Day at BMS - My Future is Bright!
- Drama Club performed in the Auditorium between 7:55 am and 9:30 am. on Nov. 2nd.
- A Washington DC Information Meeting was held for parents and students in the Auditorium from 6:00pm to 7:00pm. on November 2nd.
- Wear PJ's - Follow your Dreams, Don't use Drugs! was all day on November 3.
- Faculty Meeting November 8th
- School Building Council Meeting November 28th

## **DECEMBER 2017**

- December 1 GR. 8 Band performance from 7:53 am. to 8:40am; Drama Tech Day was from 2:15pm to 4:00pm, and Drama Rehearsal continued until 4:30pm.
- Drama Rehearsal continued between 2:15pm to 4:30pm on December 4.
- Band performance was in the Auditorium and Drama Rehearsal continued between 2:15 pm and 4:30pm on December 5.
- BMS 7th Graders went on a Field Trip to the North Shore Music Theater on December 6.
- Drama Rehearsal continued on Dec. 6 between 2:15 pm and 4:30pm.
- Grade 8 Band performed in the Auditorium from 11:10am to 12:30pm and Drama Rehearsal was from 2:15pm to 4:30pm
- On December 7. Saugus School Superintendent was in the Auditorium between 6:00 pm and 8:00 pm on December 7.
- Faculty Meeting December 19th
- School Building Council December 19th

## **JANUARY 2018**

- Order forms were sent home for PTO T-Shirts on January 3.

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- Grade 8 Band performed in the Auditorium from 11:10am to 12:30pm and Drama Rehearsal continued from 2:25 pm to 4:30pm on January 4.
- BMS Grade 8 Band performed in the Auditorium from 7:53 am to 8:40 am and Drama Tech Day was from 2:15 pm to 4:30 pm. on January 8.
- Faculty Meeting January 10th
- School Building Council January 30th

## **FEBRUARY 2018**

- The Drama Club met in the Auditorium in the the am on February 27 and February 28
- The School Building Council Meeting was held between 2:30 pm and 3:30 pm at Belmonte Middle School on February 27.

## **MARCH 2018**

- The Drama Club will meet in the Auditorium in the A.M. on March 1, March 2, March 6 and March 7 and again on March 6 between 1:22 pm and 2:10 pm
- Scavenger Hunt will take place on March 2 from 6:45 to 8:45 run by Saugus Youth & Recreation.
- PTO Meeting will be held at Panera Bread on March 5 from 6:00 to 7:00pm.
- Winter Frolic Dance, Friday March 9th from 6 to 8 run by the P.T.O.
- Game Night in the Learning Commons Friday March
- W.I.S.E. Conference Salem State University March 13
- Dr. DeRuosi will be at the Belmonte Middle School Auditorium from 6:00pm to 7:00pm regarding the Wellness Series.

## **APRIL 2018**

- Girls STEM Summit will be held at Regis College on April 8th from 8 to 4.
- On April 11 there will be a Faculty Meeting hence no student make-up/help.

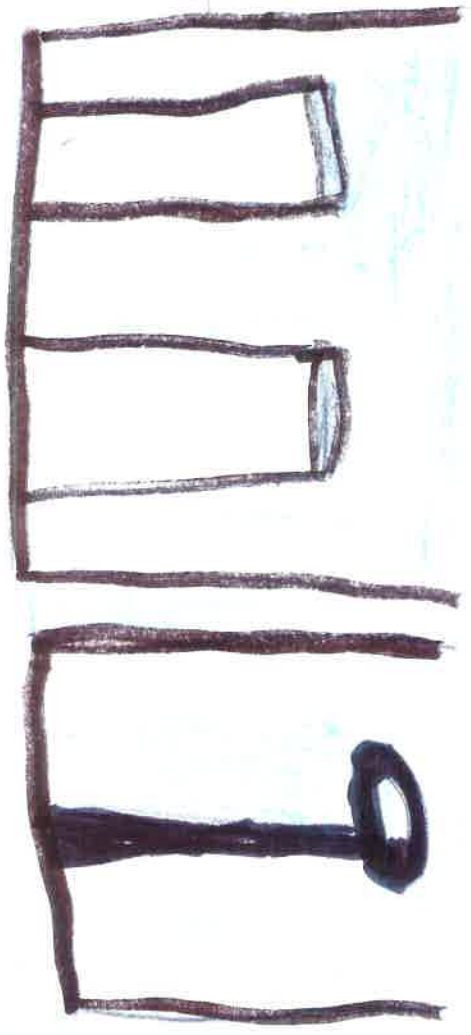
## **MAY 2018**

- On May 7, The Belmonte Middle School PTO will meet at Panera Bread from 6-7:00pm.
- On May 9 there will be a Faculty Meeting hence no student make-up/help.

## **JUNE 2018**

- On June 5 to June 8, Grade 8 will go on a School Trip to Washington DC.
- 8th Grade End of the year activities such as field trip, social and Moving On Ceremony will be determined once the last day of school is determined .

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## **MCAS Results**

	<b>2015 % Adv &amp; Prof</b>	<b>2016 % Adv &amp; Prof</b>	<b>Diff.</b>
<b>ELA GR.3</b>	77	63	-14
<b>ELA GR.4</b>	53	62	+9
<b>ELA GR.5</b>	68	67	-1
<b>Math Gr. 3</b>	91	79	-12
<b>Math Gr. 4</b>	29	44	+15
<b>Math Gr. 5</b>	55	49	-6
<b>SCI GR. 5</b>	58	57	-1

	<b>2015 CPI Overall</b>	<b>2016 CPI Overall</b>	<b>Diff.</b>
ELA	86.9	85.0	-1.9
MATH	81.5	82.5	+1
SCIENCE	83.8	82.4	-1.4

	<b>2015 SGP Overall</b>	<b>2016 SGP Overall</b>	<b>Diff.</b>
ELA	38.0	48.0	+10
Math	30.0	38.0	+8



# **Lynnhurst Elementary School**

## **Annual Report 2016/17**

10 Elm Street  
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Fax: 781-233-9420

**Principal**

**Michael Mondello**

[mmondello@saugus.k12.ma.us](mailto:mmondello@saugus.k12.ma.us)

**Clerk**

**Diane Corton**

---

This year, due to our transition to Next Generation MCAS 2.0, the Lynnhurst School did not receive an assigned accountability level. While accountability levels were not assigned, the Lynnhurst School data indicated solid performances, at all grade levels, in comparison to the state in all of the reportable achievement level percentages in both ELA and Math.

In grade three ELA, the Lynnhurst School's percentage of students who scored in the Exceeding or Meeting categories was 66%, 19 percentage points higher than the state average. The percentage of students who scored in the Partially Meeting and Not Meeting categories was 34%, 18 percentage points lower than the state average. The grade three average ELA scaled score was 505.3 which was 6.5% above the state average and the grade three overall achievement percentile was 74% in comparison to all public schools across the state. In grade three Math, the Lynnhurst School's percentage of students who scored in the Exceeding or Meeting categories was 77%, 28 percentage points higher than the state average. The percentage of students who scored in the Partially Meeting and Not Meeting categories was 24%, 27 percentage points lower than the state average. Grade three average Math scaled score was 506.4 which was 7.6% above the state and the overall achievement percentile for Math was 75%.

In grade four ELA, the Lynnhurst School's percentage of students who scored in the Exceeding or Meeting categories was 51%, 3 percentage points higher than the state average. The percentage of students who scored in the Partially Meeting and Not Meeting categories was 49%, 3 percentage points lower than the state average, including zero students in the Not Meeting category. Grade four average ELA scaled score was 504.3 which was 5.1% above the state average and the grade four overall achievement percentile was 70% in comparison to all public schools across the state. In grade four Math, the Lynnhurst School's percentage of students who scored in the Exceeding or Meeting categories was 59%, 10 percentage points higher than the state average. The percentage of students who scored in the Partially Meeting and Not Meeting categories was 40%, 12 percentage points lower than the state average. Grade four average Math scaled score was 505.5 which was 7.5% above the state average and the overall achievement percentile for Math was 75% in comparison to all public schools across the state. In the area of Student Growth Percentiles (SGP), the average SGP for ELA was 57% and the average SGP for Math was 64%.

In grade five ELA, the Lynnhurst School's percentage of students who scored in the Exceeding or Meeting categories was 58%, 9 percentage points higher than the state average. The percentage of students who



scored in the Partially Meeting and Not Meeting categories was 42%, 10% percentage points lower than the state average, including only 3% of students in the Not Meeting category, which was 7% lower than the state. Grade five average ELA scaled score was 500.7 which was 1.8% above the state average and the grade five overall achievement percentile in ELA was 56% in comparison to all public schools across the state. In grade five Math, the Lynnhurst School's percentage of students who scored in the Exceeding or Meeting categories was 40%, 6% percentage points lower than the state average. The percentage of students who scored in the Partially Meeting and Not Meeting categories was 61%, 7 percentage points higher than the state average. Although below the state, the fifth grade had zero students in the Not Meeting category which was 10% less than the state. The grade five average Math scaled score was 496.2 which was 2.5% above the state average and the overall achievement percentile for Math was 38% in comparison to all public schools across the state.

In the area of Student Growth Percentiles (SGP), the average SGP for ELA was 59% and the average SGP for Math was 48%. In the area of science, the Lynnhurst School's percentage of students who scored in the Advanced or Proficient categories was 45%, 1 percentage point lower than the state average. The percentage of students who scored in the Needs Improvement and Warning categories was 56%, 2% percentage points higher than the state average, although students in the warning category by 4% lower than the state. Grade five CPI for science was 75% compared to the state CPI of 75.3.

As it pertains to Student Participation, the Lynnhurst was at 100% in all subgroups.

Overall, our school was able to outperform the state in the number of students scoring in the Exceeding and Meeting categories, in grades three (ELA & Math), four (ELA & Math) and fifth grade ELA. We saw significant increases in growth percentages, in both ELA and Math, at grades four and five, which indicates instructional improvements and student response to instruction. Our Not Meeting category continues to trend way below the state and we saw zero students fail in fourth grade ELA and fifth grade math. We need to continue to raise our the percentage of students in the Exceeding and Meeting categories by reducing our Partially Meeting populations. Our performance on the Essay and Constructed Response portion of the assessment was a strength in grades three and four where we outperformed the state. Specific attention is being paid to continue increasing Student Growth Percentages, reducing students scoring in the Partially Meeting category and overall Math improvements. Actions, outlined in the goals, are being implemented to ensure appropriate growth towards narrowing proficiency gaps are in place.

The Lynnhurst currently houses 278 students. Our 13 classrooms are as follows: (3) Kindergarten, (2) First Grade, (2) Second Grade, (2) Third Grades, (2) Fourth Grade, (2) Fifth Grades.

We have continued to focus on the Instructional CORE (Teaching, Learning, Content) using various instructional supports:

Supports	Actions
<b>ILT: Instructional Leadership Team</b>	<b>Meets Bi-Monthly to address school wide needs</b>
<b>DIBELS: Dynamic Indicator of Basic Early Literacy Skills</b>	<b>Standardized reading assessment used to determine risk levels for all students</b>

<b>Partnership with the H.I.L.L. (Hansen Initiative for Language &amp; Learning)</b>	<b>On going partnership to address core instruction and intervention</b>
<b>District Determined Measures: DDMs</b>	<b>District Determined Measures to measure student growth</b>
<b>Title 1 Teachers: (Math &amp; ELA):</b>	<b>Allocated for targeted strategic instruction in all grades</b>
<b>Professional Learning Communities: PLC's (All Grades)</b>	<b>Teacher teams meet 30 minutes bi-weekly to address the instructional core at their grade level</b>
<b>Response to Intervention Model: RTi</b>	<b>Mandatory 30-40 Minute daily ELA Intervention Block (All Grades)</b>
<b>Data Inquiry Meetings (ELA &amp; Math):</b>	<b>Coordinated grade level data meetings to analyze data and create strategic instructional groupings and focus</b>
<b>Keys to Literacy Partnership: KTL</b>	<b>Coordinated monthly professional development, with a Keys To Literacy coach, in vertical grade level teams and at monthly staff meetings</b>
<b>ECRI (Enhanced Core Reading Instruction)</b>	<b>A systematic and explicit phonics routine delivered in all primary classrooms</b>

### **Other highlights from this school year include:**

- Effective 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.
- A monthly "School Meeting," 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 individual talents. We award a Lion Heart winner from each classroom, nominated by the teacher, to students who exemplify a typical Lynnhurst student. The Lion Heart winners are students who consistently persevere, who have inspiration, dedication and determination.
- 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 are working on creating school wide coherence with instruction and learning.
- School wide use of DIBELS to support our data collection process. We have 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 assigned an interventionist. We use the Dibels Database System to track and record changes to performance and make predictions and decisions about instruction.
- Ongoing partnership with the Hansen Initiative for Language and Learning (HILL) to address curriculum, instructional coherence and the use of a coordinated assessment system. This year



the HILL has trained all of our K-2 teachers in ECRI. ECRI (Enhanced Core Reading Instruction) is a systematic and explicit phonics routine delivered in all primary classrooms.

- Ongoing partnership with Keys to Literacy. This year we are working with the KTL coaches to create coherence around the process of writing across genres along with calibrating district wide assessment measures.
- A math focus on problem solving. To support problem solving our students participate in a daily "Do Now" to begin each math lesson. The "Do Now" focuses on student thinking and process. We have also allocated our Title 1 teachers to support our Rti block, four times per week, in all grades.
- School wide writing workshop model developed during our PLCs. We currently have a coherent writing model and a visual to support workshop expectations. We have identified vertical writing traits and crafts that align to craft lessons from the book: *Craft Lessons*, by Ralph Fletcher. We are using monthly staff meetings to participate in a cycle of learning for each writing craft that includes calibrating instruction and looking at student work. Teachers have gone outside of the district to observe writing workshop in other schools.
- Daily independent reading block at all grade levels. The independent reading time addresses one of the components of a balanced literacy model and has students reading text at their "just right/independent" level every day for an uninterrupted block of time. During the block teachers are conferencing with individual students.
- Title 1 positions in both Math and Literacy four times per week.
- Multiple Principal Read Alouds.
- Targeted Professional Development during early release days and faculty meetings.
- Consistent implementation of our MTSS 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 an increased number of Chromebooks (3:1 ratio).
- A new Twitter feed: @Lynnhurstlions with 225 followers.
- Online weekly memo to communicate with parents.
- All of our teachers have been SEI/Retell trained or are currently enrolled in the course.
- Blackboard Connect is used to email parents regarding any upcoming events or to address school wide issues.

# Oaklandvale Elementary School

266 Main Street

Saugus, Massachusetts 01906

Telephone: 781-231-5082 Fax: 781-231-5085



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Mr. Eric R. Jones, Principal  
[ejones@saugus.k12.ma.us](mailto:ejones@saugus.k12.ma.us)

## ANNUAL REPORT

The Oaklandvale currently houses approximately 242 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 Spring 2017, 3rd, 4th, and 5th grade students took the new MCAS 2.0. All students took the test online using the Chromebooks. While the state didn't change the levels this year, the Oaklandvale had success in all testing areas and in all grade levels. We are very proud of our results and will work towards building upon that success.

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 been working with our team to develop consistent practices around writing.
- Title I Math and ELA tutors address specific student needs.
- Technology is a staple of all curriculum areas.
- Data is analyzed by grade level teams both during formal and informal meetings.

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

- Blackboard Connect is used to email parents regarding any upcoming events or to address school wide issues.
- Our Twitter handle is @OakSaugus.
- Many of our teachers have their own Twitter handle.
- Our Facebook page is [www.facebook.com/OakSaugus](http://www.facebook.com/OakSaugus)

- The school web page is another source of communication.

Other highlights from this school year include:

- We are now 1:1 for Chromebooks in grades 1-5. Kindergarten has an ample supply of Chromebooks as well.
- Professional Development collaborating with the Hill for Literacy and Keys to Literacy.
- Read Across America events including Door Decorating Contest and guest readers from around the community.
- Various PTO sponsored enrichment presentations
- Staff and Parent participation at SBEC Trivia Night and Taste for Education.
- Partnership with grades 4 and 5 with Saugus High School to share and improve student writing.

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

## ***Veterans Memorial Elementary School***

The Veterans Memorial School is the largest of the four elementary schools, currently educating 537 students in grades Pre-K-5. We hold all of our students to high standards and provide support to struggling students. We are proud of our coordinated efforts to improve instruction and learning. There are many factors that contribute to our efforts to increase student achievement and promote well-being.

### **Instruction**

Our staff is committed to providing quality education to our students through various programs and initiatives. Since our focus is student literacy, we have formed partnerships with Hill for Literacy and Keys to Literacy to support our work. Hill for Literacy concentrates on reading fluency while Keys to Literacy centers on writing instruction. These partnerships have proven to be invaluable. Furthermore, teachers align instruction to the Massachusetts and Common Core standards. Standards-based instruction helps guide the planning, implementation, and assessment of student learning in literacy to ensure that a high level of student learning is attained.

In order for staff members to deliver the best instruction possible, high quality curriculum work and professional development activities are in place. With a shift to standards-based instruction, teachers need time to analyze the standards so they are better able to adapt instruction. Teachers need the opportunity to supplement the current programs with up-to-date resources. Since it is crucial that common expectations and learning experiences are implemented for elementary students across the district, an action plan to improve literacy skills district wide has provided teachers with the opportunity to meet with grade level teachers regularly. For instance, teachers of grades K-2 are being supported by Hill for Literacy whereas teachers of grades 3-5 are working on common rubrics that will align standards, criteria and experiences in writing.

### **Intervention**

Safety nets for our struggling students have been created. As a result of Dibels data meetings, our reading teachers are able to spend much of their time providing high quality intervention for targeted students. In addition, a school-wide Response to Intervention (RTI) block is incorporated into our schedule to provide differentiated instruction to all learners. The blocks not only assist students whose weakness is literacy, but also provides proficient and advanced students meaningful and enriched learning activities. In addition, Title I provides support to our struggling students and the English Language Learner (ELL) program supports our English language learners. Our Multi-Tiered Support System (MTSS) is in place to support the needs of our students as well. Through this system, we are able to provide immediate support to struggling students. The progress of students referred through MTSS is regularly assessed after interventions are put in place and adjusted as needed. With the varying needs of students at the Vets, this student support team meets regularly to analyze the needs of certain students. Team members share their expertise and then, if determined by the team, educators with the appropriate qualifications can offer support to the students.

We are pleased to provide specific programs to meet the needs of children with disabilities. We currently have nine effective special education programs that are successfully integrated with outside partnerships. 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 opportunity to be educated in their community with their peers, resulting in a reduction of the district's tuition costs.

### **Technology**

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 200 Chrome books for student use to access the web-based Discovery Education science program and complete other learning tasks including the MCAS 2.0 assessments. 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.

### **Safety**

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. Firstly, a crisis management team meets regularly to address safety and security concerns in the building that includes a development of plans for responding to situations during and after a crisis. Next, 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.

### **Community**

It is important to maintain a sense of community at the Veterans. Town Meetings bring staff and students together to share learning and discuss values such as *Respect*, *Responsibility* and *Citizenship*. The Sachem Minor Buddies program provides students with and without disabilities the opportunity to interact on a regular basis. This program has proven invaluable to all of the students involved. 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 supports students and staff by purchasing supplies and sponsoring popular events such as fundraising activities, the Halloween Party, March Madness, Book Fair, Field Days, and Holiday Strolls. 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 donate school supplies, craft items, playground equipment, and gift cards. Parents also volunteer a lot of their time to our school, helping out wherever they can. With the \$3000 grant from the Saugus Business Education Collaborative, we are able to purchase necessary materials to support curriculum and instruction. This year, we plan to use the SBEC grant to purchase additional Chrome books to support student learning.

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 strive to make our Veterans School graduates successful, prepared for middle school, and contributing future citizens of our community.

# ***Veterans Memorial Elementary School***

## ***School Profile***

### **Leadership**

Tracey Ragucci, Principal  
Patricia Romano, Assistant Principal

### **Faculty/Staff**

Teachers-50  
Paraprofessionals-32  
ABA Instructors-7  
Clerical Staff-1  
Adjustment Counselors-1.3  
Nurses-2  
Title 1 Tutors-4 part time  
Custodians-4 full time

### **Curriculum-Based Achievement Indicators**

MCAS  
Dibels  
Reading Street Assessments  
EnVisions Math Assessments  
Title1(Math/ELABehaviorExpectations  
Benchmark Assessments  
District-Wide Writing Prompts

### **School Council Membership**

Tracey Ragucci, Principal  
William Palmerini, Teacher  
Kristin Barclay, Teacher  
Dianna O'Sullivan, Parent/PTO  
Rob Bagley, Parent/Community Member

### **Day/Learning Time**

8:15am-2:15pm-Preschool  
8:40am-2:40pm-Elementary  
Breakfast 8:10-8:30

### **Committees**

Multi-Tiered Support System (MTSS)  
Crisis Management  
Response to Intervention Committee (RTI)  
School Council  
Student Support  
Grade Level Data Teams  
Parent Teacher Organization (PTO)  
Saugus Business Education Collaborative  
(SBEC)

### **School Programs**

Town Meeting  
Character Building  
Sachem Buddies  
Scholastic Counts

Jean Nicolo, Teacher  
Lisa Frost, Parent/PTO  
Jean Bloom, Parent/PTO  
Tanya DiGirolamo, Parent/PTO

## Student Enrollment/Demographics

<b>Enrollment (Gender)</b>	<b>(2014-15)</b>	<b>(2015-16)</b>	<b>(2016-17)</b>
Male	280	282	274
Female	261	261	233
Total	541	543	507

Total Enrollment	K	1	2	3	4	5	Total
<b>(2014-15)</b>	90	73	97	86	96	99	541
<b>(2015-16)</b>	91	73	97	85	98	99	543
<b>(2016-17)</b>	88	78	74	86	82	99	507

### Projected Enrollment

The number of students we had last year was much lower than the number of students in the past. At this time, with 537 students and 26 classes, our average class size is 20.6. It is expected that enrollment will increase next year and look similar to the numbers we have had in previous years. It is difficult to estimate the number of 1st grade students because many students who enroll transfer from private kindergarten programs. It is expected that an additional 20-25 students will enroll school wide.

<b>Selected Populations by Percentage</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
Average Class Size	23	21.7	21.13
Number of Students	541	543	507
Female	48.2	48.7	45.96
Male	51.8	51.3	54.04
Students With Disabilities	18.29	17.5	17
Limited English Proficient	2.2	2.9	0.39
First Language not English	11.2	5.0	15
English Language Learner	4.7	4.6	6
Low Income	33.0	27.7	48.25
Free Lunch	28.4	31.0	35.31
Reduced Lunch	4.6	8.0	13.21



## Douglas Waybright School Council

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**Principal** Mr. Kelly Moss: \_\_\_\_\_

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**Teachers** Jason Logrippo: \_\_\_\_\_

Linda Gauthier: \_\_\_\_\_

Christina Fama: \_\_\_\_\_

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**Parents/Community** Ajila Rovcanin: \_\_\_\_\_

Stephanie Mastrocola: \_\_\_\_\_

Isabel McCarrier: \_\_\_\_\_

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### Waybright School Staff

Preschool: Barbara Wall Jennifer Pelletier

Kindergarten: Julie Covey

Grade 1: Julie Serino

Grade 2: Cathy Fish

Terese Rauseo

Grade 3: Jessica Logrippo

Grade 4: Christina Fama

Jennifer Nicolo

Grade 5: Jason Logrippo

Donna Reppucci

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Reading Specialist: Joanne Leach

Literacy Specialist: Linda Gauthier

Education Team Leader: Kristen Shipulski

Special Education: Lorraine Devine

Title I Tutors: Donna Marra

ELL: Gosia Knupp

Adjustment Counselor: Kristine Catalogna

Speech: Christine Gagnon

Occupational Therapist: Taylor Catalona

Physical Therapist: Jenna Donovan

Nurse: Erin LeDrew

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Paraprofessionals: Anna LeMoure

Niki Luti

Tracey Moore

Julie Buckley

Roseann Fitzgerald

Alex Bogdanski

Amanda Naso

Amy Wedge

Elena Ricciollo

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Clerical: Susan Harrington

Custodial: Joseph Ferraro

Jim Forte (12 Hours Weekly)

**Waybright Elementary School**

2017-2018

School Profile



**Leadership**

Mr. Kelly Moss, Principal

**Teams/Committees**

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

**School Day/Learning Time**

8:40 am - 2:40 pm  
Breakfast: 8:10 am - 8:30 am

**Faculty/Staff**

Administration: 1  
Faculty: 14  
Itinerant Faculty: 5  
Title I Tutors: 2 Part Time  
Paraprofessional 9  
Clerk: 1  
Nurse: 1  
Counselor: .4  
Custodial: 1 Full Time / 1 Part Time

**School Programs**

Comprehensive K-5 data driven curriculum including:  
*Academic Intervention by Learning Needs Teacher*  
*Reading Intervention by Reading Specialist*  
*Language Intervention by ELL Teacher*  
*ELA/Math Support by Literacy Teacher*  
*Math Support and Interventions by Title I Teachers*  
*P.E./Wellness, Art, Music/Band (4/5)*

**Curriculum-Based Achievement Indicators:**

MCAS  
DIBELS  
Reading Street Assessments  
Pearson Realize Math Assessments  
District Designed Measures  
District Writing Rubrics

**Student Enrollment/Demographics**

	16-17	17-18*
Total Enrollment	206	241
Male (Total)	104	129
Female (Total)	104	112
Special Education	14.5%	16.5%
Lim. Eng. Prof.	5.3%	4.5%
Free/Red. Lunch	41.2%	36.9%

\* Data as of 10/1

**School Programs/Improvements/****Accomplishments**

- Active PTO Involvement
- SBEC - Saugus Business Education Collaborative
- Monthly Town Meeting - PBIS Model
- Unsung Hero
- Instructional Support Team (MTSS)
- RTI Daily
- ECRI
- Keys to Literacy
- Data Teams
- MCAS Enrichment Program
- Smartboard/Epson in Every Classroom
- Continued Implementation of Reading Street
- Implementation of Pearson Realize Math 2.0
- Implementation of Discovery Techbooks
- Community Service Projects/Collections
- 1:1 Chromebooks grades 2,3,4,5
- Updated School Webpage
- School Concert
- Spelling Bee
- Field Day
- Memorial Day Presentation
- Xtra Math /Scholastic Reading Counts
- School Twitter Page

# Northeast Metropolitan Regional Vocational High School District

**Serving**  
*Chelsea*  
*Malden*  
*Melrose*  
*N. Reading*  
*Reading*  
*Revere*  
*Saugus*  
*Stoneham*  
*Wakefield*  
*Winchester*  
*Winthrop*  
*Woburn*

## Annual Report 2017

# **NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

## **SCHOOL ADMINISTRATION**

### **SUPERINTENDENT-DIRECTOR**

David DiBarri

### **PRINCIPAL-DEPUTY DIRECTOR**

Carla Scuzzarella

## **DISTRICT SCHOOL COMMITTEE**

### **SCHOOL COMMITTEE CHAIRMAN**

Deborah P. Davis - Woburn

### **VICE CHAIRMAN**

Judith M. Dymont - North Reading

### **SECRETARY**

Peter A. Rossetti, Jr. - Saugus

### **TREASURER**

Larry Means - Stoneham

### **ASSOCIATE TREASURER**

Vincent J. Carisella - Wakefield

### **COMMITTEE MEMBERS**

Michael T. Wall - Chelsea

Robert S. McCarthy - Reading

Jeanne M. Feeley - Malden

Ronald J. Jannino - Revere

Henry S. Hooton - Melrose

John Bradley - Winchester

Dawne M. Armitstead - Winthrop

# **NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

**100 Hemlock Road - Wakefield, Massachusetts 01880-3597**

**ANNUAL REPORT 2017**

## **OUTSTANDING STUDENT AWARD**

Joseph DeBenedictis from Wakefield a student in the Carpentry program was chosen as Northeast's nominee at the State Awards Dinner for Outstanding Vocational Technical Students. The event is co-sponsored by the Massachusetts Association of Vocational Administrators and the Massachusetts Vocational Association.

## **\*NATIONAL TECHNICAL HONOR SOCIETY**

The Northeast Chapter of the National Technical Honor Society held its annual Induction Ceremony in April. At the ceremony, 8 Seniors and 38 Juniors were inducted. There are a total of 46 Technical Honor Society members for the 2016-2017 school year.

## **\*NATIONAL HONOR SOCIETY**

The Annual Induction Ceremony to the Northeast Chapter of the National Honor Society "Artisans" was held in April. At the ceremony 1 Senior, 23 Juniors and 7 sophomores were inducted for the 2016-2017 school year bringing the total membership to 31.

## **SCHOLARSHIP COMMITTEE**

The Northeast Awards and Scholarship Committee and PAC board presented awards and scholarships to 56 deserving students at the annual Senior Recognition Night. A total of \$35,510 was presented to Northeast students who will be working in their vocational fields, entering trade apprentice programs, or going on to one, two, or four-year programs at accredited colleges, universities, and trade schools. These awards and scholarships provide the students opportunities to purchase tools and equipment, and assist in offsetting the expense of attending institutions of higher education.

## **\*PEER MEDIATION PROGRAM**

Our Northeast Peer Mediation Center continues to help reduce problems at Northeast. The mediation process is successful in resolving conflicts concerning rumors, threats, name-calling, teasing, harassment, hazing, and physical fights. Northeast has a full-time coordinator and 8 trained sophomore, junior and senior peer mediators. A trained mediator is a neutral person not involved in the dispute and through the mediation process, helps people come to their own agreement about how they want to resolve their conflict.

## **SCHOOL WIDE PROFESSIONAL DEVELOPMENT 16-17**

The goal of professional development is to:

- Ensure that staff members are in compliance with current regulations enacted by the Massachusetts Department of Elementary and Secondary Education (DESE).
- Guarantee that all staff members are knowledgeable of legislation impacting the educational process of the commonwealth.
- Make staff members aware of the most recent trends and strategies in the district's mission of improving student achievement.

The activities that met these goals during the 2016-2017 school year included:

### **First Day Back Professional Development Day (August 29, 2016):**

Included training by Hult Company – school culture and team building. In addition, training was held on Special and General Education Laws, Civil Rights, and Discipline.

### **Educator Evaluation Training Throughout the School Year (November 14, January 23, March 13, April 10 and May 8)**

Teacher training included the utilization of the self-assessment document with highlighted elements, writing SMART goals, creating and implementing District Determined Measures (DDM's), participating in focused peer observations, and building evidence binders.

Administrators and department heads received continued instruction and support in the Educator Evaluation process recently enacted by the DESE. In addition, department heads were trained in conducting and writing observations, formative and summative evaluations and reviewing and using evidence binders in evaluations. Teachers 21 conducted 4 training sessions on evaluations, what to look for and how to write quality evaluations.

### **Student safety concerns (November 16, 2016)**

The school resource officer worked in conjunction with the Deans and the Administration to host Alice training to the entire staff and students.

### **Improving student achievement (November 14-16, 2016)**

A series of workshops were held for all teachers to highlight the connections between the academic course content and the career area content, specifically Strand 3.

The Special Education Department received an extensive training on Special Education Law and best practices. The Career side of the house participated in a training on SKILLS assessment.

### **Curriculum Mapping (November 7, December 5, February 6, March 6, and April 10)**

5 1hr sessions during faculty meetings – how to teach in the long block. ATLAS curriculum mapping – how to use ATLAS and how to input lessons.

## **2017 SUMMER TRANSITION PROGRAM:**

The Summer Transition and Enrichment Program at Northeast Metropolitan Regional Vocational School is a two-week program that ran from Monday July 10th until Friday July, 21st. This program was conducted as a transitional experience for students entering grade 9 in August 2017. This transition opportunity providing mathematics, English language Arts, and career and technical introductory activities is funded by the federal Title 1, and Carl D. Perkins grants. The students are provided with busing to and from school, and a mid morning snack. These services, as well as the program itself are run at no cost for the students or parents/guardians. The students are divided into ten groups of no more than ten students. These groups spend one half of the morning split between mathematics and English Language Arts. The other half of the morning is spent in a career and technical mini exploratory exercise. During the summer of 2017 two laboratory sessions of Biology were introduced. Session 1 dealt with an Introduction to Sickle Cell Anemia, Genetics, and Micro Pipetting Skills. The students were introduced to basic concepts and vocabulary associated with genetics. The second lab exercise introduced the incoming students to Gel Electrophoresis. In summary, the students were introduced to biological concepts in a classroom and laboratory setting. They were taught several important laboratory skills and were asked to form hypotheses, perform experiments, interpret their results and share with peer groups. They experienced the synergy of learning from text/readings then applying their knowledge in the laboratory setting in a fun, safe and informative way.

Summer 2017 saw in excess of 150 incoming freshmen take advantage of this program. These incoming students develop familiarity with the building as well as an orientation to the concept of a career and technical high school. Most importantly these students work with staff members who become a recognizable face when the entire school population reports at the end of August.

Respectfully,

Joseph P. O'Brien, Jr.  
Summer Transition Coordinator

*Funding for this program was provided through Title 1, and the Carl D. Perkins Occupational Education Act Federal grants.*

## **SUPPORT SERVICES**

The Northeast Student Services staff offers support and counseling to all students through individual and group counseling, specialized workshops and presentations, health services, and mediation services. All Northeast counselors are certified as School Adjustment Counselors and are qualified to handle a wide range of student issues. One School Adjustment Counselor is bilingual (Spanish-speaking).

The Career Counselor and Small Business Coordinator provide career awareness and career development services to all students. The Career Counselor and School Adjustment Counselors provide specialized support to students



enrolled in non-traditional vocational areas. Two School Nurses provide health services and a Peer Mediation Coordinator implements a Peer Mediation Program.

Support groups are established each year based on student needs. Support groups for pregnant and parenting teens, social skills groups for freshmen, anger management, anxiety, and non-traditional support groups are examples of groups that have been offered in the past.

The School Adjustment Counselors provide individual counseling support and crisis intervention to all students as needed. They will provide support to homeless students, assessing their special needs and coordinating with the Homeless Liaison (Administrator of Student Services). They also are responsible for developing and monitoring Section 504 Accommodation Plans in conjunction with the Administrator of Student Services. School Adjustment Counselors collaborate with school personnel, family members, doctors, psychiatrists, outside therapists, social workers, police, court personnel, and others.

The School Adjustment Counselor work to connect students and families with community based mental health services as needed. Elliot Community Human Services of Lynn serves as our crisis intervention linkage for emergency mental health services in the community.

The Bilingual School Adjustment Counselor provides native language support (Spanish) as needed to limited English proficient students and families across all grades. She provides specific support to the English Language Education program at Northeast, but supports other Northeast Latino students and families as needed. Translation services (oral and written) and interpreting services are often required for parent communication throughout the building, and as needed, this counselor coordinates with all departments to assist. Referrals are made to a Spanish-speaking Psychologist for testing for Special Education evaluation.

Career counseling and the college application process are emphasized by all school counselors. The Career Center is the focal area for a well-planned four-year career development program that prepares all Northeast students for their individually chosen career paths. The curriculum focuses on career assessment; career information and requirements; employability and entrepreneurial skills; interviewing skills; portfolios; and resume preparation. By providing assessments to evaluate skills, interests, and work values, the Career Counselor works with the School Adjustment Counselors to assist freshmen in their vocational selection process and upper class students with linkages to post-secondary education and employment opportunities.

The Career and Adjustment Counselors provide directed support to those students who are enrolled in career areas that are considered non-traditional for their gender. Students have the opportunity to participate in support groups, specialized presentations, and field trips that prepare them to understand the benefits of non-traditional choices, to manage challenges in each occupation and to understand the required post-secondary linkages to achieve their goals.

The School Nurses have coordinated support services for pregnant and parenting teens with outside providers affiliated with local hospitals. In addition, they provide support to students with chronic medical conditions, coordinating with parents, doctors, nurses, etc. The School Nurses work closely with the School Adjustment Counselors to coordinate assistance when mental health needs arise. They also work closely with the Deans when emergency medical evaluations are required.

The Peer Mediation Coordinator at Northeast operates a Peer Mediation Program where upper class students undergo twelve hours of specialized training in mediation skills and implement a program to work out arising conflicts between students. This is a very positive prevention program that contributes to the development of a positive school climate as students learn to come to their own agreements about how to solve conflict.

In addition to the support provided by the counseling staff, the Special Education Department offers a TEAM meeting process that promotes monitoring of student progress and educational support. Each Special Education student is assigned a Liaison who is a teacher in the Special Education Department who oversees progress in relation to the Individual Education Program, communicating with parents, teachers, and counselors to help all students achieve success.

The Northeast Mentoring Program is a freshmen transition program that matches junior and senior mentors with small groups of freshmen students. The Northeast Mentors present the Freshmen Orientation day for freshmen and then meet with their groups throughout the year to offer support and to deliver positive lessons that promote a positive school climate. The mentors are trained in a leadership climate by the student services staff, developing a core of approximately 90 peer leaders from 11<sup>th</sup> and 12<sup>th</sup> grades.

The After School Help Program is one of educational assistance provided to students having difficulty with one or more academic subjects by academic and vocational teachers. This free assistance is offered every Wednesday in the library from 2:45-3:25. Water and snacks are provided as well as free transportation home.

Special school-wide workshops and presentations are offered through the year for different groups of students. Each year, all freshmen participate in group workshops focusing on identifying the signs of depression and gender equity issues. Large group assemblies and presentations have been offered focusing on goal setting and acts of kindness, substance abuse, teen dating issues, tolerance, character building, and others.

On a larger scale, the student service emphasis is on communication – communication with students and with parents. Mid-term progress reports are sent to parents each quarter and report cards are sent home four times per year. E-mail communication is welcomed and progress update meetings are held as needed. Parents and guardians are asked to be involved with all class scheduling activities.

Post-graduate planning information is shared through career assessment and planning activities. Additionally, the Guidance department held a FASFA night was held in January for parents to offer free support with financial aid specialists. A college planning night was held in April for sophomore and junior parents. Career Plans are sent home annually for parent review. Language development is communicated for Limited-English proficient students through assessment data and parent meetings. It is our goal to service all students equitably while attending specifically to those who have specific life challenges.

**GRANTS RECEIVED IN FY 2017:**

**Entitlement and Allocation Grants**

**Title II, Part A: Improving Educator Quality, Fund Code: 140**



The purpose of this federal grant program is to increase student achievement through comprehensive district initiatives that focus on the preparation, training, recruitment, and retention of highly qualified educators. These funds were utilized to support professional development in supervision.

**Federal Special Education Entitlement, Fund Code: 240**

The purpose of this federal entitlement grant program is to supplement local and state funds in providing services to students with disabilities. This funding source provides professional development for teachers of students with disabilities in addition to providing extended school day and extended school year (summer) learning opportunities for this targeted population.

**Special Education: Program Improvement Grant Fund Code: 274**

The purpose of this state-funded grant program is to support professional development activities that will improve the quality of the services provided by the special education staff. During school year 2016-17 the focus of this funding was to research the positive placement data for students with disabilities over the past three years. This data will be used to determine best practices in the career pathways to assist our graduates from this targeted population secure high paying, highly skilled positions that are in high demand either after high school or upon completion of post-secondary education.

**Title I, Part A, Fund Code: 305:**

Title I, the Elementary and Secondary Education Act, provides school district with funding to increase student achievement. The district utilizes these funds to support extended school day and extended school year (summer) learning opportunities for all students. The incoming grade 9 summer orientation program is one of the primary programs funded Title 1. Professional development, targeting increasing student achievement, is also funded through Title 1.

**Perkins Act Allocation Grant Program – Secondary, Fund Code: 400**

The Carl D. Perkins Occupational Education Act provides funding to assist school districts in improving secondary career and technical programs. The district utilizes this funding source primarily to secure supplies, technology and equipment to guarantee that state-of-the-art conditions exist in the vocational settings of the school. In school year 2013-14 the following career pathways were enhanced by Perkins funding

Department	Purchase
Automotive Technology	Snap-On Torque Testing System
Business technology	High Capacity Printer/Scanner
Culinary Arts	Industry Standard boiler less Combi Oven
Dental Assisting	Curing Light, Intra Oral Camera, Eagle Software Program
Health Assisting	Electronic Medical Record Software Program compatible with Industry Standards 2 Industry Standard EKG machines
Metal Fabrication	2 Yaskawa Motoman- 7 Axis Robots
All areas	Skills Plus competency tracking program
Career Center	Total Adoption of the revised Kuder Career Planning Program

## **SUMMER PROGRAMS**

Northeast Metro Tech Summer School Program enjoyed another successful campaign since its inception in 1988. The Northeast Summer School serviced high school students, from a number of surrounding communities, in six different academic areas including, Math, Science, English, Social Studies, Language, and Vocational Related. The goals of promoting a positive learning atmosphere, retention, and promotion, as well as providing skills to assist each student at the next grade level are paramount objectives behind the philosophical make-up of our summer school.

Our summer program also continued with its Basic Welding certification program. This program was not only extremely successful, but gives both students and adults, from our surrounding communities, an opportunity to explore and possibly begin new careers.

The Northeast Summer School program launched an on-line credit recovery program in 2014. In 2015, the program doubled in enrollment. This program is designed for students who need to fulfill credit deficits in courses that are not running due to low enrollment. These courses are monitored by a credit recovery specialist instructor, and meet all Massachusetts DESE curriculum frameworks requirements.

## **COMMUNITY EDUCATION PROGRAM**

The Community Education Program is a broad base collaborative community initiative assisting learners of all kinds complete their education and achieve economic self-sufficiency through empowerment skills, health care, support services and meaningful employment.

Our vision is to deliver educational experience in a positive environment that will enable Northeast to reach new heights together with our lifelong learning community. The focus of the Community Education Program is to offer programs that meet the demands of our learning populations. In doing this, we give people the opportunity to improve employment skills, fulfill lifelong goals, or enrich their lives with social activities. With the most qualified instructors, and state of the art labs Northeast strives to maintain the highest standards of education. Emphasis is on our new technology, upgrades such as brochure modification, new state of the art web site construction, and the introduction of new programs in the medical field, new culinary classes, continuing education in all construction related courses, computer and CAD classes, photography and many other enrichment courses.

We are also proud participants of hosting the Wakefield Relay for Life, by doing this, it guarantees a succession plan well into the future for this much needed program.

## **2017 GRADUATES**

The 2016-17 school year represents the Forty Seventh class to matriculate at Northeast Metropolitan Regional Vocational School. Northeast graduated 287 students. Breakdown of graduates' status after graduation is as follows:

Attending 4-year college	90	Employed	114
Attending 2-year college	65	Entering Military Service	8
Apprentice school	0	Other	22

## **SPECIAL NEEDS ENROLLMENT**

Special Needs enrollment for the 2016-17 school year continued to represent approximately one quarter share of the total school enrollment with students. The 290 Special Needs students represent 23.3% of the school population. Additionally, 75 students were eligible for services under section 504 of the Rehabilitation Act.

## **DISTRICT SCHOOL COMMITTEE ELECTION OF OFFICERS**

At the Annual Organizational Meeting of the District School Committee on January 12, 2017 the following members were elected as Officers of the Northeast District School Committee:

Chairman	Deborah P. Davis, of Woburn
Vice Chairman	Judith M. Dymont, of North Reading
Secretary	Peter A. Rossetti, Jr. of Saugus
Treasurer	Larry Means, of Stoneham
Assoc. Treasurer	Vincent J. Carisella, of Wakefield

## CONCLUSION

As Northeast celebrates its forty-seventh year of career/technical excellence with its twelve member communities, the district continues to offer students the finest career technical education with which to build a successful career.

The District supports curriculum in both academic and career technical classrooms with the latest equipment and technology. Evidence of our commitment is reflected in the State's grade 9 – 12 Dropout rate reports which indicates Northeast significantly lower at 0.6% versus the State rate of 2.0%. Recent graduate follow up data indicates that 98% of students from the Class of 2016 were positively placed in relevant post-secondary areas (*Source: MA DESE CVTE Grad Follow-up Survey INTERIM Results, Nov 2017*).

In fact, Northeast currently employs 32 alumni at the school, including the Superintendent-Director. Alumni's stories of success and their readiness and willingness to help their alma mater by recruiting graduates for cooperative education experiences or employment is proof of their dedication to Northeast. Testimonials as to the success of our graduates continue to be received which makes us proud to have contributed in some small way to their accomplishments

The Northeast Class of 2017 achieved a 99.7% pass rate on the MCAS assessments. Northeast continues to offer school day MCAS Enrichment Classes and after school enrichment programs for those students in need of additional preparation for the MCAS. Northeast also offers a well-attended Summer Transition Program for incoming freshmen and as a Summer Enrichment Program for enrolled at risk students preparing for the MCAS state assessments.

The Career Center facilitates student access to technology to further learn business aspects of their industries, develop career plans, resumes, and comprehensive portfolios, and prepare college and other post- secondary documents with the assistance of our faculty including Career and Adjustment Counselors.

Northeast continues to provide students the finest career technical education with which to build a positive and productive post-secondary experience, be it college or career, offering experiences with the latest equipment and technology in both the career technical and academic programs.

Once again, I am proud to have represented Saugus as a member of the Northeast Metropolitan Regional Vocational District School Committee. I will continue to serve as the guardian of funds allocated from the community to this educational institution and assist in and provide counsel to the school in maintaining the highest standards of educational excellence possible.

Respectfully submitted,

Peter Rossetti, Secretary  
Northeast School Committee  
Saugus Representative

# ENROLLMENT HISTORY

CITY/TOWN DISTRICT	S.Y. 05-06	S.Y. 06-07	S.Y. 07-08	S.Y. 08-09	S.Y. 09-10	S.Y. 10-11	S.Y. 11-12	S.Y. 12-13	S.Y. 13-14	S.Y. 14-15	S.Y. 15-16	S.Y. 16-17
Chelsea	221	203	198	206	190	195	199	204	199	208	218	220
Malden	215	238	234	22	216	215	198	194	189	170	165	160
Melrose	56	64	64	48	45	62	61	67	74	62	60	45
North Reading	28	40	38	37	37	36	35	32	27	34	37	33
Reading	19	26	26	26	28	23	16	19	17	17	16	16
Revere	241	242	238	244	238	234	225	223	224	216	234	237
Saugus	146	137	138	161	174	191	204	200	190	199	187	205
Stoneham	34	46	44	46	52	54	59	69	73	71	62	66
Wakefield	59	65	61	84	91	98	79	70	68	64	63	63
Winchester	7	9	9	7	11	13	15	14	11	9	13	9
Winthrop	41	45	44	55	65	58	60	65	62	68	60	57
Woburn	99	97	97	70	59	55	65	83	98	115	114	105
<b>TOTALS:</b>	<b>1166</b>	<b>1212</b>	<b>1191</b>	<b>1206</b>	<b>1206</b>	<b>1234</b>	<b>1216</b>	<b>1240</b>	<b>1232</b>	<b>1235</b>	<b>1229</b>	<b>1216</b>
<b>NON DISTRICT</b>	<b>43</b>	<b>47</b>	<b>53</b>	<b>39</b>	<b>42</b>	<b>31</b>	<b>35</b>	<b>28</b>	<b>29</b>	<b>32</b>	<b>30</b>	<b>31</b>
<b>GRAND TOTAL:</b>	<b>1209</b>	<b>1259</b>	<b>1244</b>	<b>1245</b>	<b>1248</b>	<b>1265</b>	<b>1251</b>	<b>1268</b>	<b>1261</b>	<b>1267</b>	<b>1259</b>	<b>1247</b>
SPECIAL NEEDS ENROLLMENT	287	320	342	333	323	330	331	326	313	317	314	299
% SPECIAL NEEDS ENROLLMENT	24%	26%	27%	27%	26%	26%	26%	26%	26%	27%	23%	23%

**Town of Saugus By-Laws Section 515.00**

Section 2. Purpose

The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Saugus for the benefit of low and moderate income households. In furtherance of this purpose, the Trustees are hereby authorized in accordance with the procedures set forth herein, to acquire by gift, purchase or otherwise real estate and personal property, both tangible and intangible, of every sort and description; to use such property, both real and personal, in such manner as the Trustees shall deem most appropriate to carry out such purpose, provided however, that all property held by the Trust and the net earnings thereof shall be used exclusively for the preservation and creation in the Town of Saugus of affordable housing for the purposes for which this Trust was formed.

**Affordable Housing Trust Board of Trustees**

Town Manager Scott Crabtree  
Marion Dawicki  
Stacey Herman  
William Leuci  
Stephen Rich  
William Stewart  
Thomas Traverse  
Maureen Whitcomb

As of June 30, 2017



The penguin in the park  
by Moises Maturano  
Belmonte Middle School



# SAUGUS COUNCIL ON AGING



## Annual Report 2017

*Joanne Olsen*  
*Executive Director*

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### **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, and 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.

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

As we end 2017, census figures indicate a **current total of approximately 7,316 residents, age 60 and older.**

**SAUGUS COUNCIL ON AGING – 2017**  
**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 6,916 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 Agencies
- 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
- Exercise Room
- Trips
- Special Events
- 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.***

## **BOARD OF DIRECTORS**

### **SAUGUS COUNCIL ON AGING**

Richard Barry, Chairman  
Lawrence Donovan, Vice-Chairman  
Ralph Genzale, Vice-Chairman  
Judy Worthly, Secretary  
Shirley Bogdan  
Mary Dunlop  
Eleanor Gallo  
Gloria Johnson  
Elizabeth Kingsley  
Carmine Moschella  
Loretta Nicolo  
Cathy Strom

### **FRIENDS OF THE SAUGUS COUNCIL ON AGING**

Attorney Ronald Surabian, President  
Margaret Berkowitch, Secretary  
Dottie Bochus, Treasurer  
Astred Napolitano, Living Memorial  
Betty Frongillo, Living Memorial  
Debbie Alphonse  
Attorney Nelson Chang  
Louise Dion  
Janette Fasano  
Ellen Proodian  
Bob Teal  
Carl Tedder

## **HIGHLIGHTING SERVICES IN 2016**

### **Nutrition Services:**

- Approximately 110 Saugus seniors received Meals on Wheels each day.
- **16,225** congregate meals served at noon at the Senior Center (estimate)
- 725 seniors participate in our lunch program in 2017

### **Volunteer Assistance:**

- 150 Volunteers service the Senior Center throughout the year
- Approximately 58,300 Volunteer Hours per year
- \$838,000 is the estimated total value of Volunteer services

### **Outreach:**

- Estimated 3,864 contacts this past year – Saugus Residents
- Communication by phone, home visits, office visits, or meeting in the Center. Informally Outreach handles approximately 15 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 5,725 year

### **Physical Exercise (Estimated)**

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

- 4,825 year

### **SHINE COUNSELOR (Medical Insurance Advisor)**

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.

- Counseled 90 seniors with Medical Insurance issues
-

**COUNCIL ON AGING**  
**TRANSPORTATION SERVICE**

**2 VANS**

**VAN #1**

**MEDICAL** Transportation Trips a day – 5 days a week into 8 communities (**Since 2016 we have added on Wakefield to our list of communities that we transport for medical assistance.**

Lynn	Saugus	Stoneham
Salem	Peabody	Wakefield
Lynnfield	Melrose	

**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 Stop & Shop and Mall, assisting with medicals.

**NOTE: Since 2016 we have added additional day for food shopping. We now go to Market Basket in Lynn once a week along with Stop & Shop.**

**HOURS**

Transportation – starts at 7:30 a.m. - 3:00 p.m.

**TRANSPORTATION SERVICE**

Our transportation suffered during the year 2017 due to a variety of factors including the illness and retirement of our full time driver and the unexpected passing of our part-time driver. Our transportation dropped drastically due to the fact that there was an extreme delay in hiring a replacement for each position.

**2016**

- 1,219 units of medical transportation for Saugus elders and/or disabled
- 2,582 units of transportation to and from our Lunch Program and Shopping

**2017**

- 697 units of medical transportation for Saugus elders and/or disabled
- 2,231 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

- 64 appointments were made and taxes prepared

### **THANKSGIVING/CHRISTMAS DINNER**

- 12 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 180 seniors for our Thanksgiving Luncheon.
- 12 senior names were given to Blessed Sacrament Church, to received Christmas Baskets/Turkeys/gifts to those in need during the Christmas Holiday.
- The Senior Center served 187 seniors for our Christmas Luncheon.

### **NEW SERVICES/ACTIVITIES IN 2017**

- Additional Exercise Equipment
- Additional Weight Lifting Class
- Additional Yoga Class
- Town Nurse is now located at the Senior Center – available every Thursday
- Free Hearing Clinic once a month
- “Scam Safeguard for You” – Book made by our Senior Center Triad Council (See Below)

### **TRIAD PROGRAM**

The Saugus Triad is a community safety initiative that focuses on empowering, educating and improving the safety, security and peace of mind of the senior population. The goal of Triad is to:

- Reduce criminal activity which targets the senior community.
- Alleviate senior’s fear of victimization, build confidence and improve their quality of life.

This year The Saugus Senior Center Triad Council was the first to put together a booklet called “**Scam Safeguards for You**” **B: Alert, B: Aware, B: Safe**. This 32 page book was filled with information describing only SOME of the current scams, which hopefully give the senior citizens of our community the knowledge, understanding and appropriate action to take in response to these scams. Thanks to the Essex County Sheriff’s Correctional Facility for their help in printing and assembling 1000 copies of this booklet. These booklets were distributed to all Saugus seniors that are homebound and receive Meals on Wheels, all Laurel Towers and Laurel Garden residents, Herritage Heights, Sweetser Corner and were available to all our Senior Center Patrons. Distribution also went out to the Town Manager, Selectmen, Fire and Police Chief, and Rotary.

### ***TRIAD PROJECTS - Available at the Senior Center***

- **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.
- **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.
- **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



## SAUGUS COUNCIL ON AGING

### STAFF

Staff of the Saugus Council On Aging consists of all part time employees, with the exception of 2 Full time (*Director, Administrative Assistant*).

	<u>HOURS PER WK</u>	<u>SOURCE OF INCOME</u>
<b><u>DIRECTOR</u></b> (Joanne Olsen)	36.5	Town
<b><u>ADMIN. ASSISTANT</u></b> (Laurie Davis)	36.5	Town
<b><u>OUTREACH</u></b> 1 Part Time (Cheryl Roberto)	25	Town
<b><u>BOOKEEPER/TRIP COORDINATOR</u></b> 1 Part Time (Lynette Terrazzano)	33	Town/Formula Grant
<b><u>VAN DRIVERS</u></b> 1 Full Time (Mike Capozzi)	34	Town
1 Part Time (Jack Doherty)	25	Town
<b><u>CLERICAL STAFF</u></b> 1 Part Time	18.5	Town
<b><u>DISPATCHER</u></b> 1 Part Time (Mary Valliere)	18.5 each	Town
<b><u>KITCHEN STAFF</u></b> 1 PREP COOK (Michelle Kelley)	19.5	Formula Grant
1 PREP COOK (Anne Marie Swanson)	12	Formula Grant
1 PREP COOK (Seasonal)	7.5	Formula Grant
1 DISHWASHER (Paul Watts)	18	Formula Grant

**SAUGUS COUNCIL ON AGING**  
**PROGRAMS/ACTIVITIES**

2 ART CLASS  
ALZHEIMER'S SUPPORT  
ATTY SPANO  
BILLIARDS  
BIBLE STUDY  
BINGO  
BLOOD PESSURE (4 TIMES A MONTH)  
CARDS  
CHAIR YOGA  
EXERCISE CLASSES  
EXERCISE ROOM/EQUIPMENT  
FALUN GONG  
FRIDAY MOVIE  
FRIEND'S MEETING  
FURNITURE REFINISHING  
GYM  
HEALTH FAIR  
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. & FRI.)  
YOGA (MON. & THURS.)  
HEARING TESTS  
ARTHRITIC PROGRAMS, ETC  
OUTREACH  
LUNCH PROGRAM  
MEALS ON WHEELS  
TRASPORTATION/MEDICAL/FOOD SHOPPING/LUNCH PROGRAM

## **COMMENTS**

### ***DURING 2017....***

After 20 years, and the doors opening at the Senior Center, handicapped, automatic door operators were installed onto the doors of our front entrance. \$10,520.00 The funding was through donations and taken from the Senior Center Gift Account.

200 new chairs were purchased for our dining room. These chairs are used on a daily basis for our lunch program, special events, activities, etc. Funds were used from the Senior Center Gift Account to purchase these chairs.

We were pleased to inform the Town Manager and the Selectmen that the Saugus Council on Aging will again be receiving a check for the amount of \$5,000.00 from the Estate of Leona L. Payson. Leona was an active senior at our Center, and has made it clear that she loved the Saugus Senior Center.

This check of \$5,000.00 will be deposited into the Senior Center Gift Account.

This year we were pleased to have appointed Ralph Genzale and Shirley Bogdan as members of the Council on Aging Board of Directors.

During the Friends of the Saugus Senior Center's monthly meetings, discussion has been made in regards to the "Friends" funding the purchase of a new 10 passenger van. The Senior Center can expect a new van between April and May of 2018.

Two new drivers were hired in 2017 to drive our vans. Part-time driver – Jack Doherty, full-time driver, Mike Capozzi.

During 2017, Greater Lynn Senior Services Area Agency Advisory Council and GLSS Board of Directors approved an award of \$2,000.00 for the "Nourishment/Outreach and Congregate Building Capacity Grant". This grant allows us have a chef cook here on site in our kitchen for two special events throughout the year. Our seniors are very happy to have the food cooked on site.

We continued to work with the Saugus Fire Department and offering presentations to the seniors in regards to Senior Safety. Through a grant that the Saugus Fire Department received for the second third year, they were able to offer our seniors various safety programs. Also with this grant, The Saugus Fire Department, once again, was able to offer free fire alarms and carbon monoxide detectors and installation 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.

Our intergenerational program with Veterans School fifth grade classes continues each school year; it is always a very special and memorable event 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 now have 5 treadmills, 2 exercise bikes, 1 rowing machine, and various sizes of weights and a flat screen T.V.

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We frequently have students from the Saugus High and Middle School carrying out their community service here at the Center during the school year. In 2017 we had 25 students performing community service.

In 2016 our Senior Center TRIAD Committee published a booklet for our Saugus seniors. It was called "Scam Safeguards for You, B: Alert, Aware and Safe". In 2017 500 more copies were made. This book has over forty different scams that our seniors should be aware of. Five Hundred copies were made by the Middleton Correctional Facility. Throughout the year another 500 were made for distribution. This free booklet is available at the Senior Center.

With the help and support of the Saugus Cultural Council, we were awarded funds through the Cultural Council grant for entertainment for two separate occasions during 2017.

We were pleased to inform the Town Manager and the Selectmen that the Saugus Council on Aging, once again, received a generous donation of \$5,000.00 from the Estate of Leona L. Payson. Leona Payson was an active senior at our Center, and has made it clear that she loved the Saugus Senior Center.

This donation of \$5,000.00 will be deposited into the Senior Center Gift Account.

In receiving the Formula Grant for 2017, we were able to pay for:

*SALARIES: Partial Bookkeeper, 2 Prep Cooks, Dishwasher,*  
*Annual Fee for My Senior Center Computer Program \$1,000.00*  
*Office Supplies \$2,000.00*  
*Postage \$1,000.00*  
*Yearly Fitness Equipment Repairs \$500.00*  
*Landscaping \$1,500.00*

We are always thankful for the ongoing support and sponsorship that has been given to the Saugus Senior Center by many local Assisted Living facilities, Nursing Homes, and local establishments. These sponsors help with the cost of monthly entertainment for special events that we have here for seniors.



# ***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 13 , 2018**

**Re: JULY 1, 2016 – June 30, 2017 ANNUAL REPORT**

STRAY DOGS HOUSED (SAUGUS ONLY)	09
STRAY DOGS RETURNED TO THEIR OWNERS	08
DOGS ADOPTED FOR THE YEAR	1
DOGS EUTHANIZED	0
DOGS TRANSFERRED TO OTHER SHELTERS	0
FOSTER CARE	0
DOG LICENSES	1,678
DOG LICENSES FEES	\$\$20,254
DOG LATE FEES	\$1,160.00
MONEY COLLECTED BY TOWN CLERK	\$21,414.00

ADMINISTRATION FEES, FINES AND RENT IS TABULATED  
AND COLLECTED BY THE TOWN TREASURER

CALLS OR COMPLAINTS ANSWERED (INCLUDING CALLS FROM THE POLICE DEPARTMENT]	1,200
EMERGENCY CALLS	148
BOARD OF SELECTMAN HEARING ON K-9 ISSUES	0
HEARINGS & COURT CASES	4
VIOLATIONS ISSUED	15
DOG BITES & SCRATCHES REPORTED	20
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
WOODCHUCK	0
QUARANTINES ISSUED	49
ANIMALS TESTED NEGATIVE FOR RABIES	07

ANIMALS TESTED POSITIVE FOR RABIES 0

DECEASED ANIMALS PICKED UP FROM ROADWAYS 128

ONE RABIES CLINIC WAS HELD ON 5-7-14 36

NUMEROUS CALLS ON WILDLIFE SIGHTINGS AND COMPLAINTS.

PERFORMED JANITORIAL DUTIES AT THE DOG POUND.

MAINTAINING DOG POUND , ANIMAL CONTROL TRUCK & KEEPING  
EQUIPMENT STERILIZED.

PARKING ENFORCEMENT VIOLATIONS ARE CALCULATED BY THE  
PARKING CLERKS OFFICE.





Bucchiere Park on Bristow Street.



Veterans Memorial School Playground, Hurd Avenue



# **Town of Saugus**

## **FISCAL YEAR 2017 ANNUAL REPORT**

Board of Assessors

Michael Serino, Chairman  
David Ricciardelli, Member  
Daniel Kelly, Member

---

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

## ASSESSOR'S FY 2017 ANNUAL REPORT

The Board of Assessors reviewed and updated property values in the Town of Saugus as necessary for FY2017. The values met State standards and were certified by the Massachusetts Department of Revenue. The average single family property value has increased by 6.6%. While the average tax bill increased \$245. The average single family value is calculated at \$372,587.

A public hearing was held on November 22, 2016 where the Board of Selectmen selected a minimal residential factor of 81.7956%. This increases 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 \$12.05 and the Commercial, Industrial, Personal Property rate at \$25.78.

### FY2017 LEVY LIMIT CALCULATION

FY16 Levy Limit	\$58,020,770
X 2.5%	1,450,519
+ New Growth	744,103
<b>FY2017 Levy Limit</b>	<b>\$60,215,392</b>
Dept. Exclusion	<u>1,096,987</u>
<b>Total with Debt Exclusion</b>	<b>\$61,312,379</b>

### TAX RATE SUMMARY -- FISCAL 2016

Total Estimated receipts and other revenue sources	\$32,112,015.01
Net amount to be raised by taxation	<u>\$61,306,982.73</u>
Total amount to be raised	\$93,418,997.73

### REAL ESTATE VALUATION

<u>Class</u>	<u>Tax Rate</u>	<u>Levy by Class</u>	<u>Valuation</u>
Residential	\$12.05	40,351,949.50	3,348,745,642.00
Commercial	\$25.78	15,107,812.07	586,028,397.00
Industrial	\$25.78	3,624,118.89	140,578,700.00
Personal Property	\$25.78	<u>2,222,666.78</u>	<u>86,216,710.00</u>
<b>Totals</b>		<b><u>61,306,982.73</u></b>	<b><u>4,161,569,449.00</u></b>

**PERSONAL PROPERTY VALUATION**

Personal Property - Fiscal 2016	78,996,110.00
Personal Property - Fiscal 2017	86,216,710.00
TOTAL VALUE DECREASE	7,220,600.00

**TOTAL REAL PROPERTY VALUATION**

Real Estate - Fiscal 2016	3,844,693,200.00
Real Estate - Fiscal 2017	4,075,352,739.00
TOTAL VALUE INCREASE	230,659,539.00

**COMPARISON OF MOTOR VEHICLE EXCISE**

Year	Number of Bills	Valuation	Amount
2016	29,540	205,619,800.00	4,272,681.50
2017	29,520	207,896,200.00	4,474,900.17

**COMPARISON OF BOAT EXCISE**

Year	Number of Bills	Valuation	Amount
2016	138	525,000	5,250.00
2017	113	418,100	4,181.00

**STATUTORY PROPERTY TAX EXEMPTIONS**

<b><u>Exemption Type</u></b>	<b><u>Number Granted</u></b>
Police & Fire Widows (Clause 42)	3
Blind (Clause 37A)	22
Elderly (Clause 41C)	43
Widows (Clause 17D)	36
Veterans (Clause 22)	151
Veterans (100% Disabled)	77
Veterans (Paraplegic)	4
Veterans (Clause 22A, B, C, & D)	19
Deferred Taxes	3
Total Exemptions	358

Total Tax Amount of Exemptions	\$278,431.16
State Reimbursement	\$179,833.38

**LOCAL EXPENDITURES**

Appropriations		89,560,935.00
Tax Title	0.00	
Debt and Interest Charges	0.00	
Total Overlay deficits prior years	0.00	
Final Court Judgments	0.00	
Cherry Sheet Offsets	31,196.00	
Revenue Deficit	0.00	
Snow & Ice Deficit	0.00	
Other	0.00	
Total Expenditures		31,196.00
State & County Cherry Sheet Charges		3,091,400.00
Overlay (Allowance for Abatements & Exemptions)		622,651.81
Total Amount to be Raised		93,418,997.73

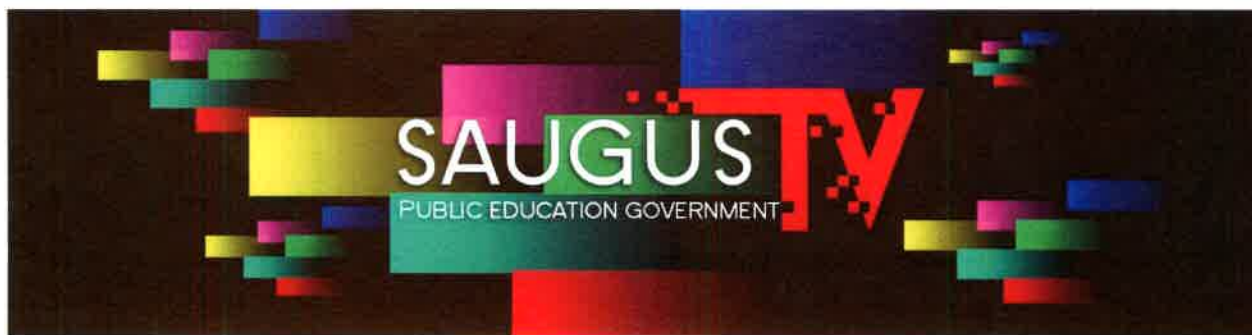
**ESTIMATED RECEIPTS**

Estimated Receipts from State	9,724,157.00
Massachusetts school building authority payments	0.00
Estimated Receipts from Local	8,912,845.00
Enterprise funds	11,019,373.00
Revenue Appropriated for Particular Purposes	2,455,640.00
Total Estimated Receipts	32,112,015.00

**BREAKDOWN OF LOCAL ESTIMATED RECEIPTS**

Motor Vehicle Excise	4,125,845.00
Other Excise	611,000.00
Penalties & Interest on Taxes & Excise	362,000.00
Payments in Lieu of Taxes	64,000.00
Fees	453,000.00
Rentals/Boards	276,000.00
Departmental Revenue-Libraries	0.00
Departmental Revenue-Cemetery	98,000.00
Other Departmental Revenue	0.00
Licenses & Permits	1,335,000.00
Special Assessments	47,000.00
Fines & Forfeits	147,000.00
Investment Income	35,000.00
Medicaid Reimbursement	203,000.00
Miscellaneous Recurring	168,000.00
Miscellaneous Non-Recurring	<u>000,000.00</u>
Total	<b>8,912,845.00</b>





**Saugus Community Television, Inc.  
1 Pearce Memorial Drive  
Saugus, MA 01906**

# **SCTV Annual Report 2017**

**January 1, 2017 – December 31, 2017**



**2017 Telly Award Winner – “Stop Motion Promo”**

### **Current Board of Directors:**

Al Dinardo – President  
Donna Sordello – Vice President  
Fatima Allan – Treasurer  
Bill Williamson – Assistant Treasurer

### **Current Staff**

Bryan Nadeau – Executive Director  
Rachel Brugman – Programming Manager  
Michelle Madar – Production Manager  
John Prudent – Studio Associate  
Anthony Moschella – Studio Associate  
Joanne Mirabello – Administrative Assistant

### **Programming**

#### **Mandated Municipal Meeting Coverage:**

- 25 Board of Selectmen Meetings
- 20 School Committee Meetings
  - 4 Town Meetings
- 2 Special Town Meeting

#### **Non Mandated Meeting Coverage:**

- 23 Planning Board Meetings
- 11 Board of Health Meetings
- 11 Zoning Board of Appeals Meetings
- 12 Library Board of Trustees Meetings
  - 13 Finance Committee Meetings
- 3 SHS School Project Building Committee Meetings



### **Special Events Coverage:**

- Founders Day
- Saugus High School Graduation
- Belmonte Middle School Moving On Ceremony
  - Christmas Tree Lighting
  - Memorial Day Parade & Services
  - Veterans Day Parade & Services
- Veterans/Military Appreciation Day at World Series Park
  - Saugus Chamber of Commerce Breakfast
  - Saugus River Water Shed Annual Meeting
    - Time Capsule Burial at Round Hill
    - Round Hill Dedication Ceremony
      - SBEC Unsung Heroes
      - SBEC Taste for Education
  - Saugus Garden Club Annual Meeting
    - Historical Society presentations
      - Public Forums
    - Selectmen Candidate Debates
    - Local Election Results

### **Saugus High School Sports Coverage:**

#### **Fall Sports**

- Boys Soccer
- Girls Soccer
- Field Hockey
- Volleyball

#### **Winter Sports**

- Hockey
- Boys Basketball
- Girls Basketball
- Wrestling

#### **Spring Sports**

- Baseball
- Softball
- Girls Lacrosse
- Boys Lacrosse

### **Member Productions:**

- Clifftondale Community Church Services – Richard Kowlaksy
- Jesus Center of Good News – Reverend B.K. Akeem
- Starship Wrestling – Jimmie Carabineris
- Learning The Bible – John Gouvalaris
  - Street Ninja – Alex Colon
- Ododo Oro – Bankole Fisher

### **Sponsored Programs:**

Sponsored programs are shows that are requested to be aired on SCTV by members of the community.

- King of the Palace – Sponsor: Dennis Nuzzo
- Good News – Sponsor: Timothy S. Nee
- An Overall View – Sponsor: Robert H. Dixon
- A Finished Work – Sponsor: Pastor Jim Lewis
- Legends of Pro Wrestling – Sponsor: Stan “Rocky” Raymond
- Empire Pro Wrestling – Sponsor: Stan “Rocky” Raymond
- SHS Varsity Football – Sponsor: SHS Football Parents Association

### **Other Programming:**

SCTV also airs other locally produced programs that may be interesting to Saugus viewers. Some of these programs include...

- Town Managers Desk – Saugus
- The Pitch - Saugus
- The Other Side - Beverly
- Chef's Table Series - Boston
- Valley Home Grown – Greenfield
- Money Talk – Danvers
- Physician Focus - Hopkinton
- Language of Business – Needham
- Steve Katsos Show – Arlington
- Local Music Rocks – Westford
- Off The Shelf – Danvers
- Glo's Kitchen – Wakefield
- Reeling...The Movie Review Show – Malden
- Smart Boating – Cape Ann
- Woman 2 Woman – Framingham
- 502 Sessions – Wellesley
- Ham Jams – Framingham
- Jessersize – Uxbridge
- Tech Throw Back – Wilmington
- State Side Footy – Wilmington
- Campbell's Comedy Corner – Chelmsford
- Public Domain Movies & Classic TV Shows

### **Community Outreach:**

SCTV offers individual and group training to Saugus Residents, Businesses and Organizations with the goal of increasing membership and community produced programs and/or events.

SCTV works closely with the SHS Video Production Class Teacher, Mr. Ken Webb providing equipment and assistance when needed throughout the school year. In turn, Mr. Webb and his students produce programming seen on the Educational Channel.

SCTV provides Community Bulletin Board time for event promotion and non-profit advertisements on all 3 channels. These single-page “slides” air in a looped rotation whenever there is no programming playing on the channel, or in designated Bulletin Board times on our Program Schedules.

SCTV sends out its program schedules weekly to our email subscriber list, and on our website, [www.saugustv.org](http://www.saugustv.org).

SCTV created a series of spots aimed at informing viewers of what SCTV offers its residents.

All programming created at SCTV by staff and members are uploaded to our Vimeo page at [www.vimeo.com/saugustv](http://www.vimeo.com/saugustv) for On-Demand viewing.

SCTV takes advantage of our visibility at Founders Day and uses it to draw people in to becoming members. In addition to covering the event, Board Members attend to answer any questions and sign new members up.

SCTV held our second “Teen TV Workshop” over the summer of 2017. This year we taught Stop-Motion Animation and the students created a short program that aired on both the Public Channel, and the Educational Channel.

### **Future Projects:**

New Location for Station: The current Saugus High School will be torn down at the end of 2020. SCTV has been informed that Saugus TV will not be housed in the new Middle/High School Facility being built. Saugus TV needs to find a new home. The Board of Directors and the Executive Director are actively searching potential locations for our new home. There have been a number of leads, but no location has been selected.

When the station moves to a new location, a new cablecast playback system will need to be put in place. Saugus TV has been actively researching new equipment and associated costs for a new cablecast playback system. This system can cost in the area of \$100K. However, this system should take us into the future and give us new programming possibilities. This new system will also allow us the capability to stream programming over the internet.

SCTV receives a percentage of revenue from customers of Comcast. As people seek other alternatives to cable, the customer base goes down and income from Comcast goes down. With the station move and newer, robust equipment, Saugus TV will be looking into underwriting and sponsorships from local businesses and organizations to help subsidize the station budget.

# The Daily Item

SERVING THE NORTH SHORE SINCE 1877

THURSDAY, MARCH 9, 2017

## Saugus TV animated by Telly Award win



By Bridget Turcotte  
ITEM STAFF

**SAUGUS** — A miniature two-dimensional version of Saugus and a technique that dates back more than a century helped Saugus TV score a bronze medal in a national competition.

Saugus TV, which is operated and overseen by Saugus Community Television, Inc., took third place in the Public Interest and Awareness category in the 38th Annual Telly Awards for its two-minute, stop-motion animation "Saugus TV Stop-Motion Promo,"

which items are slowly moved in tiny increments while being photographed continuously. When the photographs are flipped quickly, it creates the illusion the items are moving on their own.

The style dates back to the late 1800s. In 1897, director and producer J. Stuart Blackton and Albert E. Smith created "The Humpty Dumpty Circus," an animated short film using stop-motion animation.

Saugus TV's winning video follows a cardboard figure as she travels home, turns on the TV and watches actual footage of the

**John Prudent and Michelle Madar work on the set of their stop-motion animation spot that won Saugus TV a bronze medal in the 38th Annual Telly Awards.**

ITEM PHOTO |  
OWEN O'ROURKE

**SAUGUS TV, A7**

# Saugus TV animated by Telly Award win

## SAUGUS TV

From A1

network's programming, including Teen TV Workshop, a wrestling program and a talk show. The girl is impressed with what she sees and decides to drive to Saugus TV's headquarters to get involved.

Executive Director Bryan Nadeau said a second part to the series is in the works.

The piece was produced by Michelle Madar and John Prudent to serve as a public service announcement for the station, encouraging residents with great ideas to use the public access station to make those ideas come to life.

"Hopefully it brings awareness to the town that anyone can produce some-

thing special," Madar said.

Madar, a graduate of the New England Institute of Art's digital film and video production program, said her interest in the field wasn't realized until she, literally, walked into the wrong classroom.

As a freshman in high school, her class was instructed to join a different classroom in the teacher's absence. She chose the video production class solely to spend time with a friend.

"I went there and I fell in love," she said. "I ended up taking four years of video production and I created the first annual film festival for the school."

She was reminded of how exposing children and teenagers to videography can help inspire them

when she attended a conference in Boston called Alliance for Community Media.

"I got the idea that I wanted to get youth more involved with stop-motion," she said. "I experimented for a little while by myself to see if this was something I could do. Then we started out. We made a mini world of Saugus."

Prudent, who has a degree in art from Salem State University, said he had always wanted to create a stop-motion animation but hadn't had the opportunity.

The pair hopes to offer a summer program to teenagers this year to teach them about clay-mation, two-dimensional animation and pixilation. Then they'll explore editing

with Final Cut X and putting the videos together.

"Now we can say we're an award-winning station," Madar said. "Hopefully they'll come see us."

The Telly Awards was founded in 1979 and is the premier award honoring outstanding local, regional and cable TV commercials and programs. Entries are judged by a panel of more than 500 accomplished industry professionals, each a winner of the award.

Fewer than 10 percent of entries are chosen as winners of the Silver Telly, the highest award, and about 25 percent receive the Bronze Telly.

*Bridget Turcotte can be reached at [bturcotte@item-live.com](mailto:bturcotte@item-live.com). Follow her on Twitter @BridgetTurcotte.*





JOHN A. FALASCA III  
SUPERINTENDENT

**TOWN OF SAUGUS**  
CEMETERY DEPARTMENT  
SAUGUS, MASSACHUSETTS 01906

TELEPHONE:  
(781) 231-4170

**Annual Report  
Fiscal Year 2017  
July 1, 2016 – June 30, 2017  
Cemetery Department**

The following information is for the fiscal year 2017.

**Staffing:**

John A. Falasca III is the Superintendent of the Cemetery Department. For the fiscal year the Cemetery Department had a staff of one full time employee and one part time senior clerk. We had one summer helper this year from May – August and he was hired as a part time employee at fourteen hours a week as of September. All employees reported directly to the Superintendent.

**Cemetery Commission:**

The Cemetery Commissioners who are appointed by the Board of Selectmen as of April 1, 2015 are as follows: Chairperson- William Howell; Members- David Ferraro, Vincent LoRusso and Nicola Nicosia. In April 2016 new member Richard Thompson joined the commission. In June of 2016 William Howell resigned as the commission chairperson and Nicola Nicosia did not renew his term this year. Before Mr. Howell's resignation David Ferraro and Vincent LoRusso were voted in as the new Co-chairs.

**Land Sales and Perpetual Care:**

The Cemetery Department sold 25 double graves and 12 columbarium niches (includes Veterans).

**Interments:**

There were 63 full burial interments, 33 cremation burials and 14 cremations in the columbarium for a total of 110 interments.

**Foundations and Markers:**

There were 31 foundations poured, 10 flat markers installed, 3 plaque settings completed and 30 Veteran markers installed. The department also issued 17 etching permits for stone work.

**Work Orders:**

We completed 79 work orders, 44 stone repairs and filled 213 sinking plots with loam. Also, we removed 6 shrubs per plot owner's requests and replanted 4 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 2017  
July 1, 2016 – June 30, 2017  
Cemetery Department  
Page 2**

Plot Ownership Transfers/Burial Rights

The department processed 6 plot ownership transfers and 6 burial rights requests.

Genealogy Research:

The department received 7 requests for genealogy research.

Equipment Issues:

The 2006 pickup truck and 2004 dump truck are in desperate need of replacement. We did get a quote to have the 2006 pickup repaired, however the cost to repair the vehicle is more than the worth of the vehicle. The 2004 dump truck is also having various operational issues. As in the past years we will be submitting requests to replace these vehicles in 2019 Fiscal Year.

Veteran's Sections:

There is a project underway to restore the Civil War lot within the cemetery. Volunteer Gordon Sheppard is coordinating the efforts to complete the restoration.

Cemetery Space Issues:

The department continues to receive requests for pre-buys (41 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 98 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.

FY17 Receipt Totals:

Interments	\$ 97,275.00
Land Sales	\$ 31,250.00
Columbarium Sales	\$ 800.00
Perpetual Care	\$ 32,050.00
Foundations	\$ 10,407.50
Fees	\$ 585.00
Sub-Total	\$172,367.50
*Reimbursement	\$ (0.00)
YEAR END TOTAL	\$172,367.50

\*Reimbursement -No reimbursements were issued for the fiscal year.

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



ELLEN J. SCHENA  
*Town Clerk*

Telephone: (781) 231-4104  
e-mail: [eschena@saugus-ma.gov](mailto:eschena@saugus-ma.gov)

**Town Clerk's Office**  
**Annual Report**  
**Fiscal Year 2017**

**Town Clerk's Staff:**  
**Ellen J. Schena, Town Clerk**  
**Stephanie Hardy, Temporary Assistant**  
**Thomas Seaton, 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, trustees, 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, the office files minutes of various boards and commissions of the Town, maintains and issues certified copies of all vital records, maintains the official Bylaws, Zoning By-Laws 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, upon hiring or appointment to a town board or commission; and completes the online training program every two years. Upon completion of the training program, the person shall provide notice of such completion to be retained for 6 years by the Town Clerk.

- **TOWN MEETINGS**

Town Meeting warrants are posted at each polling location, mailed directly to Town Meeting Members, Finance Committee Members, School Committee Members, Town Manager and Town Counsel. All Warrants are posted by an appointed Constable.

**Special Town Meeting Dates:**

October 24, 2016  
February 6, 2017  
May 1, 2017  
May 30, 2017

**Annual Town Meeting Dates:**

May 1, 2017 (1<sup>st</sup> Session)  
May 8, 2017 (2<sup>nd</sup> Session)  
May 22, 2017 (3<sup>rd</sup> Session)  
May 30, 2017 (4<sup>th</sup> 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 the Annual Year (January thru December) 2017.

**Birth to Residents:    223 Total**  
**Death of Residents:   328 Total**  
**Marriage Licenses:    126 Total**

ALL DEATH AND BIRTH CERTIFICATES ARE PROCESS THROUGH THE MASSACHUSETTS REGISTRY OF VITAL RECORDS AND STATISTICS VIA THE COMPUTER. EACH MONTH COPIES OF ONLY MARRIAGE

LICENSES/CERTIFICATES ARE FORWARDED TO THE BUREAU OF VITAL STATISTICS OF THE DEPARTMENT OF PUBLIC HEALTH IN BOSTON.

**Town Clerk's Office**  
**161.00 – Clerk's Department**

The following shows the expenditures for the Fiscal Year 2017:

**Clerk's**

Salaries Full Time	\$ 96,114.79
Educational Incentive	\$734.90
Board Members	\$1499.68
Salaries & wages Part Time	\$478.07
Office Supplies	\$950.02
Rep & Maintenance Office Equipment	\$358.00
Printing/Reproduction	\$746.95
Professional & Technical Technology	\$1,200.00
Book Binding	\$670.38
Constable Services	\$260.00
General Supplies	\$352.46
Association Dues & Training	\$1006.26
Bonds	\$100.00
<b>Total:</b>	<b><u>\$104,471.51</u></b>

The following shows the money collected for various licenses and services, which are provided by the Town Clerk's Office. Four prior years are listed for comparison purposes only (please note, the new Munis System combines line items):

	<u>Year End FY14</u>	<u>Year End FY15</u>	<u>Year End FY 16</u>	<u>Year End FY 17</u>
RESIDENT LISTINGS	\$350.32	\$300.00	\$335.00	<b>\$323.00</b>
MARRIAGE INTENTIONS	\$3,780.00	\$3,630.00	\$3785.00	<b>\$3990.00</b>
CERTIFIED COPIES	\$18,705.80	\$22,649.20	\$26,284.00	<b>28273.00</b>
BUSINESS CERTIFICATES	\$5,080.00	\$6,660.00	\$5855.00	<b>\$5,635.00</b>
BUS. CERT/DISCONTINUANCE	\$250.00	\$250.00		
GASOLINE STORAGE PERMITS	\$1,250.00	\$1,200.00	\$1,150.00	<b>\$950.00</b>
POLE & CONDUIT FEES	\$3400.00	\$1,200.00		
MISCELLANEOUS (Raffle Permits, Poles & Conduits, Discontinuance Fees, Ramp Passes and Miscellaneous charges)	\$596.11	\$965.07	\$3,393.52	<b>\$3190.96</b>
RAFFLE PERMITS	\$750.00	\$700.00		
RAMP PASSES	\$425.00	\$125.00		
TOWN CLERK FINES	\$1,225.00	\$2,550.00	\$1,125.00	<b>\$1100.00</b>
DOG LICENSES	\$25,385.00	\$19,338.00	\$18,090.00	<b>\$20.490.00</b>
DOG LATE FEES	\$2,904.00	,510.00	\$2,954.00	<b>\$1365.00</b>
<b><u>TOTALS</u></b>	<b><u>\$61,101.23</u></b>	<b><u>\$62,887.27</u></b>	<b><u>\$62,971.52</u></b>	<b><u>\$65,317.96</u></b>

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



ELLEN J. SCHENA  
*Town Clerk*

Telephone: (781) 231-4104  
e-mail: [eschena@saugus-ma.gov](mailto:eschena@saugus-ma.gov)

**Town Clerk's Office**  
**Annual Report**  
**Fiscal Year 2017**

**Town Clerk's Staff:**  
**Ellen J. Schena, Town Clerk**  
**Stephanie Hardy, Temporary Assistant**  
**Thomas Seaton, Election Coordinator**

**ELECTIONS and REGISTRATION**

The Elections Department held three elections in FY '17.

- **FY 17 Election Dates:**

**September 8 2016 – State Primary Election**

**November 8, 2016 – State Election**

**June 20, 2017 – Special Local Election**

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 and the new Image Cast Tabulation Machines 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 turnover. It began with:

Marcia A. Pollack (Democrat)  
Ellen J. Schena (Republican)  
J. Brian Costin (Democrat)  
Joyce Toto (Republican)

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 June 31, 2017, there were **18236 Registered Voters in the Town of Saugus**, broken down as follows:

<b>Democratic Party</b>	<b>5579</b>
<b>Green Party USA</b>	<b>2</b>
<b>Conservative</b>	<b>3</b>
<b>Green Rainbow Party</b>	<b>16</b>
<b>Constitution Party</b>	<b>1</b>
<b>Libertarian Party</b>	<b>31</b>
<b>MA Independent Party</b>	<b>7</b>
<b>American Independent Party</b>	<b>5</b>
<b>Inter 3<sup>rd</sup> Party</b>	<b>8</b>
<b>America First Party</b>	<b>1</b>
<b>Republican Party</b>	<b>1892</b>
<b>United Independent Party</b>	<b>100</b>
<b>Unenrolled</b>	<b>10589</b>
<b>Pizza</b>	<b>1</b>
<b>Twelve Visions Party</b>	<b>1</b>
<b>Total Registered Voters:</b>	<b>18236</b>

- **CENSUS**



Approximately 11,500 Town Census were mailed to Saugus households in January 2016 and data for returned forms were processed in the State VRIS (Voter Registration Information System). **At the time of Census our population figure was 25,497** All census forms were processed by July 1, 2016.

**Town Clerk's Office**  
**162.00 – Elections and Registration**

The following shows the expenditures for the Fiscal Year 2015:

<b><u>ELECTION AND REGISTRATION</u></b>	
<b>Salaries</b>	<b>\$17,775.21</b>
<b>Board Members</b>	<b>\$900.00</b>
<b>Overtime</b>	<b>\$411.07</b>
<b>Temporary Positions</b>	<b>\$41,672.78</b>
<b>Police/Elections</b>	<b>\$23,081.95</b>
<b>Custodians/Elections</b>	<b>\$3,812.33</b>
<b>Education incentive</b>	<b>\$0.00</b>
<b>Voting Machine Maintenance</b>	<b>\$3029.81</b>
<b>Printing/Reproduction</b>	<b>\$7,262.75</b>
<b>Office Supplies</b>	<b>\$1195.93</b>
<b>Census Forms</b>	<b>\$5,963.65</b>
<b>Professional &amp; Technical</b>	<b>\$195.00</b>
<b>Resident Listing</b>	<b>\$3,364.88</b>
<b>Miscellaneous</b>	<b>\$0.00</b>
<b><u>Total:</u></b>	<b><u>\$108,665.36</u></b>

Party: UNITED INDEPENDENT PARTY

Page 1 of 10

Office Name: REPRESENTATIVE IN CONGRESS  
District Name: 0007 SIXTH DISTRICT  
Town Name: 262 SAUGUS

Candidates	Votes
No Nomination	0
All Others	0
Blanks	4
Total Votes Cast	4

\*\*\*\*\*

Office Name: COUNCILLOR  
District Name: 0017 SIXTH DISTRICT  
Town Name: 262 SAUGUS

Candidates	Votes
No Nomination	0
All Others	1
Blanks	3
Total Votes Cast	4

\*\*\*\*\*

Office Name: REPRESENTATIVE IN GENERAL COURT  
District Name: 0091 NINTH ESSEX DISTRICT  
Town Name: 262 SAUGUS

Candidates	Votes
No Nomination	0
All Others	3
Blanks	1
Total Votes Cast	4

\*\*\*\*\*

d\_rov\_detail\_primary

Office Name: **ELECTORS OF PRESIDENT AND VICE PRESIDENT**  
 District Name: 0001 **STATEWIDE**  
 Town Name: 262 **SAUGUS**

	Candidates	Votes	Party:
1	CLINTON AND KAINE	6385	DEMOCRAT
2	JOHNSON AND WELD	414	LIBERTARIAN
3	STEIN AND BARAKA	146	GREEN-RAINBOW
4	TRUMP AND PENCE	7305	REPUBLICAN
*	FEEGBEH AND O'BRIEN	0	UNENROLLED
*	KOTLIKOFF AND LEAMER	0	UNENROLLED
*	MCMULLIN AND JOHNSON	0	UNENROLLED
*	MOOREHEAD AND LILLY	0	UNENROLLED
*	SANDERS AND SANDERS	0	DEMOCRAT
*	SCHOENKE AND MITCHEL	0	UNENROLLED

All Others	106
Blanks	362
Total Votes Cast	14718

Office Name: **REPRESENTATIVE IN CONGRESS**  
 District Name: 0007 **SIXTH DISTRICT**  
 Town Name: 262 **SAUGUS**

	Candidates	Votes	Party:
1	SETH MOULTON	9576	DEMOCRAT
*	JOHN F. TIERNEY	0	DEMOCRAT

All Others	39
Blanks	5103
Total Votes Cast	14718

d\_rov\_detail\_nonprimary

Office Name: COUNCILLOR  
District Name: 0017 SIXTH DISTRICT  
Town Name: 262 SAUGUS

	Candidates	Votes	Party:
1	TERRENCE W. KENNEDY	9003	DEMOCRAT

All Others 19  
Blanks 5696  
Total Votes Cast 14718

Office Name: SHERIFF  
District Name: 0235 ESSEX COUNTY  
Town Name: 262 SAUGUS

	Candidates	Votes	Party:
1	KEVIN F. COPPINGER	6791	DEMOCRAT
2	ANNE M. MANNING-MARTIN	4358	REPUBLICAN
3	MARK E. ARCHER	676	UNENROLLED
4	KEVIN J. LEACH	542	UNENROLLED

All Others 6  
Blanks 2345  
Total Votes Cast 14718

\*\*\*\*\*

Office Name: SENATOR IN GENERAL COURT  
District Name: 1308 THIRD ESSEX DISTRICT  
Town Name: 262 SAUGUS

	Candidates	Votes	Party:
1	THOMAS M. McGEE	9024	DEMOCRAT

All Others	10
Blanks	5684
Total Votes Cast	14718

\*\*\*\*\*

Offices Requiring Ward and Precinct Breakdown

Page 1 of 5

Office Name: REPRESENTATIVE IN GENERAL COURT  
 District Name: 0091 NINTH ESSEX DISTRICT  
 Town Name: 262 SAUGUS Ward: 0 Precinct: 001

	Candidates	Votes	Party:
1	DONALD H. WONG	722	REPUBLICAN
2	JENNIFER MIGLIORE	580	DEMOCRAT

All Others	0
Blanks	80
Total Votes Cast	1382

\*\*\*\*\*

Office Name: REPRESENTATIVE IN GENERAL COURT  
 District Name: 0091 NINTH ESSEX DISTRICT  
 Town Name: 262 SAUGUS Ward: 0 Precinct: 002

	Candidates	Votes	Party:
1	DONALD H. WONG	726	REPUBLICAN
2	JENNIFER MIGLIORE	645	DEMOCRAT

All Others	1
Blanks	55
Total Votes Cast	1427

\*\*\*\*\*

Office Name: REPRESENTATIVE IN GENERAL COURT  
 District Name: 0091 NINTH ESSEX DISTRICT  
 Town Name: 262 SAUGUS Ward: 0 Precinct: 004

	Candidates	Votes	Party:
1	DONALD H. WONG	705	REPUBLICAN

d\_rov\_detail\_nonprimary\_precinct

Offices Requiring Ward and Precinct Breakdown

Page 2 of 5

Office Name: REPRESENTATIVE IN GENERAL COURT  
 District Name: 0091 NINTH ESSEX DISTRICT  
 Town Name: 262 SAUGUS Ward: 0 Precinct: 004

	Candidates	Votes	Party:
2	JENNIFER MIGLIORE	533	DEMOCRAT

All Others	1
Blanks	68
Total Votes Cast	1307

\*\*\*\*\*

Office Name: REPRESENTATIVE IN GENERAL COURT  
 District Name: 0091 NINTH ESSEX DISTRICT  
 Town Name: 262 SAUGUS Ward: 0 Precinct: 005

	Candidates	Votes	Party:
1	DONALD H. WONG	932	REPUBLICAN
2	JENNIFER MIGLIORE	623	DEMOCRAT

All Others	0
Blanks	68
Total Votes Cast	1623

\*\*\*\*\*

Office Name: REPRESENTATIVE IN GENERAL COURT  
 District Name: 0091 NINTH ESSEX DISTRICT  
 Town Name: 262 SAUGUS Ward: 0 Precinct: 006

	Candidates	Votes	Party:
1	DONALD H. WONG	788	REPUBLICAN

d\_rov\_detail\_nonprimary\_precinct



Offices Requiring Ward and Precinct Breakdown

Page 3 of 5

Office Name: REPRESENTATIVE IN GENERAL COURT  
 District Name: 0091 NINTH ESSEX DISTRICT  
 Town Name: 262 SAUGUS Ward: 0 Precinct: 006

	Candidates	Votes	Party:
2	JENNIFER MIGLIORE	612	DEMOCRAT

All Others	1
Blanks	84
Total Votes Cast	1485

Office Name: REPRESENTATIVE IN GENERAL COURT  
 District Name: 0091 NINTH ESSEX DISTRICT  
 Town Name: 262 SAUGUS Ward: 0 Precinct: 007

	Candidates	Votes	Party:
1	DONALD H. WONG	879	REPUBLICAN
2	JENNIFER MIGLIORE	642	DEMOCRAT

All Others	0
Blanks	96
Total Votes Cast	1617

Office Name: REPRESENTATIVE IN GENERAL COURT  
 District Name: 0091 NINTH ESSEX DISTRICT  
 Town Name: 262 SAUGUS Ward: 0 Precinct: 008

	Candidates	Votes	Party:
1	DONALD H. WONG	767	REPUBLICAN

d\_rov\_detail\_nonprimary\_precinct

Offices Requiring Ward and Precinct Breakdown

Page 4 of 5

Office Name: REPRESENTATIVE IN GENERAL COURT  
 District Name: 0091 NINTH ESSEX DISTRICT  
 Town Name: 262 SAUGUS Ward: 0 Precinct: 008

	Candidates	Votes	Party:
2	JENNIFER MIGLIORE	657	DEMOCRAT

All Others	0
Blanks	60
Total Votes Cast	1484

Office Name: REPRESENTATIVE IN GENERAL COURT  
 District Name: 0091 NINTH ESSEX DISTRICT  
 Town Name: 262 SAUGUS Ward: 0 Precinct: 009

	Candidates	Votes	Party:
1	DONALD H. WONG	980	REPUBLICAN
2	JENNIFER MIGLIORE	551	DEMOCRAT

All Others	0
Blanks	80
Total Votes Cast	1611

d\_rov\_detail\_nonprimary\_precinct

Offices Requiring Ward and Precinct Breakdown

Page 5 of 5

Office Name: REPRESENTATIVE IN GENERAL COURT  
 District Name: 0199 SIXTEENTH SUFFOLK DISTRICT  
 Town Name: 262 SAUGUS Ward: 0 Precinct: 003

	Candidates	Votes	Party:
1	ROSELEE VINCENT	830	DEMOCRAT

All Others	0
Blanks	609
Total Votes Cast	1439

Office Name: REPRESENTATIVE IN GENERAL COURT  
 District Name: 0199 SIXTEENTH SUFFOLK DISTRICT  
 Town Name: 262 SAUGUS Ward: 0 Precinct: 010

	Candidates	Votes	Party:
1	ROSELEE VINCENT	821	DEMOCRAT

All Others	0
Blanks	522
Total Votes Cast	1343

d\_rov\_detail\_nonprimary\_precinct

Town Name: 0262 SAUGUS

Question 1

PET. N: EXPANDED GAMING (LAW)

Yes	6728	No	6775	Blank	1215	Total	14718
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Question 2

PET. P: ALLOW FAIR ACCESS TO PUBLIC CHARTER SCHOOLS (LAW)

Yes	4528	No	9792	Blank	398	Total	14718
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Question 3

PET. O: PREVENT CRUELTY TO ANIMALS (LAW)

Yes	11267	No	2933	Blank	518	Total	14718
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Question 4

PET. D: REGULATION AND TAXATION OF MARIJUANA (LAW)

Yes	6710	No	7652	Blank	356	Total	14718
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d\_rov\_detail\_nonprimary\_questions

<b>Election Summary Report</b> <b>SPECIAL ELECTION</b> <b>SAUGUS, MA</b> <b>Summary For Jurisdiction Wide, All Counters, All</b> <b>Races</b> <b>OFFICIAL RESULTS</b>	06/27/17 12:20:39
--	----------------------

Registered Voters 19056 - Cards Cast 4939  
25.92%

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

QUESTION 1		
	Total	
Number of Precincts	10	
Precincts Reporting	10	100.0 %
Times Counted	4939/19056	25.9 %
Total Votes	4932	
YES	3481	70.58%
NO	1451	29.42%

QUESTION 2		
	Total	
Number of Precincts	10	
Precincts Reporting	10	100.0 %
Times Counted	4939/19056	25.9 %
Total Votes	4914	
YES	3380	68.78%
NO	1534	31.22%

## **Annual Report 2017**

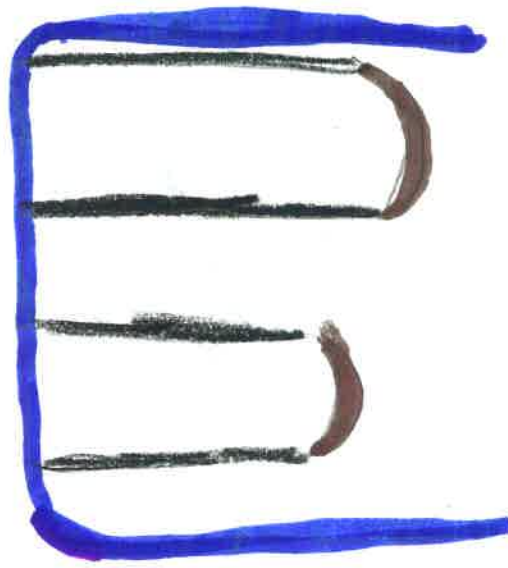
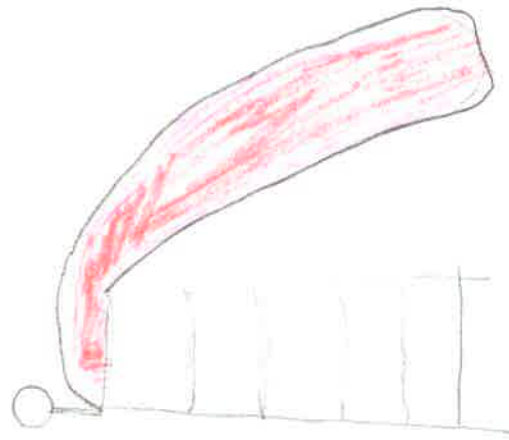
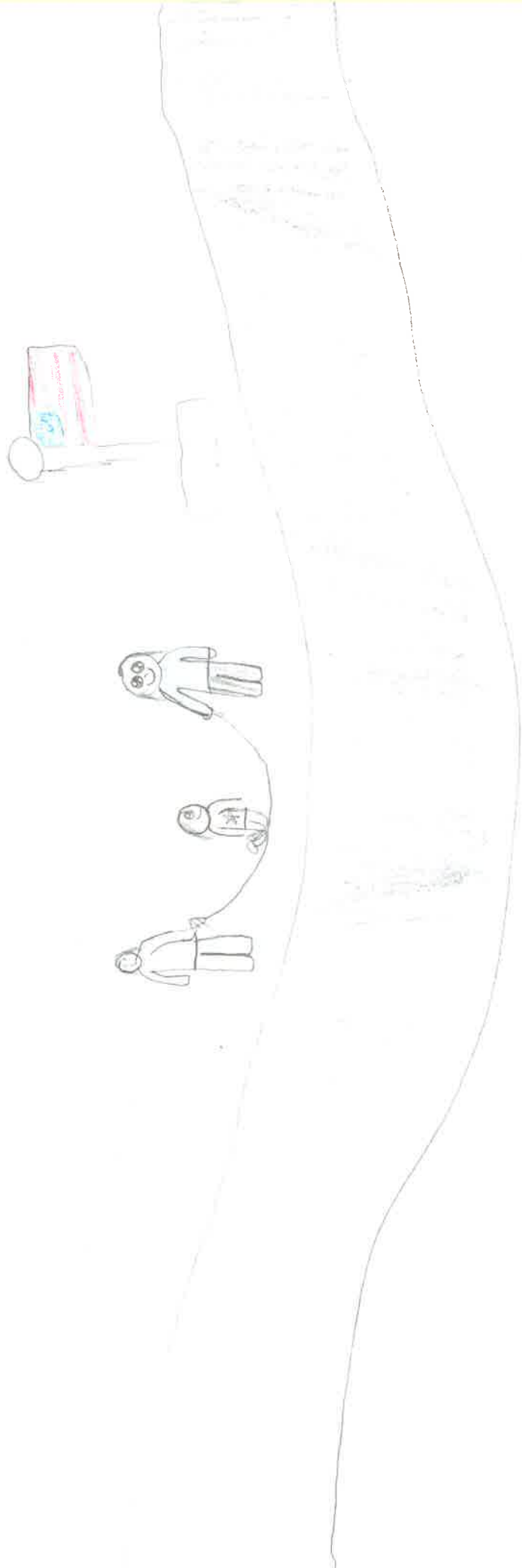
The Saugus Conservation Commission conducts business under Massachusetts General Laws, Chapter 131, Section 40 and under Town of Saugus Bylaw Article 508. The Commission, as is common, saw significant activity during 2017.

The Commission held 19 public meetings during the past Fiscal Year. At these meetings there were 19 Public Hearings, most of which were continued for at least one meeting and in some cases several months of hearings. Dave Ouellette of DCR attended a few meetings to update the Commission about the final stages of the I95 sand removal and the progress of the restoration. Unfortunately, the Conservation Commission received a letter dated March 6, 2017 from DCR explaining due to EPA and others concerns about the design, permitting was not completed. Because of the lack of permitting the \$1,000,000.00 grant was rescinded. DCR did go back to their engineer to try and revise the design to address the EPA objections but those changes would increase the estimate for work from 2.1 million to 5.1 million dollars. Therefore, the restoration project has been abandoned. This is disheartening especially to our Conservation Officer who has worked on this project for over twenty-five years. Early in the year our members attended a MEPA meeting at the future Avalon Bay project at the Hilltop site. Subsequently, Avalon Bay came before the Commission with their Notice of Intent and after four meetings the Commission issued their Order of Conditions. The Commission, throughout the year, heard of many valuable projects for the Town of Saugus, including the Elm Street Drainage Project and the Bristow Street Park. Both received Orders of Conditions.

The Commission heard a request for a Determination of Applicability, which was deemed negative, and did not require a further filing. There was also a request for an extension on an RDA. 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 fifteen 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. The Commission also heard from many members of the community regarding work that was being proposed in their neighborhoods. The Commission is always grateful for the opportunity to listen and assist in answering questions and concerns regarding work being contemplated in any wetland areas. The Commission continues to work, tirelessly, to protect a parcel of land owned by the SCC and was pleased an abutter removed property that had encroached onto the Commission's property.

Violations of the Wetlands Protection Act and Town of Saugus Wetlands Bylaw continue to occur in town. The Conservation Officer went on hundreds of 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 one Enforcement Orders. Upon receipt of the Enforcement Order the owner appeared before the Commission and was able to correct the work that was done and have the enforcement order revoked. The Conservation Officer attended multiple meetings regarding conservation issues, both in the office, Town Hall and other locations. Many of these meetings take place on site and on Fridays and weekends. Our office fields hundreds of telephone calls throughout the year and researched old and new filings for the public. Our Conservation Officer had many contractors visit our office to get advice about future filings.

A list of duly sworn officers and current members follows: Joan Fowler –Chairman, Paul Petkewich, Vice-Chair, Francis G. McKinnon – Conservation Officer, Earle Bertrand and Eric Devlin. Stephanie A. Puracchio, Clerk – February 21, 2018







## SAUGUS CULTURAL COUNCIL ANNUAL REPORT

The 2016-2017 Cultural Council is comprised of seven volunteer members. Mila Moschella, Chair, Stephen Rich, Secretary, Judy Worthley, Treasurer, Val Kappa, Social Media Coordinator, Michael Sullivan Publicity Coordinator, William Ferringo, Advocacy Coordinator and Jennifer Milgliore Member at Large. 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 2018 Grants on Wednesday, November 8, 2017. The committee received a total of nineteen applications and they represented programs for people of all ages and various segments of the arts. The Committee was able to fully fund five children's programs and partially fund the visit of a well-known children's author, two programs for young adults and one program for the adults of the Saugus Public Library. The committee also fully funded two music programs for the senior citizens of Saugus as well as six music programs for the residents of two local nursing homes all performed by their favorite, returning entertainer. The Saugus Cultural Council is always proud to support The Saugus Friendship Club and we were able to fully fund a performance by storyteller/magician as well as fully funding the entertainment of a DJ for six holiday dances. The Saugus Senior Center will be the host for two fully funded theatre performances and lastly we fully funded a Costume Designer: Artist in Residence to work alongside the Saugus High School Drama Club for their Spring play. The Cultural Council remains committed to raising our profile through social media and continues to have a very informative and creative Facebook Page. Our Social Media Coordinator conscientiously posts news, pictures and related arts activities happening in the town of Saugus. It continues to be the mission of the Committee to support the varied groups within the Town of Saugus. The Saugus Cultural Council met their goals 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 ones that would offer the greatest public benefit to the residents of the Saugus community.

The committee looks forward to the work for the 2019 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.



In conclusion it has been my pleasure to have been not only a member of the Saugus Cultural Council for the past five years but to serve in the role of its chair. The members I have served with over the past five years have been committed, conscientious and always performed the duties of their positions in a timely and professional manner. Together we made thoughtful decisions that brought the arts to the various constituencies of Saugus and enhanced the cultural vitality of the community.

As my term expires I would like to acknowledge and thank my co-committee members for their support throughout my tenure. They made my work in the role of chair seamless and it has been my good fortune to have served with such dedicated and congenial members.

Respectfully submitted,

A handwritten signature in black ink, reading "Mila J. Moschella".

Mila J. Moschella, chair  
Saugus Cultural Council

## TOWN OF SAUGUS CHARTER

### FINANCE COMMITTEE.

#### ARTICLE 2

SECTION 36. *Appointment of Finance Committee.* There shall be a finance committee consisting of nine registered voters of the town. No elective or appointive town officer or town employee except a town meeting member shall be eligible to serve on said committee. The moderator elected under the provisions of this act in the year nineteen hundred and forty-eight shall forthwith appoint three members of the finance committee for terms of one year, three members for terms of two years, and three members for terms of three years. At each annual town meeting thereafter the moderator shall appoint three members of said committee for terms of three years. The terms of office of said members shall commence immediately upon their qualification and shall expire at the final adjournment of the annual town meeting at which their successors are appointed. Said committee shall choose its own officers and shall serve without pay. It shall cause to be kept a true record of its proceedings. Upon the appointment and qualification of a finance committee as provided herein the terms of office of all members of the then existing committee shall terminate.

#### ARTICLE 2

SECTION 37. *Appointments to fill Vacancies.* The moderator shall fill any vacancy in said committee, and upon doing so shall notify the secretary of the committee and the town clerk of his action in writing. The term of office of any person so chosen to fill a vacancy shall expire at the final adjournment of the next succeeding annual town meeting, and the moderator shall appoint a successor to complete the unexpired term of the member in whose office such vacancy originally occurred.

*(As amended by Ch. 144, Acts of 1954)*

#### ARTICLE 2

SECTION 38. *Consideration of Town Warrant.* All articles in any warrant for a town meeting except articles providing for election of town officers and town meeting members and except zoning articles shall be referred to the finance committee for its consideration. The selectmen after drawing any such warrant shall transmit immediately a copy thereof to each member of said committee. A public hearing shall be held at least ten days before the annual town meeting upon all such articles in the warrant for such meeting and a notice of such hearing shall be given by posting a copy thereof in at least three public places in the town not less than three days before the time of holding such hearing. The finance committee may hold a public hearing on any or all articles in the warrant for a special town meeting. Notice of such hearing shall be given by posting a copy thereof in at least three public places in the town not less than three days before the time of holding such hearing. Said committee, after due consideration of the subject matter of such articles in any warrant, shall report thereon to the town meeting, in writing, such recommendations as it deems best for the interests of the town and its citizens. The report of the finance committee on such articles in the warrant for any annual meeting shall be filed with the town clerk not later than the third Monday of April and the town clerk shall forthwith cause said report to be printed and a copy thereof to be distributed prior to said meeting to each household in the town. The report of the finance committee together with the annual budget for the subsequent fiscal year shall be transmitted to each member of the town meeting not later than the third Monday of April.

*(As amended by Ch. 141, Acts of 1984 and Ch. 26, Acts of 1994)*

#### ARTICLE 2

SECTION 39. *Recommendations by Committee.* It shall be the duty of the finance committee annually to consider the expenditures in previous years and the estimated requirements for the

ensuing year as set forth in the budget submitted to them by the selectmen. The finance committee shall add to the statement of expenditures and estimates in the annual budget another column, giving the amounts which in its opinion should be appropriated for the ensuing year, and shall further add thereto such explanations and suggestions relating to the proposed appropriations as it may deem expedient, and report thereon as provided in section thirty-eight.

## ARTICLE 2

SECTION 40. *Free Access to Financial Data.* In the discharge of its duty, said committee shall have free access to all books of records and accounts, bills and vouchers on which money has been or may be paid from the town treasury. Officers, boards and committees of the town shall, upon request, furnish said committee with facts, figures and any other information pertaining to their several activities.

## ARTICLE 2

SECTION 41. *Annual Report.* It shall be the duty of the finance committee to make an annual report of its doings, with recommendations relative to financial matters and the conduct of town business, which shall be included in the annual town report.

### **Finance Committee**

George DeDominico  
Ken DePatto  
Steven DiVirgilio  
Stephen Horlick  
Ronald Jepson  
Theresa Katsos  
Carl Mirabello  
Frank Perella  
Louis Rossi

As of June 30, 2017

# SAUGUS FIRE DEPARTMENT

## ANNUAL REPORTS 2017





To: Honorable Board of Selectman

From: Chief Michael Newbury

Date: February 20, 2018

## **SAUGUS FIRE DEPARTMENT/EMEGENCY MANAGEMENT 2017 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 4663 emergency calls during 2017.

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 1046 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 2017 the Saugus Fire Department responded to 4663 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 the following employees retired; Deputy Chief Donald P. Shea, Captain Robert Shannon, and Lieutenant David Springer. Their replacements in these positions are as follows; Deputy Chief Thomas D'Eon, Captain James Hughes, Captain Scott Phelan, and Lieutenant Mark Gannon. I look forward to working with these individuals in their new capacities for years to come.

The following 4 Firefighters on Probation (FFOP) were added to the ranks in April; Sean Bohannon, Martin Hyppolite, Joshua Mullen, & Matthew Smith. I want to wish them all a long and healthy career at the Saugus Fire Department.

**Grants:** We were awarded an AFG Grant (Assistance to Fire Fighters Grant) during 2016. The grant gave the Saugus fire Department to replace 3 Thermal Imaging Cameras. This FEMA Grant program provided over \$30,000 of assistance for this capital purchase 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 Coordinators Captain James Hughes & Captain Scott Phelan They have continued ongoing training and educational opportunities through MEMA. Captain Hughes and Captain Phelan have utilized Saugus Fire Department Personnel to maintain and inspect emergency management equipment and vehicles. Captain Hughes and Captain Phelan have utilized emergency management and fire department personnel for various Town functions throughout the year, including a major flood this winter.

**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 2017 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 02/2018			
Chief Michael C. Newbury Deputy Chief – Tom D'Eon Fire Prev.- Capt Jim Hughes / Capt. Scott Phelan Admin. Assist.- Michele Wendell Dept. Mechanic- Rich Ragucci			
GROUP 1	GROUP 2	GROUP 3	GROUP 4
Captain Nolan (Tom) 7996	Capt. Rizza (Chris) 1413	Captain Porter (Rick) 7596	Captain Kaminski (Tom) 2080
Lt Drella (Damian) 2563	Lt. B. Cross (Bill) 7998	LT Barker (Mike) 1014	Lt Gannon (Mark) 1023
FF Olsen (Kevin) 7199	FF Diflumeri (Rob) 7997	FF Tirella (Marco) 2753	FF Ruszkowski (Ron) 7995
FFOP Smith (Matthew) #10430	FF Raimo (Frank) #10303	FF Piscitelli (Chris) 1784	FF Fowler (Matthew) #1258
FFOP Hyppolite (Martin) #10428	FF Blandini Donald) 2741	FF Poussard (Ryan) 4401	FF A. McDermott (Andrew) 2481
FF Ferreira (Mike) 4404	FF Ragucci (Rich) 1301	FF Arone (Anthony) 3103	FF Arone (Anthony) #3103
FF Morando (Steve) 4400	FF Leary (Mike) 4399	FF Piscitelli (Chris) 1784	FF Sullivan (Paul) #1417
	FF Carozza, (John) 4403	FF Eaves (Paul) #2553	
FF McQueen (Randy) 7029 - Injured		FF James, (Michael) 10179	
Lt. McDermott (Kevin) #7017 - Injured		FFOP Mullen (Joshua) #10432	
ESSEX FIRE STATION			
HANSEN (Eric) 7018 I	LT Rutledge (Cory) #4396	Cpt. Vinard (Chris) #1299	Lt. Pozark (Chris) 7851
FF Watton (Alex) 2422	FF Donovan (James) 3164	FF Cinelli (Greg) 2246	FF Wilson (Mike) 2871
FF Sanjurjo (Dennis) 4402	FF Seracuse (Stephen) 3794	FF Mercurio (Bill) 2751	FF Cross, (Mike) 4397
FF McGrath, (John) 10181	FF Rogers (John) #10183	FFOP Bohannon (Sean) #10426	FF Phelan, (Joseph) 10177

2017 FIRE DEPARTMENT SURVEY  
TOTAL RUNS: 4663

<b>FIRES AND EXPLOSIONS</b>			
STRUCTURE FIRES	43		
OUTSIDE OF STRUCTURE	40		
VEHICLE FIRES	12		
REFUSE FIRES			
FIRE, BRUSH, GRASS (not classified)	22		
TOTAL:	117		
<b>RESCUE CALLS</b>			
EMERGENCY MEDICAL CALLS	2846		
<b>HAZARDOUS CONDITIONS</b>			
OTHER HAZARDOUS CONDITIONS	178		
<b>MUTUAL AID</b>			
MUTUAL AID OR ASSISTANCE	3		
<b>FALSE ALARMS</b>			
Malicious or unintentional false calls, malfunction, bomb scares	582		
<b>OTHER RESPONSES</b>			
Smoke scares, lock-outs, details, etc.	937		

TOWN OF SAUGUS SCHEDULE OF PAYMENTS TO TOWN TREASURER  
FISCAL 2018 UP UNTIL 12/31/17

FIRE DEPARTMENT

ACCOUNT	TOTAL RECEIPTS
Ammunition	50.00
Blasting Permit	350.00
Fire Alarm Permit	1700.00
Fire Reports	35.00
Flammable Permit	3650.00
Occupancy Permit	6850.00
Oil Burner Permit	850.00
Plan Review	11900.00
Propane Installation	3200.00
Smoke Detector Certificate	21625.00
Sprinkler Permit	2950.00
Tank Install	2100.00
Tank Removal	3000.00
Wood/Pellet Stove Inspect	100.00
Welding Permit	1300.00
Truck Inspection	100.00
Radio Box	22000.00
 GRAND TOTAL	 81760.00

## MGL c. 102, Section 19: Harbor masters: assistant harbor masters: appointment

Section 19. The mayor of a city, except Boston, or the selectmen of a town where a harbor is situated, unless otherwise specially provided, may, and for all harbors that have been improved by the expenditure of money by the commonwealth shall, appoint a harbor master and assistant harbor masters and fix their compensation, to be paid by their respective cities or towns. Said appointment shall remain in force unless the harbor master is removed for neglect of duty, negligence or conduct unbecoming a harbor master. Assistant harbor masters shall be appointed for terms of three years. Any appointment or re-appointment of assistant harbor masters shall be on the recommendation of the harbor master.

# Harbormasters.org



## Town of Saugus

The Town of Saugus Harbormaster, Thomas Falasca has been the Saugus Harbor master since first appointed in 2009.

## Town of Saugus

<u>Harbormaster</u> Tom Falasca		<u>Phone</u> N/A
<u>Assistant Harbormaster</u>		<u>Fax</u> N/A
<u>Address</u> N/A		<u>Email</u> N/A
<u>VHF Hailing Channel</u> N/A		<u>Website</u> N/A
<u>VHF Working Channel</u> N/A		<u>Emergency Phone</u> 911



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# *TOWN OF SAUGUS BOARD OF HEALTH ANNUAL REPORT FY17*

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**JULY 1, 2016 – JUNE 30, 2017**

## **Board of Health**

The Board of Health consists of five members of the community who are appointed by the Town Manager. The Board of Health establishes health policies for the Town and provides guidance to Health Department staff.

### **Board of Health Members:**

- William Heffernan, Chair
- Joia Cicolini
- Lena DeMiles
- Shawn Ayube
- Maria Tamagna

### **Director of Public Health:**

- David J. Greenbaum, R.S.

### **Public Health Nurse**

- Mary McKenzie

### **Clerk of the Board:**

- Lisa DeDomenico

Massachusetts General Law, Chapter III, Section 31, provides for local Boards of Health to promulgate reasonable regulations. In addition, the Board of Health also conducts hearings as dictated by State Regulation and acts on variance requests where allowed by law. The Board generally meets on the first Monday of every month.

## **Board of Health Structure**

The Town of Saugus Board of Health consists of a 5 Member Board appointed by the Town Manager. The Board of Health implements programs mandated by State Law and local regulations and ordinances. Staffing consists of the Director of Public Health who works a minimum of 36.5 hours per week, plus additional hours as needed for emergency response. Additional staffing consists of a full-time Administrative assistant; a part time Public Health Nurse; one part time food service inspector; and two part time animal inspectors. The Administrative Assistant duties are shared with Inspectional services. The duties of the administrative assistant involve processing paperwork for the Electrical and Plumbing Inspectors, issuing Burial Permits, calculating and preparing all deposits, issuing recycling/solid waste stickers, processing all Health Department license applications, permits and fees. Additionally, the Administrative Assistant works on special projects under the supervision of the Health Director and provides customer service to the public via phone and in-person.

There were no significant staff changes in FY17.

## Department Staff

Name	Title	Telephone
David J. Greenbaum, RS	Director of Public Health	781-231-4120
Lisa Dedomenico	Administrative Assistant	781-231-4115
Mary McKenzie	Public Health Nurse	617-529-1411

## Role of the Board of Health

The primary role of the Board of Health is to protect and preserve the public health of the community as a whole, through enforcement, policy development, and education. The Board of Health is responsible for enforcing numerous State Sanitary and Environmental Codes as mandated by law. Inspections are conducted to determine compliance with said codes. In addition to the mandated state regulations, the Director of Public Health is responsible for the enforcement of local regulations.

## Permits and Inspections

The Board of Health provides routine inspections, as staff time allows, on numerous licensed establishments in Saugus. State regulations establish standards for the construction, sanitation and operation of numerous types of businesses. Additional local regulations govern the same in other types of facilities. The Board of Health currently licenses and inspects the following:

FY 2017 Permits Issued			
Type	Number	Type	Number
Animal Keeper	24	Mobile home park	3
Body art facility	3	Hotel/Motel	9
Body art practitioner	21	Pool / spa	18
Caterer	10	Recreational camps	3
Fill permits	5	Residential kitchen	0
Food permits	232	Seasonal food	5
Funeral Director	4	Septic haulers	22
HACCP plans	4	Tanning salons	3
Ice Rink	2	Temporary food	53
Landfill	1	Tobacco sales	30
Mobile food	2	Waste Hauler	23
<b>Total Permits</b>		<b>472</b>	



FY 2017 Inspections and Activities			
Type	Number	Type	Number
Animal Keepers	35	Ice Skating Rinks	0
Body Art Establishment	0	Lead Paint Determinations	0
Body Art Practitioner	0	Meetings	56
Clinics/HHW/Other	4	Motel Inspections	0
Court Hearings	2	Mobile Home Inspections	1
Environmental Complaints	11	Mobile Unit/Push Cart	0
Food Complaints	25	Recreational Camps	11
Food Borne Illness Investigations	5	Retail Food Discussions	7
Food Service Discussions	81	Retail Food Inspections	69
Food Service Inspections	325	Retail Food Re-Inspections	0
Food Service Re-Inspections	66	Rodent Complaints	28
General Nuisance Investigations	31	Seminars	21
Grease Trap Inspections	2	Swimming Pools	8
HACCP plan verification	10	Septic/Soil/Title V	6
Housing Inspections	34	Tanning Inspections	0
Housing re-inspections	10	Temporary Food Inspections	22
Illegal Dumping	2	Trash Complaints	87
<b>Total Inspections</b>		<b>959</b>	

## Public Health Nursing

The Board of Health provides the citizens of Saugus with public health nursing services. The part-time public health nurses office is located at the Senior Center, 466 Central Street. Some of the services provided by the Public Health Nurse included Blood pressure screenings, Flu shot clinics, Vaccinations, food borne illness investigations, Hepatitis and TB control, measures which include vaccination administration, follow up, and State required communicable disease reporting.

## Medical: Electronic Laboratory Reporting

MAVEN: The Board of Health has continued to utilize the Massachusetts Virtual Epidemiologic Network (MAVEN) system to comply with the new revisions to the *Reportable Diseases, Surveillance and Isolation and Quarantine Requirements* (105 CMR 300.000) which became effective on July 8, 2011. DPH's Electronic laboratory Reporting, ELR, system uses a unique, centralized data collection approach to help local Boards of Health, health departments and hospitals to efficiently meet disease reporting requirements. When infectious disease information arrives at DPH, it comes via a secure web-based portal, is quality assured, and transmitted to an integrated, web-based disease surveillance and case management system known as the Massachusetts Virtual Epidemiologic Network (MAVEN). The DPH model is one of the first in the country to be both certified and operational for ELR.

COMMUNICABLE DISEASE REPORT		
DISEASE	STATUS	CASES
Campylobacteriosis	CONFIRMED	10
Giardiasis	CONFIRMED	2
Group A streptococcus	CONFIRMED	1
Group B streptococcus	CONFIRMED	2
Hepatitis B	CONFIRMED	3
Hepatitis C	CONFIRMED	23
Influenza	CONFIRMED	41
Malaria	CONFIRMED	1
Norovirus	CONFIRMED	1
Legionnaire's Disease	CONFIRMED	1
Pertussis (and other Bordetella species)	CONFIRMED	1
Salmonellosis	CONFIRMED	6
Shiga Toxin	CONFIRMED	1
Streptococcus pneumoniae	CONFIRMED	4
TB-LTBI – ACTIVE	CONFIRMED	1
TB-LTBI – LATENT	CONFIRMED	68
<b>SUSPECT CASES</b>		
Mumps	SUSPECT	1
Varicella (chickenpox)	SUSPECT	3
<b>TOTAL DISEASE SURVEILLANCE</b>		<b>170</b>

The above cases were confirmed. The Health Department receives reports on suspect, and probable cases which may be confirmed or revoked. Hepatitis A, Hepatitis B, Hepatitis C, Pertussis and Active Tuberculosis require contact investigation which may add one to hundreds of contacts.

### Animal Inspectors

The Board of Health is responsible for the nomination of Animal Inspectors as required by Chapter 129, sections 15 and 16 of the Massachusetts General Laws. The animal inspectors are required by law to perform various tasks, issue quarantines in small animal bite cases and issue releases after quarantines. Animal inspectors also inspect all premises permitted to keep animals in the Town of Saugus.

## Activities of the Board of Health

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### Member Organizations

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MHOA – Massachusetts Health Officers Association  
NACCHO – National Association of County and City Health Officials  
NEHA – National Environmental Health Association  
MEHA – Massachusetts Environmental Health Association  
NALBOH – National Association of Local Boards of Health  
MAHB – Massachusetts Association of Health Boards

### Sharps Disposal Kiosk

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The Board of Health in coordination with the Solid waste/Recycling department has continued to maintain a sharps collection kiosk at the Town hall for the disposal of syringes. Syringes are a hazardous material that the state will be mandating to be eliminated from house hold waste.

Syringes must be disposed of in a sealed rigid container. More information can be obtained by visiting town hall. INDIVIDUAL SYRINGES will not be accepted.

### Flu Clinics

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Annual flu vaccinations were administered to Saugus employees and residents. The demand for flu vaccinations continue to be down. Part of the decline in vaccinations is the fact that pharmacies are administering vaccinations earlier than local health departments since they are purchasing vaccines earlier. They are not charging individuals since they are getting reimbursed from the individuals Medicare or insurance companies; a similar process that the Board of Health uses. Clinics were held at the following locations:

- Saugus Town Hall Auditorium (evening clinics)
- Public Safety Building (first responders (Police & Fire))

Flu shots are available by appointment and can be scheduled by contacting the Public Health Nurse at (617)529-1411.

### Annual Household Hazardous Waste Day

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The annual household hazardous waste collection event allowed residents to dispose of their household hazardous waste in a convenient and environmentally responsible manner. Tires, Computers monitors, TVs, batteries, propane tanks and lead based paints and other liquids were collected and removed from the municipal waste stream.

### Founders Day Display

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The Board of Health distributed educational materials on West Nile Virus & EEE, Ticks and solid waste & recycling. All food booths were inspected prior to operating by the Health Director, David Greenbaum to ensure foods were purchased from approved vendors, prepared and served in compliance with the Federal and State food code.

### **Emergency Preparedness: Emergency Dispensing Site (EDS)**

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The Board of Health has developed a plan to utilize the high school as a dispensing site in case of an emergency. This EDS site will be staffed by volunteers to distribute medications or vaccinations for the residents of the Town of Saugus. The following drills and exercises were conducted:

- Plan updated with current contact information.
- EDS site set-up call down drill.
- EDS staff call-down drill.
- 24/7 Contact drill.

A timed exercise drill was conducted during the annual flu clinic at the Saugus High School. The drill focused on mass vaccination of Saugus residents in case of an event that would warrant this activity. The exercise involved a notification drill, staff call down drill and site set-up. The set-up and call drills showed that our response and set-up times were completed at a very good rate.

The number of vaccinations administered this year was approximately 350, which is less than last year. Originally the State Department of Public Health restricted State supplied vaccine to those individuals who are un-insured or under insured. The town approved \$2,000 to purchase vaccine so that a public clinic could be held. The Town was reimbursed \$5,871 from billing Medicare and other insurance carries for the cost of the vaccine and administration fees.

### **School News**

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The Board of Health is still receiving pest control inspection reports of the Waybright School. No activity or issues have been noted. A daily flushing program has been implemented. A manual flushing log is being filled out each day to ensure that the lead and copper levels are maintained below DEP thresholds.

The Board of Health conducted 2 inspections for each school cafeteria under the State and Federal Food Code. Proper food handling was being conducted and all violations observed were noted.

## **Policy Development and Education**

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### **Bioterrorism/Emergency Preparedness**

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North Shore Cape Ann Emergency Preparedness Coalition (NSCAEPC): Saugus is a member of The North Shore Cape Ann Emergency Preparedness Coalition which was established in 2004. The NSCAEPC is comprised of the Boards of Health and Health Departments from the following fifteen (15) communities Saugus, Lynn, Nahant, Peabody, Danvers, Salem, Marblehead, Beverly, Swampscott, Hamilton, Wenham, Gloucester, Rockport, Manchester-by-the-Sea and Essex.

The purpose of the North Shore - Cape Ann Emergency Preparedness Coalition is to:

- enhance the communities' collective capacity to share resources
- respond to public health threats and emergencies, which includes terrorism and outbreaks of infectious diseases

The NSCAEPC receives funds from the Center of Disease control. Funds are allocated to each community and used for purchasing of emergency preparedness equipment and services. Purchases have included cell phones, portable computers and printers, medical supplies storage cabinets. All purchases are approved from an Approved goods/service list issued by the CDC.

A website has been created, [www.nscalert.org](http://www.nscalert.org). The website provides valuable resources to residents within these communities, including links to local, state and federal websites, a place for potential medical and non-medical professionals to obtain information that will enable them to volunteer their services in the event of an infectious disease or bioterrorism emergency, and information regarding emergency preparedness trainings and seminars. This website is also protected by the Secure Socket Layer (SSL) system, which is used to enable secure, encrypted transactions to take place over the Internet.

## **Tobacco Control Program**

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### **North Shore/Cape Ann Tobacco Alcohol Policy Program FY16 Saugus Annual Report**

In accordance with grant requirements, the North Shore/Cape Ann Tobacco Alcohol Policy Program accomplished the following program Target and Milestones within the Town of Saugus.

#### **Policy:**

"Tobacco Products & Nicotine Delivery Products Regulation" was amended to include Restricting Flavored Tobacco and Nicotine products except in adult only establishments with an enactment date of July 5, 2016 within the Town of Saugus.

#### **Flavor Policy Compliance Inspections:**

Date	7/13/2016	3 violations occurred
	9/13/2016	1 violation occurred

#### **Compliance Checks:**

<b>Date</b>	<b>No. of Establishments Checked</b>	<b>Compliance Achieved</b>
2/23/2017	27 establishments were checked	96% rate was achieved

#### **Inspections and Pricing Surveys:**

In addition to the compliance checks, the North Shore/Cape Ann Tobacco Alcohol Policy Program conducted one full round of retailer inspections at each permitted establishment as well as a pricing survey to access pricing trends across the state.

Massachusetts Department of Public Health Tobacco Cessation and Prevention Program  
(617) 624-5900 [www.mass.gov/dph/mtcp](http://www.mass.gov/dph/mtcp)

## Staff Training

Training is an essential requirement for this department. Constant changes to the regulations (Solid waste, food code, National pool code, and housing) and new health/environmental emerging issues (Hording, Bed Bugs, mold, asbestos, renovations and repairs) requires constant learning for this department to properly respond to these issues. The Board of Health staff must be kept apprised on new information. Credentials currently held include:

- ❖ Massachusetts Registered Sanitarian
- ❖ HACCP Manager certification
- ❖ ServSafe Certification
- ❖ Certified Pool Operator
- ❖ Lead Paint Determinator
- ❖ Emergency preparedness Incident Command certification (ICS 100, 200, 300 and 700)

## Trainings, conferences and credential workshops to maintain current certifications:

- |  |   |
|--|---|
| ❖ Massachusetts Health Officers Annual Community Sanitation seminar  | ❖ Massachusetts Environmental Health Officers Food Code Seminar |
| ❖ Massachusetts Health Officers Association/ MASS DEP Annual Seminar | ❖ Mosquito Control Seminar                                      |



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***Revenues Collected:***

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Revenue/Permit Type	FEE
ANIMAL PERMIT	1,557
BODY ART FACILITY	1,000
BODY ART PRACTITIONER	2,750
BURIAL PERMIT	1,360
CATERING PERMITS	500
FILL/LANDFILL PERMIT	300
FOOD PLAN REVIEW FEE	1,100
FOOD SERVICE PERMIT	31,866
FROZEN DESSERTS PERMIT	840
FUNERAL DIRECTOR PERMIT	400
HEALTH FINES	600
ICE CREAM PERMIT	640
MEDICARE REIMBURSEMENTS	3,596.82
MILK PERMITS	1,130
MISCELLANEOUS (432000 & 445000)	0
MOBILE FOOD PERMITS	200
MOTEL CABIN PERMIT	2,440
RECREATIONAL CAMP PERMIT	400
RETAIL FOOD PERMITS	10,698
SEPTIC HAULER PERMIT	3,600
SEPTIC INSTALLER PERMIT	0
SOIL TEST PERMIT	200
STATE INSPECTION FEE	50
SWIMMING POOL/SPA PERMIT	1,900
TANNING SALON PERMIT	750
TOBACCO PERMIT	3,033
WASTE HAULER PERMIT	2,600
	<b>\$73,510.82</b>

**FY2017 Revenues Collected: \$73,510.82**

Respectfully submitted,  
David J. Greenbaum, R.S.  
Director of Public Health





Tennis Courts

Belmonte Middle School





## Town of Saugus Historical Commission

Town Hall  
298 Central Street  
Saugus, MA 01906

### ANNUAL REPORT FOR 2017

[Note: This report covers calendar year 2017 rather than fiscal year 2017.]

#### Round Hill Historic Site

On September 19, 2017, years of effort to create the Round Hill Historic Site came to fruition with a formal dedication ceremony held in the Town Hall Auditorium due to threatening weather conditions. The well-attended event included remarks by town officials, a performance by students from the Veterans Memorial School, and a Native American blessing by a member of the Wampanoag tribe. The Commission wishes to express its gratitude to all who have supported this endeavor, including the Town Meeting, the Town Manager, the Board of Selectmen, and the Department of Public Works. We also acknowledge the donations of materials and services from various businesses and individuals, along with the contributions of the public who purchased coasters or otherwise donated to the project. The site now stands as a monument to the history of the community from the earliest Native Americans to the present day.

Three days earlier, on September 16, the Commission joined with the 200th Anniversary Committee to celebrate the burial of the 200th Anniversary Time Capsule at Round Hill.

Moving forward, the Commission is looking to assistance from the Town and the community for the on-going maintenance and upkeep of the site.

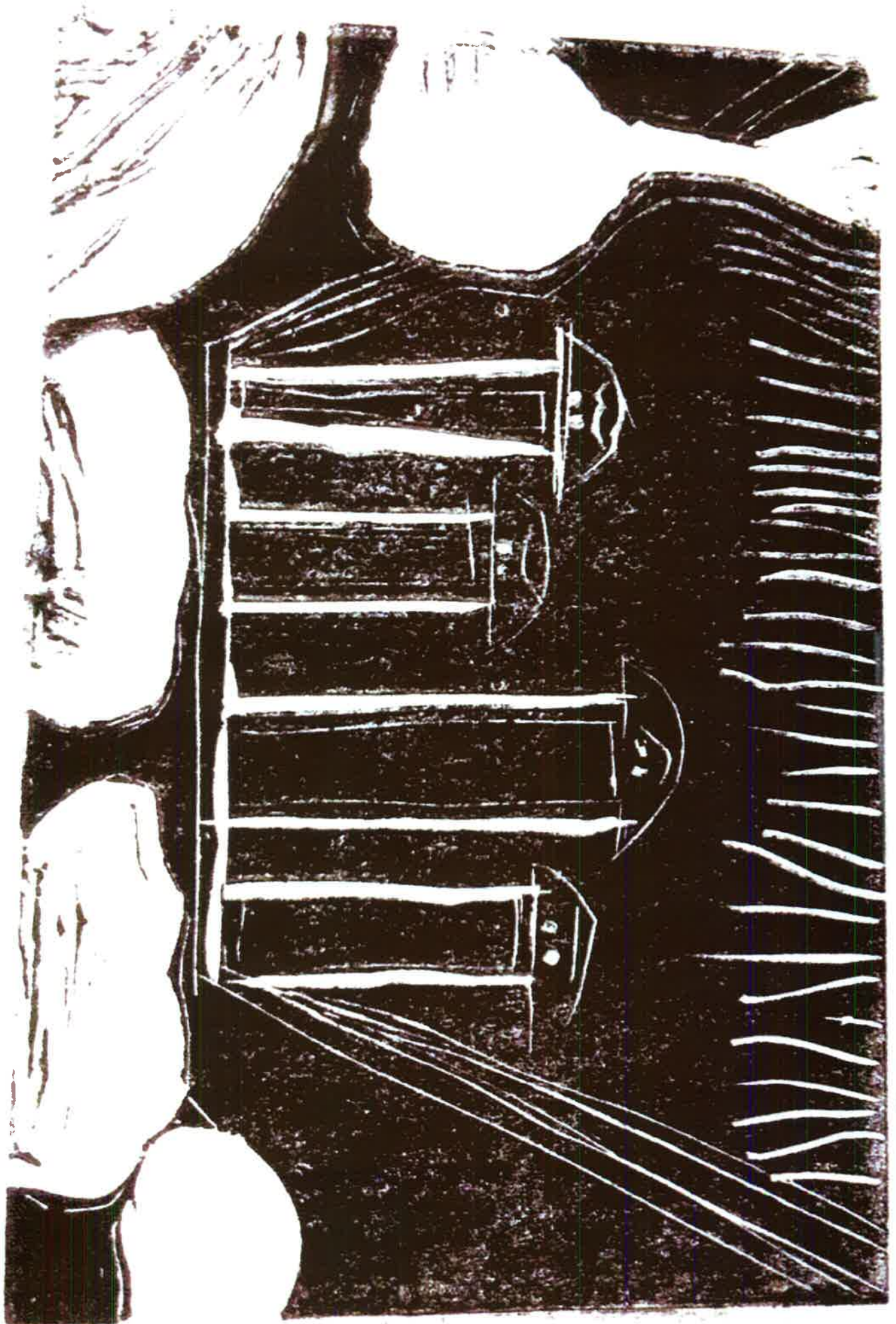
#### Other Activities

During the year, the Commission provided comments on the proposed development at 222 Central Street (Scott Mill Property) under the provisions of the Historic Mills District Zoning Overlay.

The Commission continued its dialogue with Historic New England with respect to the preservation of the National Historic Landmark Boardman House.

Stephen P. Carlson  
Chair





"Mood swings"

7th grade, Belmonte Middle School

The print was done with a linoleum block, and a theme of "visual puns

Mood Swings

Sofia Bunda

## **Saugus Housing Authority**

The Saugus Housing Authority is a public body both politic and corporate, which exists for the purpose of providing decent and affordable housing for families, elderly and handicapped persons of low income. The Saugus Housing Authority is governed by a six-member Board of Commissioners, four of who serve four-year terms and are elected via a Town Election. The first Board member is appointed by the Governor for a term of five (5) years, and the remaining Commissioner, who is also a resident of the Housing Authority, is recommended to the Board of Commissioners after an election is held by the Tenant Association on the Federal side.

From July 1, 2016 through June 30, 2017 the Board of Commissioners was comprised of: John Cannon Chairman; Dottie Bockus, Resident Commission and Treasurer; Fae Saulenas, Vice Chairman; Maureen Whitcomb, Assistant Treasurer; Peter DePlacido, State Appointee and Commissioner, and William Stewart, Commissioner.

The Saugus Housing Authority administers five different programs for Saugus households in need of subsidized housing. The five programs consist of the following:

### **1. Federal Low Rent Public Housing - Heritage Heights**

Heritage Heights is located at 19 Talbot Street and is a mid-rise building with two elevators built in 1983. The building consists of 100, one bedroom units Federal Elderly. All of the units have a kitchen, living room, bathroom and bedroom. Of the 100 units, 5 are fully handicapped accessible, with both wheel in showers and lower kitchens providing for those who are confined to a wheel chair.

### **2. State Elderly Public Housing,**

Laurel Gardens is located at 2 Rice Street and consists of 85 units of State Elderly/Disabled. The property consists of two buildings, one 49 unit single story and three 12 unit two-stories. These units were built in 1962 and 1964 respectively.

Laurel Towers, is also located at 2 Rice Street and is a mid-rise building with two elevators built in 1972. The building consists of 100, one bedroom units of State Elderly/Disabled. All of the unit have a kitchen, living room, bathroom and bedroom. 4 of the 100 units are partially modified with wheel in showers.

Sweetser Corner is located at 3 Baker Street, was built in 1987 and consists of 20 one bedroom units of State Elderly/Disabled. All of the units are fully accessible.

### **3. State Family Public Housing,**

Armitage Arms is located at 212 Essex Street. Armitage Arms is the only family public housing in Saugus. The property consists of two (2) three-bedroom apartments and 6 (6) two-bedroom apartments. The waitlist is determined by a lottery that was done in 2013. The building was converted from an elementary school back in 1988.

### **4. State Chapter 689 Housing,**

Sweetser Corner is located at 3/5 Baker Street, and it is a 689-1 Program. The building consists of 8 units of DDS (Department of Development Housing) managed/leased by Bridgewell.

### **5. Section 8 Housing Choice Voucher Program.**

Saugus Housing Authority also administers 150 Section 8 Housing Choice Vouchers. HUD provides grants to the Authority to subsidize rents for low income families and individuals who rent dwelling units from private landlords. Under this program qualified applicants are issued vouchers which may be used by the applicant to obtain housing in the private rental market. The Housing Authority will subsidize the landlord for the difference between the rent requested and the tenant's share of the rent. The payment cannot exceed a predetermined payment standard.

### **Information about the Saugus Housing Authority**

The Saugus Housing Authority receives no monetary benefit from the Town of Saugus. The property owned by the Saugus Housing Authority is exempt from local real estate Taxes. The Authority makes a payment in lieu of taxes equal to 10% of the rental income charged less annual utility expenses for all of its properties constructed with and funded by HUD. State funded scattered site units make payments in lieu of real estate taxes equal to ½ of the Municipality's tax rate plus \$100 multiplied by the number of available bedrooms. The payment in lieu of taxes for the year ended December 31, 2016 was \$44,680.

Saugus Housing Authority will continue to strive to advocate for Public Housing and try to educate the public as to what the difference is between public and affordable housing and why it is important to have Public Housing.

If you are a Saugus Resident or know of any Saugus Resident in need of housing; please call (781) 233-2116 and ask for an application so you may get on the Saugus Housing Authority waitlist. In addition, applications are available on our website [www.saugusha.com](http://www.saugusha.com)



# Human Resources

## FY17 Annual Report

*The Human Resources Office is staffed by 1 full time employee:*

*Gabriela Lagattolla, HR Manager*

The essential functions of the Human Resources office is to support all departments with recruitment, benefits, Civil Service, policies and procedures, investigate complaints, interact with Town's Unions, and advise Department Heads on employee issues. The department answers questions and enforces the Town's Policy Manual. We stay up to date with State and Federal laws and regulations by going to conferences and seminars.

The office handles all benefits for Town, School, and retirees. The benefits include: Health, Dental, Life, Short-Term Disability, Dental, Supplemental Life, and Flexible Spending Accounts. This includes enrollment, weekly monitoring, reconciliation, and monthly payments. We do this through coordination with the Insurance Companies, Accounting Office, Retirement Board, and Mass Teachers' Retirement Office.

In our Wellness Committee, we have also implemented exercise classes offered to active employees and retirees weekly. These classes bring everyone together to leave the office and come together and get our bodies moving. More specifically, we have implemented a Strength, Stretch & Balance Class that takes place weekly at the Library with a Certified Instructor. The class was in such high demand that when it ended, we continued with a second series in the winter months. We want to continue to bring new exercise classes, cooking demonstrations and health education classes to our active employees and retirees to give them resources to live a healthier, happier life.

We also handle all work related injuries for employees. Police and Fire injured-on-duty medical coverage (compliance with MGL 111F and 100B, reconciliation and payment). Worker's Compensation (acting as a liaison between Town's Insurance carrier and employees with injury claims). We handle unemployment management for all School and Town Employees which includes monthly monitoring, reconciliation, and payment to the State. We also monitor all State and Federal Laws related to Human Resources: FMLA, MMLA, SNLA, CORI, administration of DOT mandated Drug Testing, Records Retention for Personnel Files, I-9s, HIRD Forms, etc. to ensure the Town is in compliance.

This office interacts with the Town's Unions in regards to grievances and contract interpretation.

Legal and Insurance Claim maintenance (includes data retention of all insurance and legal claims related to the Town and/or employees- i.e. motor vehicle accidents, property damage, personal injuries, etc., as well as, acting as liaison between the Town's insurance carrier and claimant). We maintain all insurance coverage: Property, Crime, Equipment Breakdown, Inland Marine, Liability, Auto, Worker's Compensation, Flood, and Umbrella.

The Human Resources Department is an essential part of the Town because it touches every department and each employee.

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# Statistics

## *Summary of Health Insurance Enrollment (June 2017 Data)*

# of active employee enrolled in Town sponsored insurance plans	517
# of individual plans vs family plans	187/330
# of retired Town Employees and Retired Teachers enrolled in Town sponsored plans (includes spouse and survivor policies)	623

## *Summary of Life Insurance Enrollment (June 2017 Data)*

# of active employees enrolled in Life Insurance	318
# of retired Town and School employees enrolled in Life Insurance	335



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

*Fred Varone*  
*Building Commissioner/ Zoning Officer*

*Telephone: (781) 231-4116*

BUILDING DEPARTMENT  
FISCAL YEAR END REPORT  
JULY 1, 2016 – JUNE 30, 2017

BUILDING DEPARTMENT

COMMERCIAL

<u>MONTH</u>	<u>NUMBER OF PERMITS</u>	<u>AMOUNT OF FEES</u>
July 2016	8	89,556.00
August 2016	10	8,848.00
September 2016	13	27,213.00
October 2016	8	4,342.00
November 2016	14	14,885.00
December 2016	9	8,179.00
January 2017	13	13,530.00
March 2017	8	50,270.00
April 2017	12	15,338.00
May 2017	9	29,357.00
June 2017	12	9,549.00
GRAND TOTAL	116	271,067.00

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

*Fred Varone*  
*Building Commissioner/ Zoning Officer*

*Telephone: (781) 231-4116*

BUILDING DEPARTMENT  
FISCAL YEAR END REPORT  
JULY 1, 2016 – JUNE 30, 2017

BUILDING DEPARTMENT

RESIDENTIAL

<u>MONTH</u>	<u>NUMBER OF PERMITS</u>	<u>AMOUNT OF FEES</u>
July 2016	73	16,477.85
August 2016	65	15,387.09
September 2016	67	16,709.00
October 2016	78	16,086.45
November 2016	53	11,203.00
December 2016	48	12,449.00
<hr/>		
January 2017	49	21,848.00
February 2017	20	8,829.00
March 2017	44	12,861.70
April 2017	48	16,351.00
May 2017	93	26,030.00
June 2017	85	23,988.58
<hr/>		
GRAND TOTAL	723	198,220.67
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**TOWN OF SAUGUS**  
INSPECTIONAL SERVICES DEPARTMENT  
298 CENTRAL STREET Suite #6  
SAUGUS, MASSACHUSETTS 01906

*Fred Varone*  
*Building Commissioner/ Zoning Officer*

*Telephone: (781) 231-4116*

BUILDING DEPARTMENT  
FISCAL YEAR END REPORT  
JULY 1, 2016 – JUNE 30, 2017

**NEW CONSTRUCTION**

**RESIDENTIAL**

<u>MONTH</u>	<u>NUMBER OF PERMITS</u>	<u>AMOUNT OF FEES</u>
July 2016	2	7,400.00
August 2016	5	17,064.00
September 2016	4	10,530.00
October 2016	4	15,125.00
November 2016	1	3,625.00
December 2016	1	3,625.00
February 2017	1	3,025.00
March 2017	1	3,125.00
April 2017	1	2,825.00
June 2017	3	12,746.00
<b>GRAND TOTAL</b>	<b>23</b>	<b>79,090.00</b>

**NEW CONSTRUCTION**

**COMMERCIAL**

<u>MONTH</u>	<u>NUMBER OF PERMITS</u>	<u>AMOUNT OF FEES</u>
September 2017	1	176,335.20
March 2017	1	168,480.00
April 2017	1	12,408.00

<b>TOTAL RESIDENTIAL REVENUE</b>	<b>723</b>	<b>198,220.67</b>
<b>TOTAL COMMERCIAL REVENUE</b>	<b>116</b>	<b>271,067.00</b>
<b>TOTAL NEW CONST. RESIDENTIAL</b>	<b>23</b>	<b>79,090.00</b>
<b>TOTAL NEW CONST. COMMERCIAL</b>	<b>3</b>	<b>357,223.201</b>

## **Plumbing & Gas**

### **Fiscal Year**

### **Annual Report July 2016-June 2017**

Plumbing	\$35,560.00
Gas	\$25,430.00
Sewer Connection	\$209,525.00
Sheet Metal	\$14,696.00
Drain Layer	\$6,300.00

**Sealer of Weights and Measures**

I hereby submit my report as Sealer of Weights and Measures for the Town of Saugus from January 1st 2017 to December 31st 2017. I have inspected, sealed, and adjusted or condemned a total of 369 measuring units. Fees totaling \$4273.00 were billed. Below is a detailed summary

**Respectfully submitted**

**Leonard Rose**

**Inspector of Weights and Measures**

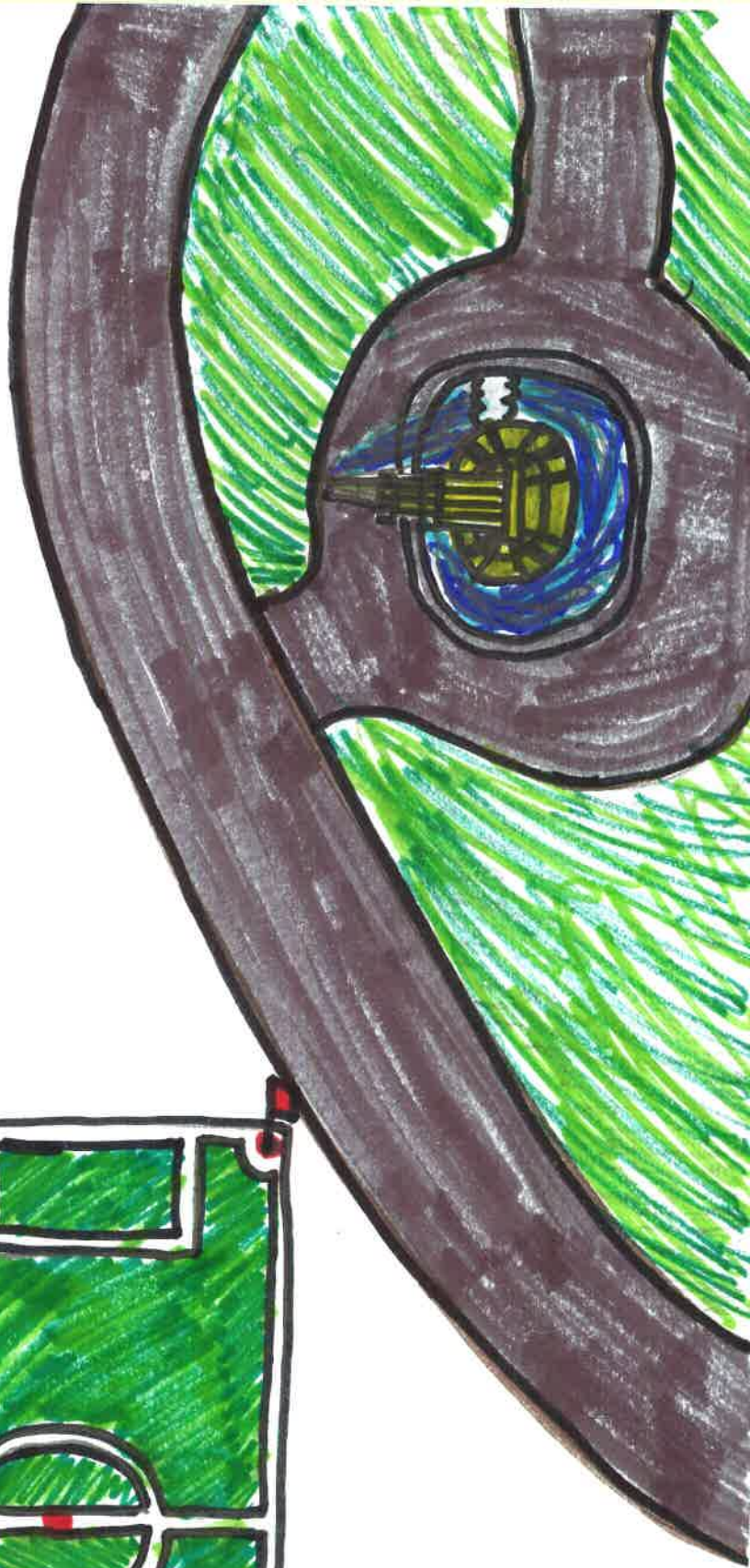
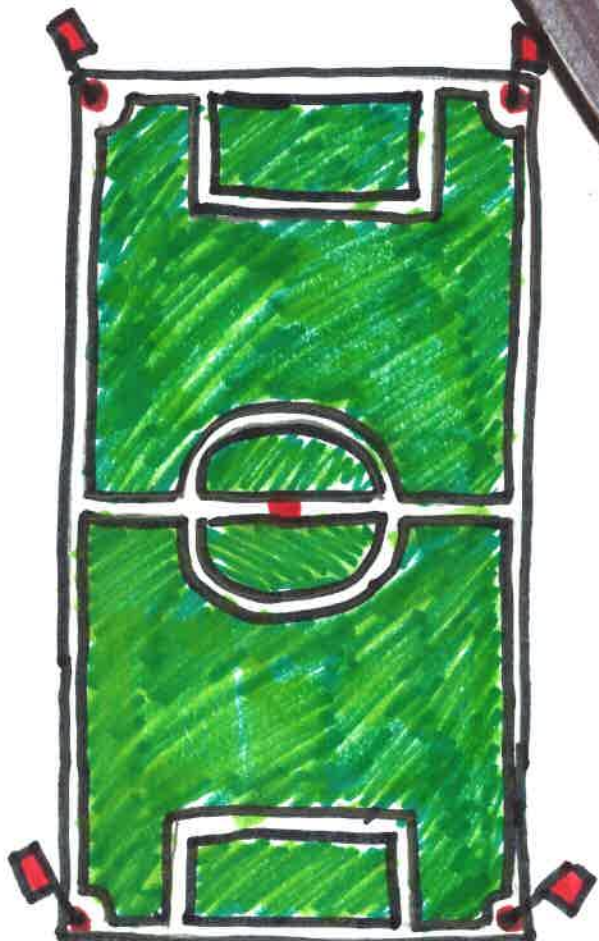
**2017 Saugus in town work report**

<b>Invoice #</b>	<b>Vendor</b>	<b>Fees</b>
0044	aggergrate	\$75.00
0045	Big Y	\$20.00
0046	Alltown Mobil	\$288.00
0047	Walmart	\$20.00
0048	Stop and Shop	\$20.00
0049	Cerra market	\$40.00
0050	Aggergate	\$375.00
0051	Polo Gas	\$96.00
0052	Wheelabrator	\$150.00
0053	Little Brook Farm	\$10.00
0054	Pop Warner	NC
0055	Walmart	\$10.00
0056	Lincoln gas and service	\$96.00
0057	CVS/ Target	\$10.00
0058	CVS 1075 Broadway	\$20.00

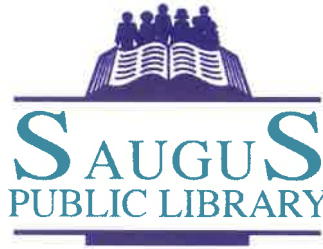
0058	Walgreens 166 Walnut st.	\$20.00 Sorry double used this number
0059	Monument Auto Service	\$120.00
0061	Super Petroleum 1360 Broadway	\$96.00 skipped 0060
0062	Speedway 1252 Broadway	\$408.00
0063	Speedway 220 Broadway	\$456.00
0064	Clifondale Santos Inc 2 essex st.	\$144.00
0065	Big Y 357 Broadway	\$212.00
0066	Rite Aid 359 Broadway	\$22.00
0067	Honey Baked ham 405 Broadway	\$20.00
0068	Lendys Deli 653 Broadway	\$40.00
0069	Walmart 770 Broadway	\$326.00
0070	Stop and Shop 164 main	\$403.00
0071	Sunoco 700 Broadway	\$216.00
0072	Petco 1682 Broadway	\$30.00
0073	Andys Seafood 78 Broadway	\$20.00
0074	Pace and Son 190 Main	\$210.00
0075	Espositos Bakery 327 Main	\$10.00
0076	Russos Candy 329 main	\$30.00
0077	KMG Coin Systems 337 Main	\$20.00
0078	UPS 1268 Broadway	\$40.00
0079	Walgreens 1228 Broadway	\$20.00
0080	Starbucks 729 broadway	\$10.00
0081	China Buffet 180 Main st	\$10.00
0082	Pet Express 1201 Broadway	\$10.00
0083	Fedex 600 Broadway	\$60.00

0084	Toms Bait and Tackle 78 Ballard St	\$30.00
0085	Saugus Deli 508 Lincon ave	\$10.00
0086	Weight Watchers 198 Broadway	\$60.00
0087	U haul 66 Broadway	20.00





Massimo  
Grade 5



295 Central Street, Saugus, MA 01906  
(781) 231-4168  
[www.sauguspubliclibrary.org](http://www.sauguspubliclibrary.org)

TO: Saugus Board of Selectmen  
DATE: February 22, 2017  
SUBJECT: Fiscal Year 2017 Annual Report

The mission of the Saugus Public Library is to inform, enrich, and empower all citizens by providing and promoting free access to the universe of information and ideas. To these ends we provide educational materials, recreational materials, services and programs that enrich people's lives, as well as community spaces where people can gather together for educational and civic purposes. The library is a place of action, a civic space where things happen: learning, creating, sharing, and growing.

How do we accomplish this?

In FY 2017 the library spent a total of \$619,344 in municipal operating funds. The total salaries expenditure was \$470,192. The total expenditure for all print and digital collections, NOBLE network membership and library supplies was \$149,152. The library spent a total of \$87,461 in municipal operating funds for books, CDs, periodicals, DVDs, downloadable materials, and electronic databases. As a result, we retained our state certification and eligibility for resource sharing with other libraries within the NOBLE network and state-wide.

Total circulation activity reached 104,763 in FY2017, including 4,631 downloads of eBooks and digital audiobooks and 13,767 items lent to neighboring communities as part of the NOBLE network. Additionally, Saugus patrons enjoyed access to more than three millions items owned by the 28 NOBLE member libraries, requesting and borrowing 10,565 items throughout the year. The total number of library visits was up by 2.5% to 100,379 this year and the SPL increased the number of cardholders by 5.1% to 14,494. Saugus patrons continue to use the library as an Internet hub with our public computer stable averaging 200 uses in a typical week. Additionally, our free WiFi service averages 203 uses per week.

Two innovative electronic services, *Roku*® (streaming movies and television shows) and *Hoopla*® (downloadable eBooks and Audiobooks) were added to the library's digital offerings. We also began hosting a twice-weekly homework help session for elementary school students conducted by members of the Belmonte Middle School's Junior National Honor Society.



In all, the library hosted 583 ongoing programs and special events for children and 84 for adults and young adults in FY 2017, with 8,871 in attendance. For children, these included story times, music and rhyming, craft construction, hands-on gardening instruction with the Saugus Garden Club, partnerships with the Shining Stars Learning Center in Saugus and the Saugus Coordinated Family & Community Engagement (CFCE) for family playgroups and activities, a sewing class, and various STEM activities as well as special performances and author visits. Adults availed themselves of personalized computer instruction, adult coloring meet-ups, resume help, knitting group, book discussion group meetings, and special programs on dementia-friendly community training, fitness/nutrition, local anthropology, and theatrical performances. Young adults enjoyed programs on reptiles and raptors; origami, 3-D pens and other electronic devices; and a Manga workshop. The library also partnered with the Saugus Ironworks National Historic Site to present historical re-enactments by early American and Revolutionary War militias. In addition, the Teen Room was renovated to make it more attractive and user-friendly.

Change has continued to be a recurring theme at the library. FY 2017 saw the departure of Library Director Brian Hodgdon at the end of June, 2017, leaving a library staff that included 17 staff members, including seven professional librarians, three of whom were full-time. The library benefited from the generosity of 31 community volunteers who donated over 1,528 hours of their time shelving materials, creating vibrant displays and performing other essential tasks.

We extend special thanks, as always, to the New Friends of the Saugus Public Library, the Foundation for the Saugus Public Library and the Saugus Cultural Council for their robust financial support of programming at the library. In addition to programming, the New Friends continue to provide funding for events scheduling software and the museum pass program, which distributed 689 discount passes to our patrons for popular area museums and institutions. The Foundation purchased 20 new PCs for staff and patrons, purchased access to the *Ancestry*® database, and continued to fund maintenance of our Web site which allows patrons to easily access library services and information online.

Our Board of Trustees continued to provide able and dedicated service to the community in overseeing library operations and setting policy. Library Trustee Cynthia Fordham was replaced by Naomi Handler in April, 2017. The Trustees ended FY 2017 with Chair Debra Dion Faust, Vice Chair Laura Flynn, Secretary Roseann Luongo, Michael Collier, Naomi Handler, and Gail Murray.

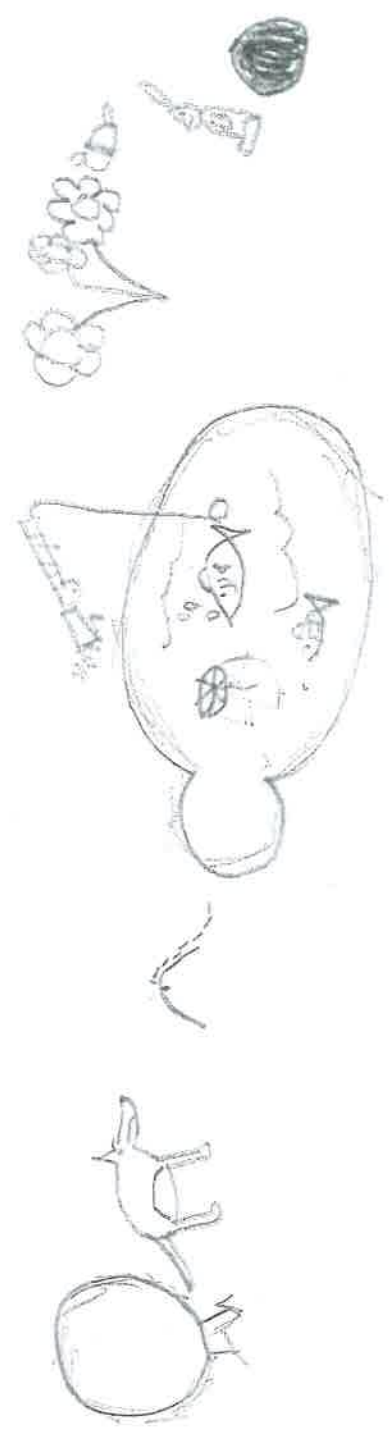
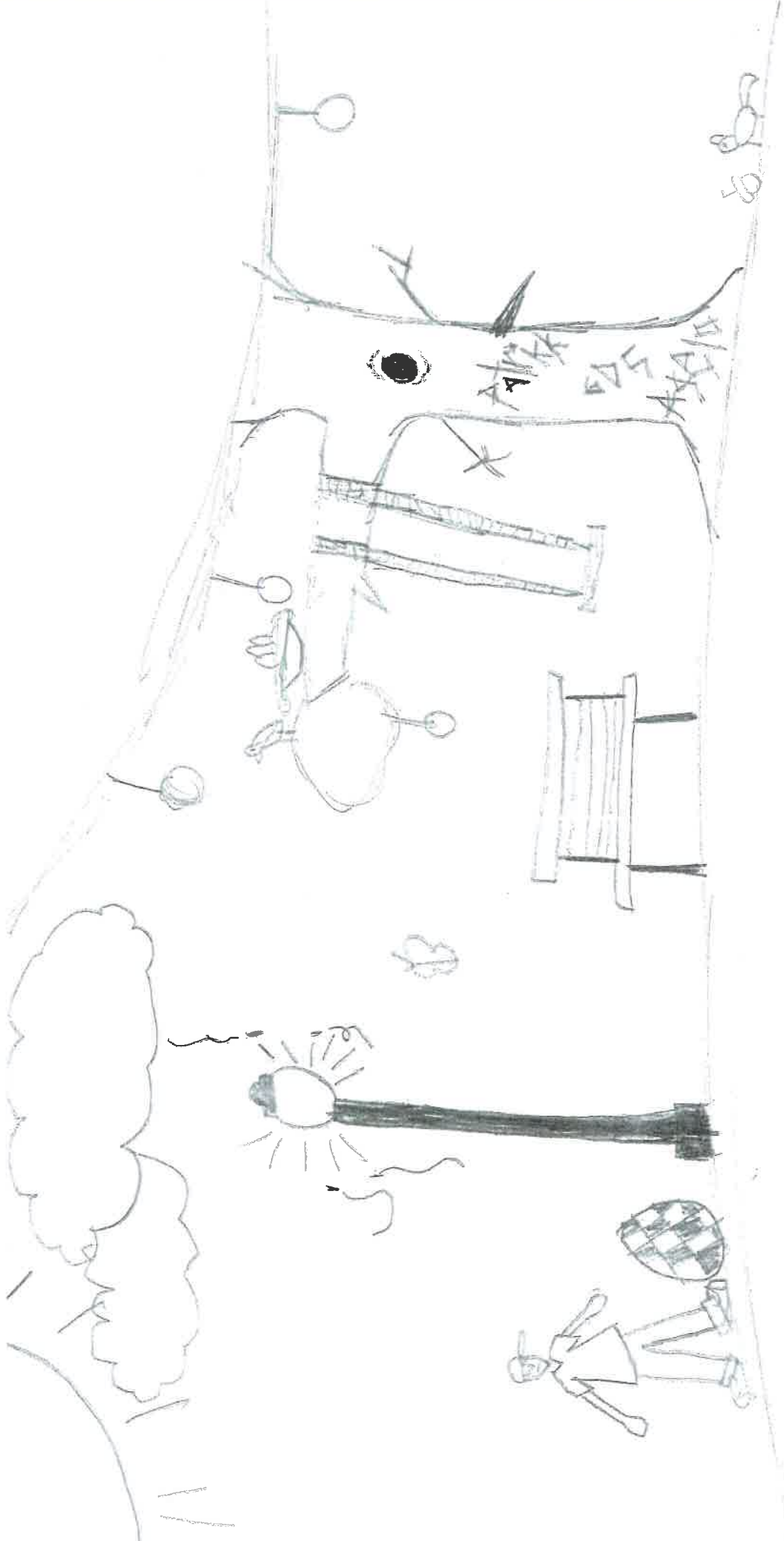
The Saugus Public Library is proud to serve this community.

Respectfully Submitted,

Alan Thibeault, Library Director

**TOWN OF SAUGUS PARKING VIOLATIONS  
FISCAL YEAR 2017**

Violation Code	Violation Description	# issued	# paid		Violations Issued	Violations Paid
0	00-Voided Tickets	104	105	\$	-	\$ -
03	03-Overtime-No Meter	1	2	\$	25.00	\$ 80.00
04	04-No In Marked Space	6	9	\$	175.00	\$ 250.00
5	05-Over 12 inches from curb	0	4	\$	-	\$ 175.00
06	06-Wrong Direction	5	15	\$	150.00	\$ 375.00
07	07-Parked Over 48 Hours	1	2	\$	25.00	\$ 50.00
08	08-Restricted	144	147	\$	3,480.00	\$ 3,580.00
09	09-Block Driveway	3	5	\$	75.00	\$ 150.00
10	10-<20Ft Intersection	16	19	\$	375.00	\$ 450.00
11	11-Bus Stop	3	6	\$	75.00	\$ 150.00
13	13-<10Ft Hydrant	6	7	\$	625.00	\$ 700.00
14	14-Block Traffic	4	30	\$	100.00	\$ 800.00
15		1	2	\$	25.00	\$ 50.00
16	16-Fire Lane	114	190	\$	5,350.00	\$ 9,150.00
17	17-Street Cleaning/Snow	13	12	\$	1,150.00	\$ 1,000.00
18	18-Permit Parking	6	9	\$	150.00	\$ 215.00
19	19-Snow Emergency	4	5	\$	300.00	\$ 400.00
20	20-Crosswalk	3	3	\$	175.00	\$ 175.00
21	21-Sidewalk	46	58	\$	2,175.00	\$ 2,750.00
22	22-Handicap Ramp	8	7	\$	2,400.00	\$ 2,100.00
23	23-HP/DV Parking	222	279	\$	27,680.00	\$ 42,220.00
24	24-Other \$25.00	1	1	\$	25.00	\$ 50.00
25	25-Other \$50	0	2	\$	-	\$ 100.00
		711	919	\$	44,535.00	\$ 64,970.00





## 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](mailto: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 2018

#### MEMORANDUM FOR SAUGUS TOWN MANAGER, SCOTT CRABTREE

SUBJECT: Fiscal Year 2017 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 a 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 Members of the years 2016-2017

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, 2019  
term expires: December 31, 2020  
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



## Town of Saugus, Massachusetts

### PLANNING BOARD

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DENNIS MOSCHELLA  
PHILIP A. SILVANI  
DOROTHY POPPE  
Joseph Attubato, *Associate Member*

February 2018

To: Town Manager, Board of Selectmen, Town Moderator

From: Peter A. Rossetti, Jr., Chairman

Subject: 2017 Annual Report

As required by M.G.L. Chapter 41, Section 81C, the Planning Board is submitted the following report of its activities in 2016.

#### 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 2016 – June 2017

##### Number of Homes

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





## Town of Saugus, Massachusetts

### PLANNING BOARD

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February 2018

#### Saugus Planning Board 2017 Annual Report Continued

III. Public Hearings for New Definitive Subdivision Approval July 2016 – June 2017  
Total 0

IV. Public Hearings for Completed Subdivisions Conveyed to the Town – Form K  
July 2016 – June 2017  
Total 0

V. Public Hearings for New Site Plan Review Permit Approvals July 2016 – June 2017  
Total 4

855 Broadway - Avalon Bay  
Modification of Site Plan Review Permit - 2 Winston Street  
100 Broadway  
Essex Landing

VI. Public Hearings on Zoning Articles – Recommendation to the Annual and Special  
Town Meeting July 2016 – June 2017  
Total 5

Rezone Article 42-61 Eagle Road  
Amend Covenant - 2 Winston Street  
Article Amendment Article III - Definitions  
Article Amendment Article V, Section 5.7  
Article Amendment Article V, Section 5.6

VII. Public Hearings to Return to the Board of Appeals Repetitive Petitions July 2016 –  
June 2017  
Total 0



## Town of Saugus, Massachusetts

### PLANNING BOARD

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DOROTHY POPPE  
Joseph Attubato, *Associate Member*

February 2018

### Saugus Planning Board 2017 Annual Report Continued

VIII. Public Hearings to Return to the Board of Selectmen Repetitive Petition July 2016 – June 2017  
Total 0

IX. Public Hearings for Hillside Protection Special Permit Approvals July 2016 – June – 2017  
Total 3

19 Bisbee Road  
141 Winter Street  
21 Bisbee Road

X. Amendments to the Planning Board Operating Procedures July 2016 - June 2017  
Total 0

XI. Amendments to the Planning Board Subdivision Rules and Regulations July 2016 – June 2017  
Total 0

XII. Approval Not Required Plans - ANR - July 2016 - June 2017  
Total 1

24 R Frank Bennett Highway

XIII. Master Plan Proposal - July 2016 - June 2017  
Total 1

855 Broadway - Avalon Bay



# TOWN OF SAUGUS

## DEPARTMENT OF PLANNING & DEVELOPMENT

298 CENTRAL STREET SUITE 10  
SAUGUS, MASSACHUSETTS 01906

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**TO:** Saugus Board of Selectmen

**FROM:** Krista Leahy, Town Planner, Department of Planning + Development

**RE:** FY2017 Annual Report July 1 2016 – June 30 2017

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### MISSION

Raise the quality of life for the residents of Saugus through the department's institutional knowledge, promotion of town assets, and grant proposals which assist the community in achieving its planning goals, such as park improvements, municipal energy reduction, infrastructure repairs, and development standards.

### NARRATIVE

#### Fall 2016

Fiscal Year 2017 was the first year of the Department of Planning and Development and included two staff, Director Stephen Cole, who was hired in late-September 2016, and Town Planner, Krista Leahy, who was hired in late-August 2016. Initial work involved completing projects curated under former the Economic Development Coordinator.

These projects included:

The Housing Production Plan, which if adopted by town can result in the town's eligibility to apply for Safe Harbor, which allows the Board of Appeals the right to reject comprehensive permit applications for Chapter 40Bs *"if low or moderate income housing has been developed on sites comprising 1.5 percent or more of the total land area in the community zoned for residential, commercial or industrial use."* Additionally, the Housing Production Plan outlines that various housing needs in order to meet the changing demographic of the town, one which is seeing an increase in senior citizens who, on average, have lower incomes. This project began in the fall of 2016 and a final version of the plan, developed by the regional planning agency, MAPC, was submitted to the department's staff for review and edits; the document was submitted to the Department of Housing and Community Development December 2016.

Additionally, the Town's Green Communities designation award was used to acquire two electric vehicles, install LED lighting at Belmonte Middle School and Veteran's Elementary, as well as install an Energy Management System and Hi-Efficiency and variable motors on the heating system at Veteran's Elementary School. The Town Planner managed these projects and provide the Department of Energy Resources with quarterly reports and a final report, enabling the town to apply for competitive funding in 2017.

Lastly, the update of the Open Space and Recreation Plan was overseen by the Town Planner in conjunction with the regional planning agency, MAPC. The plan was submitted to the state in late-

October. The plan will allow the town to apply for grants related to open spaces, parks, and conservation. Additionally, it catalogs the recreational inventory of the town and outlines sites for improvement, and necessary ADA upgrades. This project began in late 2016 and concluded in October 2017. The department is awaiting a Letter of Support from the Planning Board, once that is received all outstanding requirements will be fulfilled and the Plan will be valid for seven years.

Lieutenant Governor Karen Polito toured the RiverWalk during the late-fall; a public forum was held in December 2016 to review the RiverWalk's selected design proposal which was a combination of a walkway along the Saugus River and an enhanced pedestrian experience along the right-of-way of Ballard Street. The town is working with APEX to discuss the design and level of participation with Fox Hill Yacht Club.

### **Winter/Spring 2017**

The Department's Director oversaw the commissioning of an Economic Impact Analysis of the Wynn Casino. The analysis was funded through the Massachusetts Gaming Commission's Community Mitigation Fund, a \$50,000 fund allocated for the town. The analysis provided the department with an implantation matrix to determine areas where the town could improve in order to stay competitive once the casino is fully operating. Camoin Associates presented their findings to the Department and the Town Manager in late-spring. The analysis was used as a supporting document in the request for use of the nearly \$30,000 remaining in the Community Mitigation Fund.

The Town Planner submitted the town's first competitive grant application for Green Communities, requesting \$243,000 to be used to install LED lighting at the Public Safety Building and the Library, as well as replace the HVAC system, install Hi-Efficiency and variable motors on the heating system, and install an Energy Management System at the Library. The project proposals were approved and work for these projects began with a kick-off meeting in the beginning of FY2018.

Working with the Department of Public Works, the Town Planner submitted a grant application to the Massachusetts Department of Transportation (MassDOT) for the first round of the newly created Municipal Small Bridge Program. With support from the Wakefield DPW, the town received \$500,000 to replace the Water Street Bridge, which straddles the Saugus/Wakefield border. The project kicked off at the end of FY2017.

The Town Planner curated and managed the Saugus Saves the Rain RainBarrel program, which gave away 25 rain barrels, valued at \$119, to residents via a lottery. The rain barrels collect stormwater that would otherwise enter into the stormwater drainage system and surrounding water bodies. The program aims to reduce water consumption for outdoor use. Feedback was positive from community members and was an excellent way for the department to meet residents, as it was required for interested community members to fill out lottery forms in the Planning + Development office.

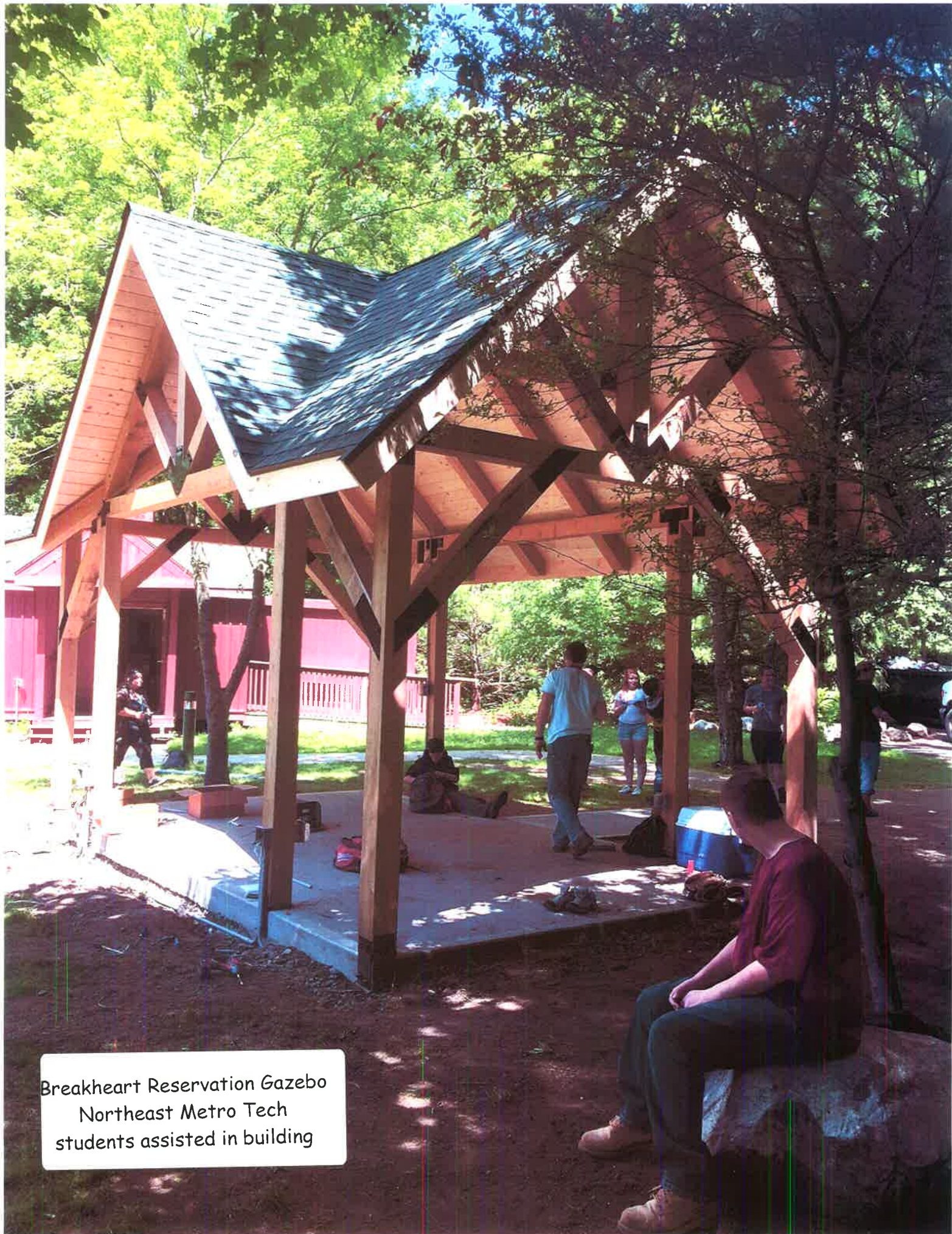
### **Year-Around**

The Department has maintained membership in many regional associations, including the North Shore Alliance which aims to improve economic opportunities for the region; the North Shore Coalition, organized by MAPC, brings together leaders of the North Shore communities to discuss challenges and legislation; MetroNorth Regional Housing Services Office, which is comprised of Saugus, Reading, North Reading, and Willington, assists the town with managing its affordable housing inventory and provides support for state regulations; Massachusetts Office of Business Development, a quarterly meet-up of planners and economic developers where communities are able to discuss successes and challenges of job creation and business expansion in the area; and MAPC's Inner Core Committee, made-up of the urban communities just outside of Boston, where planners are able to review pending legislation, hear from other planning departments and network.

## CONCLUSION

Overall, FY2017 proved to be a successful first year for the Department of Planning and Development. Over \$800,000 in grant funding was secured for the community, with many opportunities to compete for future funding now available to the town, specifically related to open space and recreation, but also energy reduction. The department practiced an "open door policy" which meant always being available to residents without the need to schedule an appointment; this policy helped foster relationships in the community that might not have otherwise come to fruition. The department toured many sites in town, meeting with residents interested in transforming their businesses and properties into more economically viable parcels, and provided guidance and feedback that aimed at enhancing the benefits for the community as a whole. Additionally, the department managed the Town Manager's Development Plan Review Committee (DPRC) for numerous projects, including the now approved AvalonBay development on Route 1, which will provide 280 rental units, an essential project that will diversify the housing stock, enabling residents to downsize, bring in new families, and provide a new tax base to build upon. While Saugus is in a prime for development, it is the goal of the department to ensure that the community's values are heard throughout the planning process – a constant balancing act of providing for residents now and planning for the unknown future. The department will continue provide planning and development support for the Town Manager, Saugus residents, and business owners throughout FY2018.





Breakheart Reservation Gazebo  
Northeast Metro Tech  
students assisted in building





# Saugus Police Department

## Annual Report

**01/01/17 – 12/31/17**

During the year 2017, the Saugus Police Department responded to 23,142 calls. The following is a breakdown of these calls:

Accidents	1175
Alarms	1458
Crimes Against Persons	268
Crimes Against Society	2779
Crimes Against Property	842
Services	12098
All Other	4522

The Police Department initiated **1869 incident Reports**, made **308 Arrests**, applied for **474 Hearings**, Summonses or Warrants. They served **120 Restraining Orders** and investigated **542 Motor Vehicle Accidents**. The department also received **809** pieces of property to be logged into records as evidence, found property or property held for safe keeping.

There were 1364 traffic citations issued:

Civil Violations	303
Warnings	551
Verbal Warnings	5
Citation Arrests	109
Criminal Citations	396

The fine total for these citations prior to court settlement was **\$26,365.00**.

There were 687 parking tickets issued for fines totaling **\$86,000.00**

There were 2 fatal motor vehicle accidents noted in Saugus during the year 2017



There were 29 arrests / complaints made for O.U.I. (Operating Under the Influence of Alcohol or Drugs) and 20 people placed into Protective Custody

The Saugus Police Department also arrested a total of 10 Juveniles during 2017.

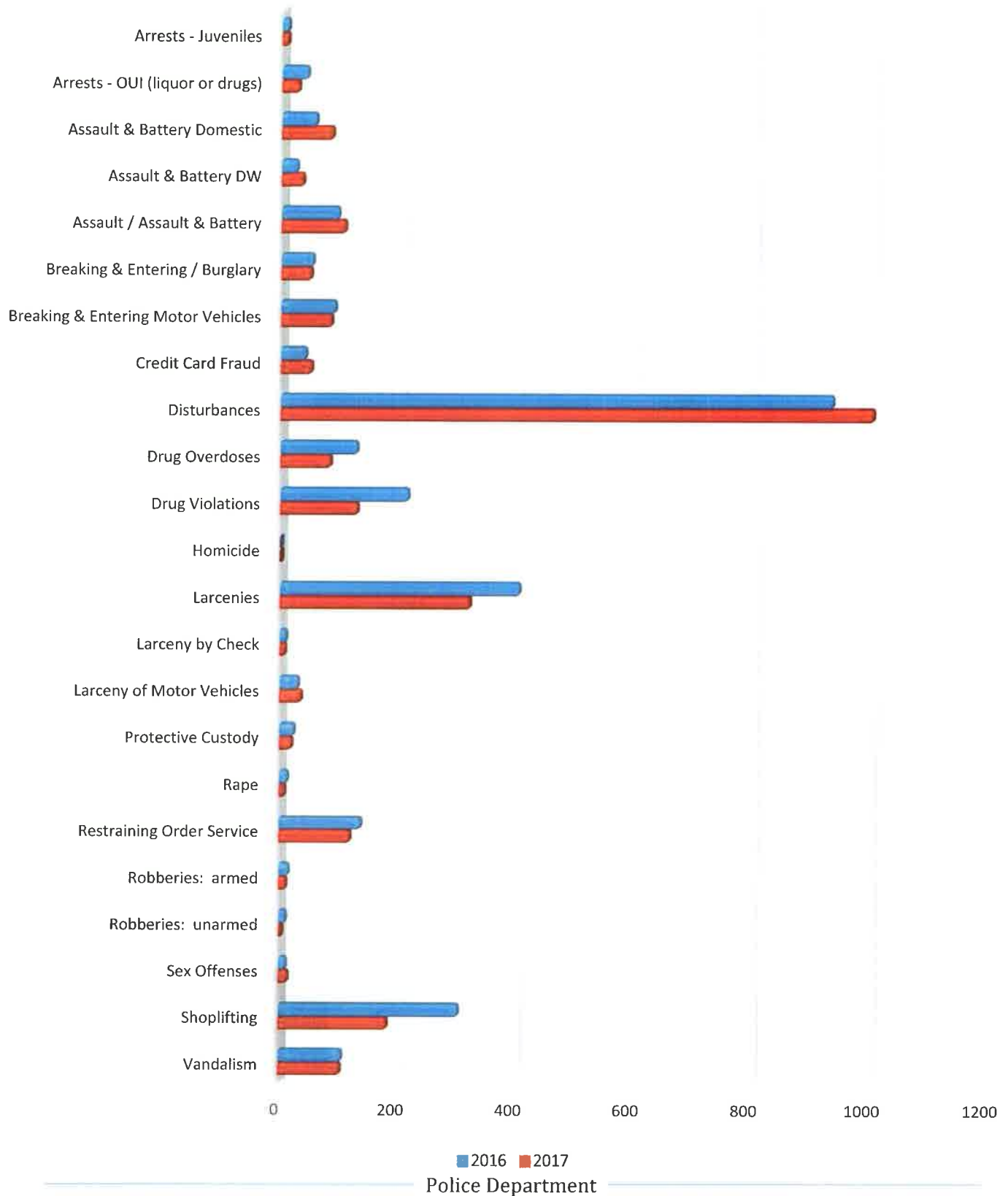
The following is a breakdown of serious crimes or frequent crimes during the year 2017.

Assault / Assault & Battery	109
Assault & Battery Domestic	87
Assault & Battery with a Dangerous Weapon	37
Breaking & Entering / Burglary	51
Breaking & Entering Motor Vehicles	86
Credit Card Fraud	52
Disturbances	1005
Drug Overdose (includes 6 deaths)	85
Drug Violations	131
Homicide	0
Larcenies	323
Larceny by Check	8
Larceny of Motor Vehicles	36
Rape	8
Restraining Order Service	120
Robberies: armed (11) / unarmed (3)	14
Sex Offenses	14
Shoplifting	183
Vandalism	104

*This report was prepared by Detective John Daigle, Crime Analysis Division of the Saugus Police Department on February 12th, 2018.*

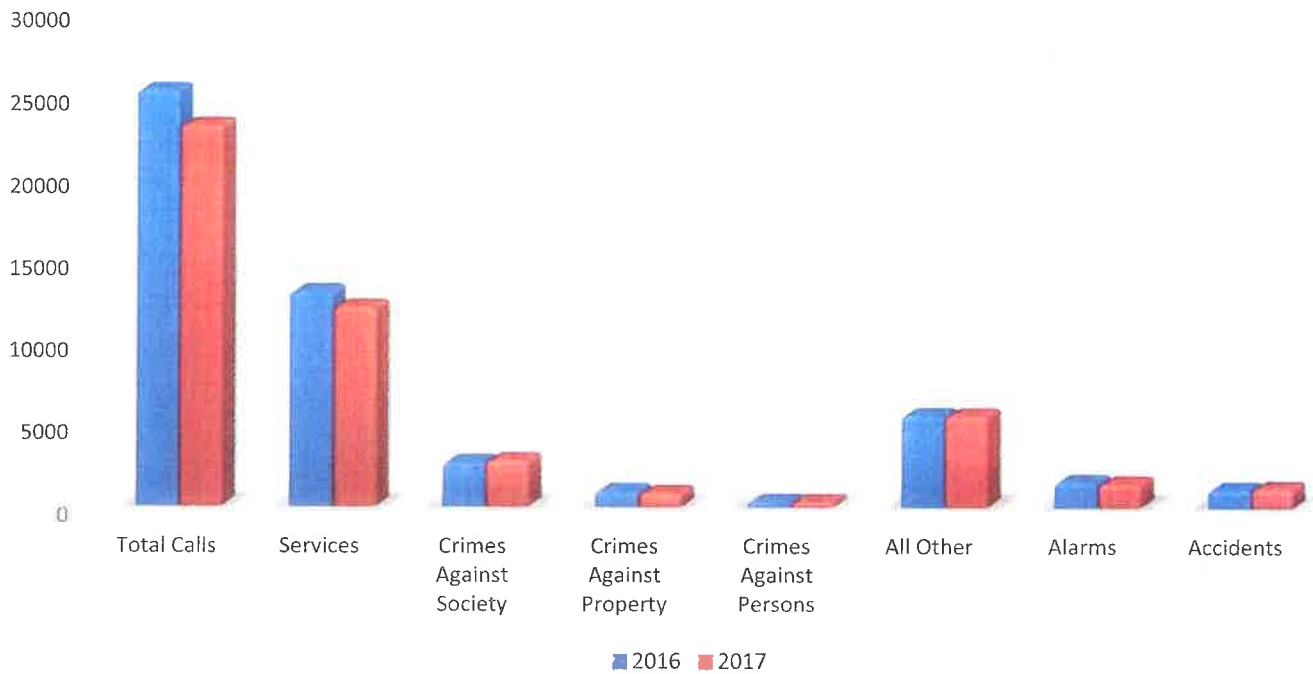
# 2-Year Comparison Chart (2016-2017)

## *Service Calls – Specific*

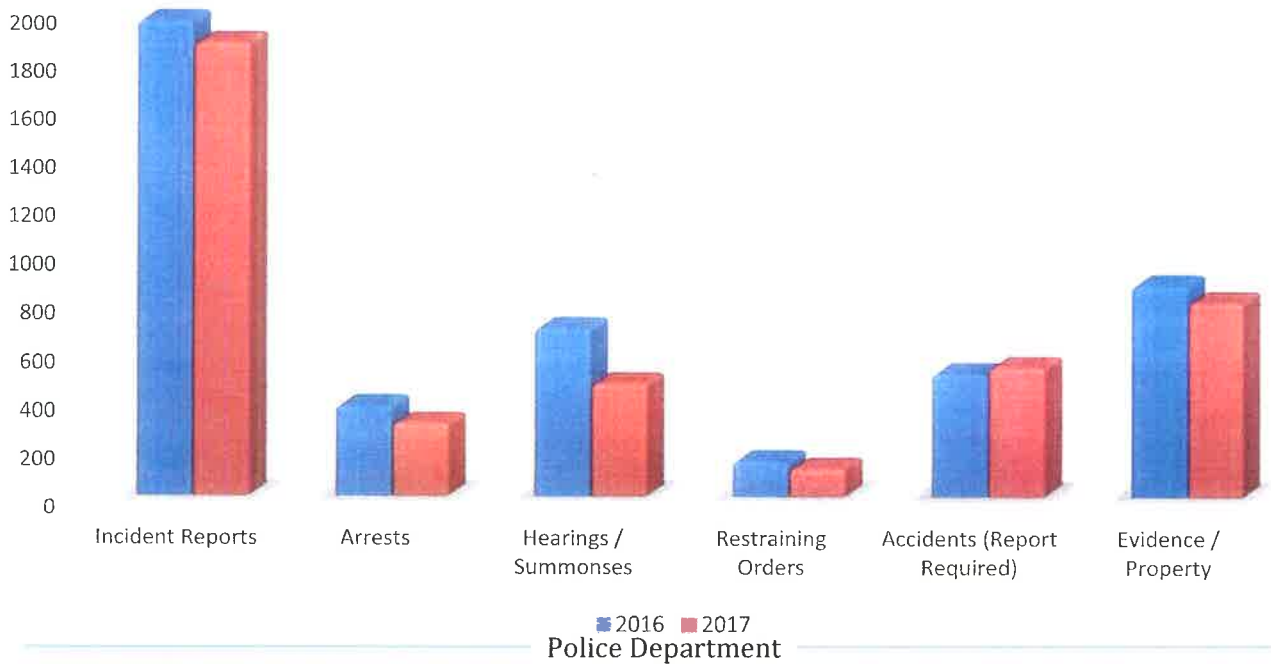


## 2-Year Comparison Chart (2016-2017)

### *Service Calls – General*

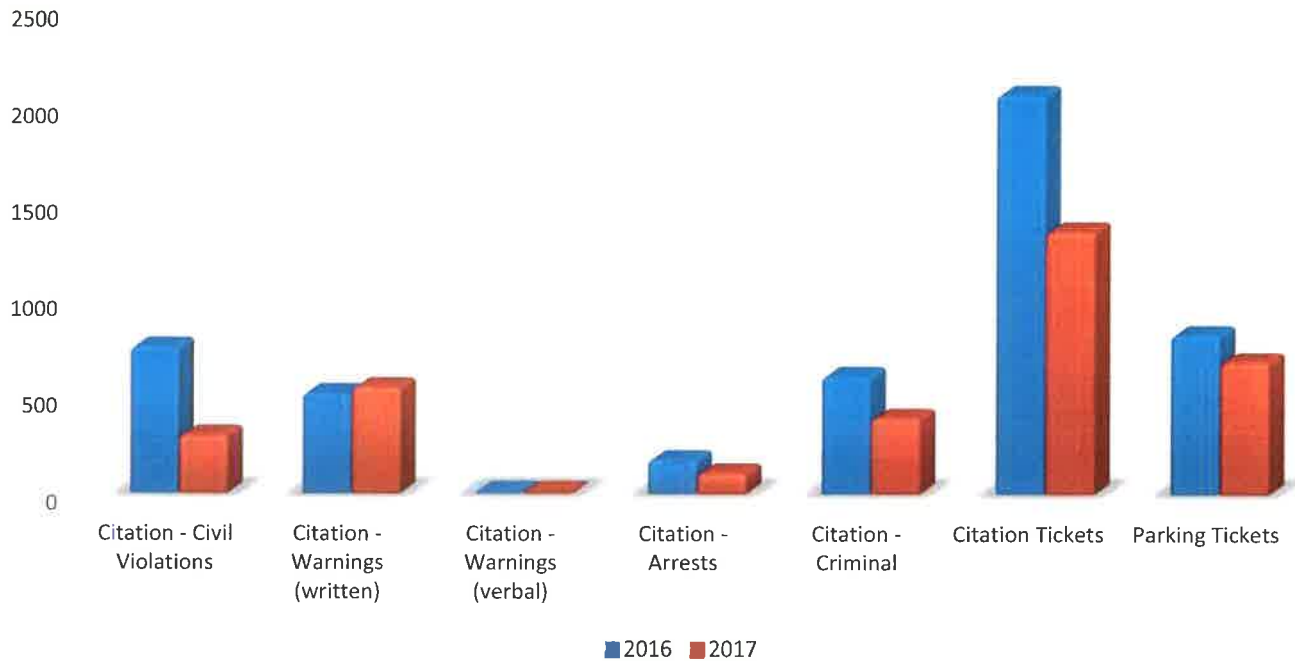


### *Report Activity*

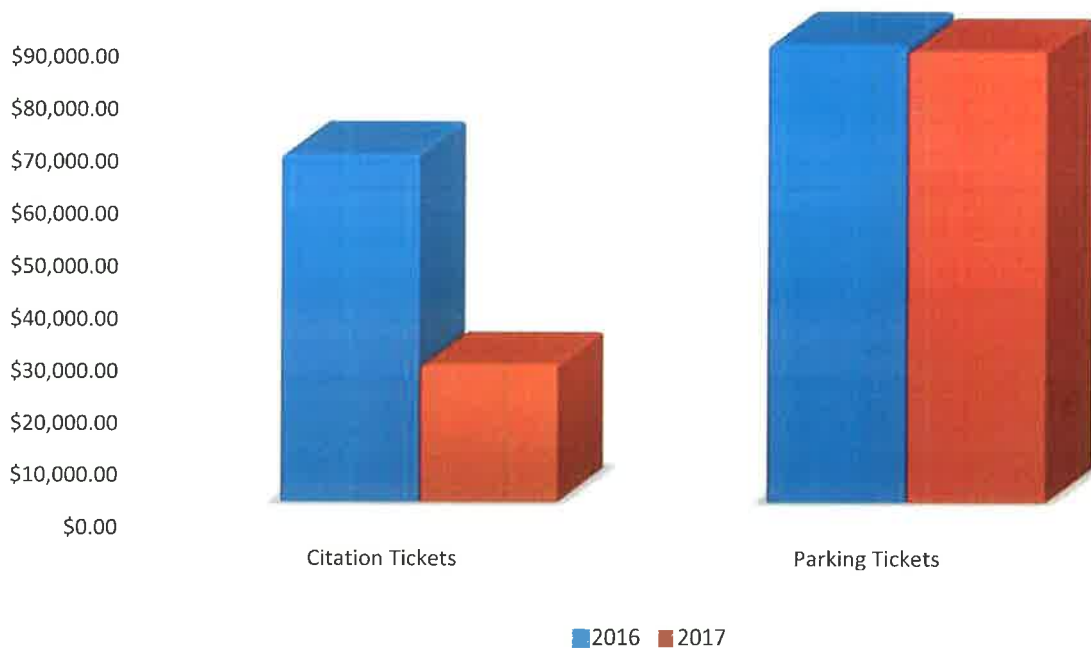


## 2-Year Comparison Chart (2016-2017)

### *Tickets – Quantity*



### *Tickets - Fines (Issued)*



The girl in the park  
by Kristyn Camacho  
Belmonte Middle School



Kristyn  
Camacho

# *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](mailto:boregan@saugus-ma.gov)

## **MEMORANDUM**

TO: Saugus Board of Selectmen

FROM: Brendan B. O'Regan, DPW Director

SUBJECT: FY2017 Department of Public Works Annual Town Report

DATE: February 20, 2018

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 2017, covering July 1, 2016 to June 30, 2017.

The FY2017 Department roster consisted of the following full and part time personnel:

Brendan O'Regan, Director  
Assistant DPW Director - Unfilled  
James Sotiros, Engineering Dept. (4 hours a week)  
Kristin Politano, Principal Clerk (out from March 2017 to June 2017)  
Donna Brady, Principal Clerk

### **Highway:**

Kevin Vater, Highway Foreman  
Out from 8/16 to 3/17  
Richard Salerno  
Daniel Schena  
One unfilled position

### **Parks:**

Derek Donachie, Parks Foreman  
One unfilled position

### **Forestry:**

Tim Wendell, Tree Warden  
Michael Dockery

### **Motor Pool:**

Seth Hatch, Motor Pool Foreman

**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 organization responsible for providing proper operation and maintenance services to all public works infrastructure support services 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 & curbs; 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; issue 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 for 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.

**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. The Assistant Director position was unfilled for FY17 with most of the duties performed by the Director.

Kristin Politano and Donna Brady are responsible for the administration support of the Director of Public Works and Assistant Director. They also provide administrative services to all divisions of the DPW and all other Town departments. Kristin and Donna deal directly with all public inquiries and complaints regarding all operations of the Department such as street lighting, potholes and tree problems, schedules, snow and ice problems, drainage issues, water and sewer problems, tree and sidewalk inquiries, trash issues; and general public inquiries. Kristin 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 also was needed to address many of these issues and inquiries. DPW responded to over 8,000 inquiries in FY 2017. Ms. Politano was out for approximately 25% of FY17.

Even with a reduction in administrative staff of between 25% and 50%, the Administration took on over \$13 million in Capital Improvement projects in FY17, an increase of almost 400%. This is a significant accomplishment given the reduction in staff especially since all of this staff reduction was unanticipated.

Some of the efforts completed by the Administrative staff included:

- Repaving/Reconstruction of 14 roadways throughout the Town, an increase of 15% from the previous year.
- Oversee Drainage study of Arrowhead Drive Drainage sub-area.
- Elm Street Drainage Project Design.
- Traffic Lights Study.
- \$500,000 Grant from MassDOT for Water Street Bridge.
- Herbert Ave and Seminole Drive Drainage improvements.
- New Hire processes.
- Reconstruction of unaccepted roads such as Montgomery Ave and Crescent Ave.
- Assistant with Town Solar project at landfill.
- Manage \$13 million of Capital projects approved in May 2016.
- Construction of 2016 Utility Improvements project which included sewer replacement, water gate valve replacement and drain manhole frame and cover repairs.
- Design of 2017 Utility Improvements project which included gate valve and hydrant replacement at 17 and 3 locations, respectively, and water main replacement on Walden Ave.
- Lincoln Ave Lift Station design efforts.
- 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.
- Completion of Capital plan for all DPW divisions and Chapter 90 Allocation Plan.
- 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 the DPW involve these 2 issues.
- NGrid issues including Indian Rock Drive and Juniper Drive Areas Electrical work.
- Work on Town's Pavement Management Plan.
- CMMS issues.
- Assistance with Water and Sewer Rates generation.
- Dam inspections.
- Enlist the Services of the Essex County Sheriff's Department to obtain free labor to address various DPW issues.
- Annual Stormwater Report to EPA.
- Assist with \$2 million Playgrounds Capital Improvements Project.
- Review over 25 development submittals / issues. Major developments include Hilltop, Collins Ave, Stevens Pond FOG issues.
- Generation of over 10 RFB's / RFP's.
- Landfill inspections.
- FY16 Annual Report to Selectmen.
- FY17 and FY18 Budget processes, reviews, etc.
- Snow Plow packages and prepare for winter events.

## **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 (200+ lanes miles) of roads and a similar amount of sidewalks that it must maintain.

In FY17, the DPW cleaned a total of approximately 1,200 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. 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 backlog of work exceeds the funding available to the DPW to address all issues.

Streets resurfaced in FY17 with Chapter 90 funds:

- Central Street (Rotary to Winter Street)
- Partridge Lane (Ledgewood Drive to Deadend)
- Lindsey Terrace (Ledgewood Drive to Deadend)
- Vine Street (Crescant Ave to Essex Street)
- Talbot Street (Vine Street to Waybright School)
- Thomas Street (Forest Street to Rt 1)
- Walnut Road (Pinehurst Road to Deadend)
- Appleton Street (Central Street to Carol Drive)
- Milvale Ave (Elaine Ave to Overlea Ave)
- Glendale Ave (hilldale Ave to Warren Road), and
- Sections of Essex Street (at Vine Street), Seagrit Ave, Grandview Park and Oakpoint Road.

The DPW continued with its work on Capital sidewalk improvements on Lincoln Avenue. Work included improvements between Sunnyside Park and Seagirt Avenue. Sidewalks in this area were replaced with new concrete sidewalks with granite curbs. Minor drainage improvements were performed as well. In addition, over 65 concrete panels were replaced on Central Street, Avon Street, Myrtle Street and Lincoln Avenue. Sidewalk work performed by DPW staff included repairs on Jewett Street, Riverbank Road, Diane Drive, and Biscayne Ave, with over 550 linear feet of repairs.

Frames and covers on special drainage infrastructure on Walnut Street was repaired as part of the CY2016 Utilities improvement program. Asphalt berms were installed/replaced in over 30 separate areas of Town.

Additional work completed by the DPW included:

- Over 60 days of pothole repairs.

- Operate the Compost Facility on Wednesdays and Fridays 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. Coordinate efforts with new Vendors.
- 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.
- Town wide Pavement Markings.
- Create various RFBs and manage various vendors to perform various DPW projects.

Paving efforts associated with water projects include Johnson Street, Vincent Street and Whittier Ave.

### **PARKS DEPARTMENT:**

This department maintained thirteen parks and playgrounds. Derek Donachie, the foreman, works 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. The Parks Department assists the Forestry Department with various Tree, Stump and Festival related duties. The DPW assisted with the building of approximately \$2 million in parks improvements at the Middle School, Veteran's Memorial School and Bristow Park.

Field and Playground improvements included:

- Stackpole Baseball Field and Batting Cages,
- Waybright Softball Field,
- Construct dugouts at new Middle School softball field.
- Replace various playground equipment.
- Various fence repairs,
- Fix parking lots at Anna Parker and Stocker playgrounds.
- Pick up leafs at all parks, fields and public areas.

### **FORESTRY DEPARTMENT:**

Tim Wendell, the foreman of the department, maintains all Town trees and works closely with the Tree Committee. The DPW Director works with Tim to determine the priority in which tree issues are addressed. Heavy windstorms cause 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, including replacement of the brackets at these locations. This effort also included bunting placed and removed from Town Hall. Additional banner locations were added in FY17. They also were responsible for hanging and removing all of the Christmas and Holiday decorations in town and

raising and lower flags for memorial observations. FY17 was the first year of flowers being placed in Saugus Center and Cliftdale Square. Watering and fertilizing were required multiple times per week.

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 assists with various work performed for the Historical Commission at Round Hill, the Parks Department and the Highway Department.

In June of 2016, there were customer requests for tree services that went back to CY2012. By 12/31/16, all customer issues that were received before 1/1/16 were addressed.

### **ENGINEERING DEPARTMENT:**

Jim Sotiros works 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 over 50 vehicles and over 20 other pieces of equipment. Seth also assisted the Town in the procurement of vehicles. Major repairs were made to backhoes, payloaders, one ton trucks, five ton trucks, jet truck and other town vehicles and equipment.

The department replaced many pieces of equipment in FY17, the oldest going back to 1989. The DPW also provided the purchasing services for the new vehicles approved for the Building Department. The following new equipment was obtained in FY17:

- 2 new trucks for the Building Department,
- Tree truck
- 1 ton Highway Truck
- 1 ton Parks Truck
- Backhoe for Sewer Department
- Compressor Truck for Water Department
- Utility Truck for Water Department

### **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 shut downs 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. Assistance was also provided to the Saugus School Department for enhanced lead and copper sampling offered by the MWRA.

During FY2017, the Town completed final paving efforts for new water mains on Johnson Street, Vincent Street and Whittier Ave through the Local Pipeline Assistance Program (MWRA). 26 water main / services connection breaks / leaks were repaired in FY2017. All repairs were made by DPW staff. 11 fire hydrants have been replaced, as well as numerous repairs to the hydrants.

The FY17 annual leak detection program located (13) thirteen leaks. The estimate of leakage was 109,000 GPD. 10 of the leaks were repaired by DPW staff, the remaining by a private contractor. The locations were:

9 Guard Street	End of Merrill Street	McIntyre Rd @ Rogers Rd
Belmonte Middle School	Newcomb Ave @ Cleveland Ave	39 Biscayne Ave
End of Anderson Way	51 Pearson Street	3 Cedar Glen Circle
14 Jennifer Drive	10 Maple Street	94 Howard Street
Ballard Street (across from Vitale Park)		

This information was inadvertently added to the FY16 report.

The CY2016 Utilities Improvement Program resulted in the replacement of gate valves in 12 different locations and 3 hydrants repairs or replacements. The Water Division also completed the design of the CY2017 Utility Project which included additional gate valve and hydrant repairs/replacements as well as replacement of a portion of the water main on Walden Ave. A portion of the water main on Basswood Ave was replaced.

DEP performed a sanitary survey in November 2016. Extensive effort was made to obtain and initiate the process to obtain the proper licenses to operate the water system. The Annual Statistical Report (ASR) was submitted to DEP in April 2017. The Consumer Confidence Report (CCR) was submitted to MWRA in February 2017. Repair work was completed for the Pine Street Booster Station in June 2017.

Finally, the Water Division initiated a program to better understand the water assets. This included a valve and hydrant location exercise and update of the department's existing maps. This information was then used to develop a District Metering Analysis (DMA) program. This program has resulted in the distribution system being split into 6 sub areas. Each sub area will be isolated to identify those areas with the largest overall leakage. The town's efforts will then be focused on finding the leaks in the larger leaking sub areas and repair these leaks. Following this process will allow the Water Division to eliminate the largest amount of leakage in the earliest time frame and most cost effective manner. Every leak that is eliminated is a cost not borne from our water supplier which is a cost savings to our rate payers each and every year.

#### **SEWER DEPARTMENT:**

Tom DiNocco is the foreman of this department. He is responsible for the daily operations and maintenance of the town sewer system. Personnel in the 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. The wet wells at each lift station was cleaned in October 2016 and April 2017.

Work was also performed to repair frames and covers of many manholes. A routine flushing of sewer mains were done on a monthly basis at identified trouble spots and approximately 25 additional days of sewer line flushing was performed. They also repaired sewer backups in homes and main line pipes. The 2016 Utility Improvement Program resulted in the replacement of 120 linear feet of sewer main on Catalpa Ave and paving of this roadway.

In July 2017, issues arose with the comminuter at the Lincoln Ave Lift Station. The existing unit was repaired in August 2017. A Vulnerability Assessment was done of this station in the Fall of 2016. This assessment recommended many required improvements. In January 2017 the comminuter at the Lincoln Ave Lift Station was replaced. In the Spring of 2017, CDMSmith was selected to perform design services at this station that include construction of a bypass, valve replacements and new stand by comminuter installation.

In FY17, the Underground Storage Tank (UST) at the Lincoln Ave Lift Station was replaced in order to come into compliance with State and Federal regulations on USTs. The design of the replacement of the Morris Place lift station and upgrade to the Bristow Street lift station was completed and bids were received. Construction was to begin in FY18. 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. Work done in FY17 and FY18 included:

#### **Subsystem 4**

Denver Street, Liberty Street, Dow Street, Maple Road, Pinehurst Road, Bacon Drive, Austin Court, Adams Ave, Cliftondale Ave, High Street, First Street

#### ***Cured In Place Pipe Lining and Spot Replacement of Sewers (Town Bid No. 14-15)***

- CIPP lining of 12,500 lf of 8" thru 21" sewer lines
- Sewer Repairs on First St, Adams Ave, Denver St, Rice Street, Laurel Gardens.
- *Processed Final Payment Request and closeout documents*

#### ***Service Lateral Connection Lining (Town Bid No. 15-15)***

- Installed 100 Service Lateral Connection Liners
- *Processed Final Payment Request and closeout documents*

#### ***Manhole Rehabilitation (Town Bid No. 16-15)***

- Installed Cement Lining on 640 vf of Manholes
- Repaired 84 Brick Corbells
- *Completed Miscellaneous Punch List Work.*

- *Processed Final Payment Request and closeout documents*

#### ***Private Inflow Removal***

- Sent certified letters to 24 properties in Subsystem 4.
- Confirmed removal of 21 of the 24 sources (88%).

#### **Subsystem 4B**

Baker St, Western Ave, Hemlock St, Maple St, Grove St, Johnson Terr, Joseph St, Staff Rd, Mt Vernon St, Linwood St, Linwood Ave, Avon St, Eustis St, Warner St, Whitney St, Laurel St, Lincoln Ave, Fairview Ave, Clifton Ave, Cottage St, Palmer Ave, Park St, Wamesit Ave, Oceanview Ave, Second St, Kent St, Essex St, Myrtle St, Olive Ave, Oakhill Ave, Foss Ave, Central St, Castle St, Jackson Ave, Summit Ave, Mountain Ave, Danforth St, Granite Rd, Lincoln Ct, Raddin Terr, Arnold Terr, Trull Cir, Charlotte Rd, Earnest St, Smith Rd, School St, First St, Hemlock St.

#### ***Cured In Place Pipe Lining and Spot Replacement of Sewers (Town Bid No. 19-17)***

- CIPP lining of 30,330 lf of 8" thru 15" sewer lines
- Sewer Repairs on Eustis @ Essex and Staff Road.
- Completed Miscellaneous Punch List Work

#### ***Sewer Spot Repairs (Town Bid No. 14-16)***

- Installed 35 vf of new precast concrete Manholes.
- Sewer Repairs on Baker St, Joseph St, Essex St and 2 on Park St.

#### ***Manhole Rehabilitation (Town Bid No. 21-16) Project awarded but construction not started.***

- Cement Lining on 1,750 vf of Manholes planned
- 227 brick corbel repairs planned

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



Bball player sculpture  
Travis Goyetche  
6<sup>th</sup> Grade Belmonte Middle School  
Sculpture was made using recycled  
materials in the style of famous sculptors.



Saugus Board of Selectmen  
Annual Report  
July 1, 2016 – June 30, 2017

The Saugus Board of Selectmen: Chairman Debra Panetta, Vice Chairman Scott Brazis, Jeffrey Cicolini, Jennifer D'Eon and Mark Mitchell all served through November 2017.

The Board of Selectmen held 25 public meetings in FY 2017.

The Saugus Board of Selectmen, as Licensing Authority, renewed 23 All Alcoholic Common Victualer's; 6 Retail Package Store All Alcoholic; 6 Beer & Wine Common Victualer's; 2 Cordials & Liqueurs Permits; 2 Beer & Wine Package Store; 7 Club All Alcoholic; and 1 Seasonal Beer & Wine License.

The Board continued to receive updates on Hilltop, Oye's and Sully C's Liquor Licenses and did hold a show cause hearing on Sully C's for non-use. The Board did vote to cancel the License for non-use after the License holder did not secure a suitable entity for transfer of License.

The Board also renewed 1 Class I, 25 Class II and 3 Class III auto dealer's licenses; 53 coin operated devices; 54 Entertainment Licenses; 28 Extended Hours of Operation Permits; 1 Fortune Teller; 5 Juke Box; 2 Rinks; 2 Taxi Cab Licenses; 2 Transient Vendors; 10 Valuable Used Goods Licenses; and 100 Common Victualer's Licenses.

New Licenses issued included: 1 new Permit to serve Cordials & Liqueurs 2 Class II Auto Dealer's; 5 Entertainment; 4 Extended Hours of Operation Permits; 1 Transient Vender; and 4 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 Selectmen received 13 applications for Special Permits (S-2) and approved personal fitness establishments; massage therapy, barbershop; nail salon; and approved a six month extension for quarry operations at Aggregate Industries.

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 Selectmen approved utility pole and conduit locations for utility companies; set the residential & commercial tax rates; approved bond anticipation notes as authorized by Town Meeting; and amended the Traffic Rules & Regulations upon several requests.

Saugus Board of Selectmen  
Annual Report  
July 1, 2016 – June 30, 2017

The Board of Selectmen, sitting as Sewer Commissioners, continued work on the ACO. The illegal sump pump removal program continued.

The Manager brought forward and the Board approved a new sewer agreement with Lynnfield; and the Board renewed contract with Comcast Cable for 10 year cable License.

The Board made many appointments to various boards and commissions including Affordable Housing Trust Board of Trustees, 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, MAPC Representative, poll workers, sworn weighers, Traffic Hearings Officer, and Veterans Graves Officer; and re-established SCTV, Inc. by appointing 5 new Board of Directors to oversee the cable studio operations under a new agreement. The Saugus High School Project Building Committee continued to meet. The Board held a joint meeting with the Housing Authority to fill two vacancies.

The Selectmen did call for a Special Election to be held on June 20, 2017 to ask voters to approve debt exclusion for the middle / high school project. The election was held and the questions passed 3-1 with a strong voter turn-out.

The Selectmen recognized many citizens with citations: Saugus Softball Little League 10-11 year old All Star Team: Section 2 Champions; Saugus U12 Girls Soccer Team: Essex County Championship; Saugus Wings Baseball Team 18-19 year olds: winning the Ripken Experience, a National Tournament; Rumney Marsh Toastmasters Club #8431: 25<sup>th</sup> anniversary; Rachel May: volunteering at Northeast Animal Shelter; Edward Carlson: 2016 Man of the Year; Donna Manoogian: 2016 Woman of the Year; Saugus VFW: 25<sup>th</sup> anniversary of Desert Storm; David Horvath & Larry Applegate: heroic actions in saving a neighbor; William Mironchuk: Eagle Scout; and Saugus Youth & Recreation 8<sup>th</sup> grade Boys Travel Basketball Team 2016-2017 Eastern Division 1 Champions.

The Selectmen issued many proclamations including: Arbor Day; Children's Mental Health Awareness Week; Student Government Day; National Public Works Week; and ADA Day.

The Selectmen accepted gifts to the Town including: a gift to Youth & Recreation from Dr. Petinge for after school programs; to Senior Center from the Estate of Leona Payson; a gift per agreement from Aggregate Industries of \$3,000 per month to the Saugus AINER Grant fund designated for and intended to be used for enhancement of the Town of Saugus Parks & Recreation outdoor and indoor facilities and / or activities; supplement any general fund appropriation and recreation revolving funds for parks and recreation programs and similar expenses authorized by the Town Manager.

Wendy L. Reed, Clerk  
Saugus Board of Selectmen

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

DEPARTMENT: **BOARD OF SELECTMEN**  
**YEAR TO DATE FY17 DEPOSITS**

DATE July 1, 2016 to June 30, 2017  
**as of June 30, 2017**

ACCOUNT NUMBER	ACCOUNT NAME	RENEWALS	OTHER/NEW	TOTAL
0100.122.4410.0001	ALCOHOLIC BEVERAGE LICENSES	155,000.00	2,200.00	157,200.00
0100.122.4320.0001	APPLICATION FEE		2,000.00	2,000.00
0100.122.4420.0009	AUTO DEALER LICENSE	5,000.00	400.00	5,400.00
0100.122.4420.0023	CABLE LICENSE FEE		4,662.50	4,662.50
0100.122.4420.0010	COIN-OPS LICENSE	5,300.00		5,300.00
0100.122.4320.0002	CONSTABLE APPLICATION FEE		500.00	500.00
0100.122.4420.0004	ENTERTAINMENT LICENSE	5,400.00	500.00	5,900.00
0100.122.4450.0001	EXTENDED HRS OF OPER PERMIT	1,400.00	200.00	1,600.00
0100.122.4420.0014	FORTUNE TELLING LICENSE	50.00		50.00
0100.122.4420.0012	GOLF / DRIVING RANGE			0.00
0100.122.4420.0011	JUKE BOX LICENSE	250.00		250.00
0100.122.4320.0004	LEGAL ADVERTISEMENT FEES			0.00
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	200.00		200.00
0100.122.4420.0019	TRANSIENT VENDOR LICENSE	2,000.00	1,000.00	3,000.00
0100.122.4420.0015	VALUABLE GOODS LICENSE	1,000.00		1,000.00
0100.122.4420.0001	VICTULAR LICENSE	10,000.00	400.00	10,400.00
0100.122.4420.0008	MISCELLANEOUS		3.95	3.95
				0.00
				0.00
				0.00
				0.00
	TOTAL	185,800.00	13,166.45	198,966.45

RENEWALS      OTHER/NEW      Total to date

198,966.45

as of June 30, 2017

		Chair	Board	Clerk	Office	Legal	Printing	Supplies	Assoc.	Legal
FY17	Budget	3,000	11,200	29,949	300	1,050	200	900	625	3000
	Actual	3,000	11,200	24,408.58	0	506.23	0	716.86	0	-411.80
FY16	Budget	2,000	7,200	32,100	300	1,500	200	1000	1,000	2,500
	Actual	2,000	7,200	24,883.18	0	293.92	0	487.97	0	4,558
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

RETURNS TO THE TOWN  
Unexpended funds

FY17 6,981.16  
FY16 7,114.24  
FY15 6,105  
FY14 2,865.89  
FY13 3,768.45



SAUGUS RETIREMENT BOARD  
25R MAIN STREET  
TOWN HALL ANNEX  
SAUGUS, MASSACHUSETTS 01906

Telephone: 781-231-7656  
Telephone: 781-231-3633

Fax: 781-231-4067

Email: [retirement@saugus-ma.gov](mailto:retirement@saugus-ma.gov)  
Website: [www.saugus-ma.gov](http://www.saugus-ma.gov)

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 who have MA Teacher's Retirement System administer their plan. 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. Donna M. Matarazzo, the Town Accountant serves as the ex-officio member as required by the M.G.L. Chapter 32. Saugus Firefighters Lt. William E. Cross, III and Lt. 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. Lt. William E. Cross, III serves as the Chairperson of the Board. The Retirement Board members meet monthly primarily 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.

Members' deductions, investments and an annual appropriation from the Town and Saugus Housing Authority fund the Retirement System. 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, 2017 the system was 73.9% funded.

As of December 31, 2017, there were 734 members, who comprise of 358 active members, 291 retired members or their beneficiaries and 85 inactive members. During 2017 the Board voted to grant 15 Superannuation retirement allowances, 1 Termination Allowance, 2 Accidental Disability Retirements, 1 Accidental Death Benefit and 1 Option C Pop Up Benefit. The Board did approve 21 refunds, 2 rollovers and 17 transfers of member accounts. The System recorded the deaths of 12 retiree and 2 beneficiaries.

In 2017, the Retirement Board voted to grant a 3% Cost of Living to eligible retirees, calculated on their allowance up to \$14,000, a maximum of \$420.00 annually. Many of the retirees do not receive \$14,000 per year and they received less than the maximum \$420.00. This became effective July 1, 2017.

The Retirement Board staff is comprised of Ann C. Quinlan, Board Administrator and Theresa F. 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 \$101,969,091.42 million as of December 31, 2017. 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.

The tracks at sunrise  
by Perone Davis  
Belmonte Middle School





## **SOLID WASTE/RECYCLING DEPARTMENT** **ANNUAL REPORT FY'17**

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 2017, the rubbish tonnage was 8328.92 and the recycling tonnage was 2082.37

### **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, clothing, car tires, fluorescent light bulbs, 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. Received a \$9,500.00 grant from Department of Environmental Protection for recycling and educational outreach.
- 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 two kiosk located at the Public Safety Building for the proper disposal of needles, as well as, a second kiosk for the proper disposal of medications and prescription drugs. Residents can access the Public Safety Building seven days a week 24 hours a day.
- The Town held a paper shredding event for residents looking to shred important and sensitive documents. Residents had the opportunity to watch their materials being shredded onsite through the camera on the shredding truck, which shreds large volumes of paper at a high rate of speed. The Town of Saugus teamed up with the North Shore Bank and their staff to bring our residents this event.
- 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.

# Saugus Veteran Services

VSO Doug Leshane  
781-231-4010

## Local Veteran Services

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

## Open Office Hours

Monday  
VSO out of office

Tuesday  
8-2

Wednesday  
8-2

Thursday  
8-2

Friday  
VSO out of office

## Chapter 115 Assistance

We provide financial and medical assistance to low-income veterans through the Town of Saugus and the State Department of Veteran Services.

## Referral Services

U.S. Department of Veteran Affairs  
MA Department of Veteran Services  
Social Security and Disability  
Local Veteran Tax Benefits  
Mass Veterans Advisor

## Benefit Guidebooks

VA Federal Benefits  
Massachusetts State Benefits

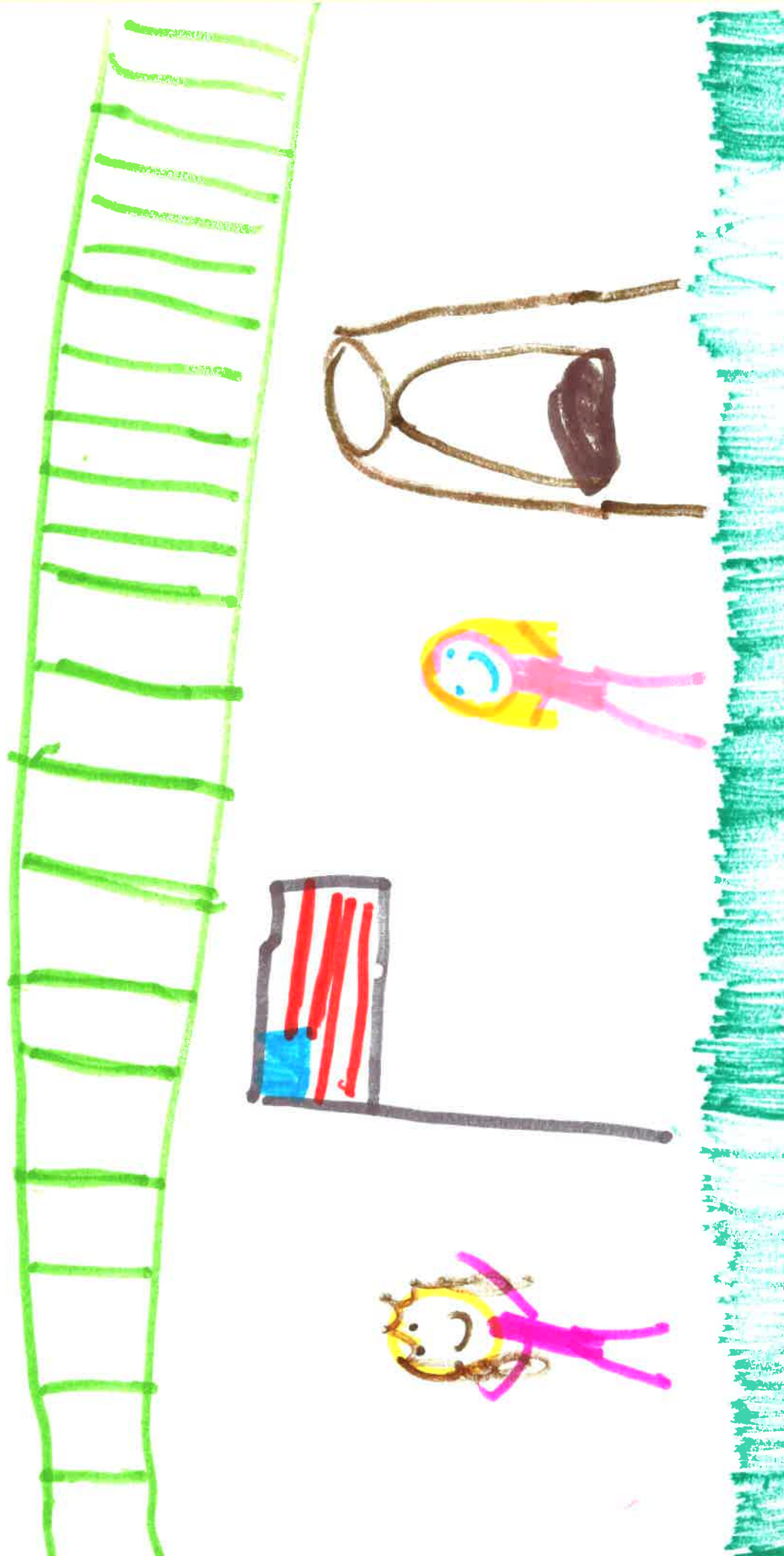
## Veteran Information and Rights

Veteran Bill of Rights  
Chapter 115 Code of Mass Regulation 108  
Community Complaint Procedures  
Massachusetts Definition of a Veteran

## How to Contact Us:

**Phone:** (781) 231-4010  
**Email:** [dleshane@saugus-ma.gov](mailto:dleshane@saugus-ma.gov)  
**Twitter:** [@saugusVSO](https://twitter.com/saugusVSO)  
**Facebook:** Melrose Wakefield Saugus Veteran

Ella Falasca / grade age 6



## Saugus Youth & Recreation

Annual Report: Date Range - July 1, 2016 – June 30, 2017

Fiscal year 2017 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). The strategy that the cluster agreed on was that of a recovery coach for each community, which is in full implementation in the Town. We have a recovery Coach assigned for twenty hours a week, paid for by this grant. Sopeep Bou works directly with North Suffolk Mental Services and brings the resources that they offer directly to our youth and families. He is also currently working among our various programs and school programs as a point of access. I am also working on the SAPC Grant (Substance Abuse Prevention Collaboration), which is through the Department of Public Health. It is a guaranteed grant, however I am working out the details so that Saugus receives the maximum amount of benefits offered.

Our annual summer camp continued to run at Belmonte Middle School and was very successful. We had over 135 campers and employed 17 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. The feedback from parents is always very positive and encouraging.

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 seventh 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 Coordination of the Christmas Eve Parade.

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](http://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.

In addition to the programs we offer to the children and families of this Town, we are also able to offer part-time jobs to Saugus teens and young adults. Along with part-time jobs, we also offer community service and volunteer opportunities to the members of this Town.

Below are the programs we have offered, in order, from July 2016- June 2017:

#### **S.A.L. Street Hockey: June – August 2016**

Free program for children in grades 1 – 8, with high school volunteers; over 100 children participated with their parents. Parents and high school students act as volunteer coaches, all whom have been CORId.

#### **Summer Parks Program: July – August 2016**

Daily camp activities provided for children in grades 1 – 6, for 6 weeks. 132 children attended throughout the summer. We provided jobs for 17 high school and early college aged students.

#### **Track Camp: July – August 2016**

Track camp offered to all ages. Ends with children participating in the Needham Track Meet and a banquet. High school track athletes volunteer as staff. Over 27 children participated.

#### **Founder's Day: September 10, 2016**

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

#### **S.A.L. Flag Football: September – October 2016**

Free program for children in grades 1 – 8, with high school volunteers; over 75 children participated with their parents. Parents and high school students act as volunteer coaches, all whom have been CORId.



### **Elementary Afterschool Club: September 2016 – June 2017**

Daily afterschool program for children in Elementary School. We provide transportation from school with our van. Homework is completed before fun games and organized activities, arts and crafts are provided. 4 staff rotate daily, all in high school or college. 35 children participated.

### **Ringling Brothers Extreme Circus Family Trip – October 16, 2016**

Tickets to this event were offered to families at a very discounted rate. We also rented a bus to transport families to and from the TD Garden. 45 residents attended.

### **Elementary Halloween Party: October 28, 2016**

Free party for elementary aged children and their parents. Over 115 children attended with their parents. Middle & high school aged students volunteered to run games, paint faces and pass out snacks. We also had a DJ, who kept the party lively, as passed out goodies bags to every child.

### **Aladdin Theatre Program: September 2016 –November 2016**

A weekly theatre class was held, which culminated in 1 performance of the play, “Aladdin”. The play was performed on November 20, held at the Senior Center. 37 children participated.

### **Town Team Basketball League: November 2016 – March 2017**

Saugus boys & girls participate. Total of 267 students in grades 1 – 12. Weekly practices and games.

### **Boys Travel Basketball: November 2016 – March 2017**

52 boys, in grades 5 – 8, participate. Weekly practices and games against other towns.

### **Girls Travel Basketball: November 2016 – March 2017**

54 girls, in grades 5 – 8, participate. Weekly practices and games against other towns.

### **Christmas Tree Lighting: December 2, 2016**

Assisted in planning and the execution of the Christmas Tree Lighting at Town Hall, as part of the Town’s Events Committee.

#### **Christmas Eve Parade: December 24, 2016**

Assisted in planning the annual Parade. Distributed flyers, issued press-releases and helped coordinate and confirm logistics with McGarvey Towing.

#### **Afterschool Bowling Party – January 25, 2017**

The Afterschool Club attended Town Line Lanes for pizza, bowling and arcade games.

#### **Youth Wrestling: January 2017 – March 2017**

21 boys, in grades 3 - 6, participate. High school students volunteer and work with the coaches.

#### **S.A.L. Basketball Program: January – March 2017**

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

#### **Laser Gaga Family Trip – January 27, 2017**

Tickets to this event were offered to families at a very discounted rate. We also rented a bus to transport families to and from the Museum of Science. 35 residents attended.

#### **8<sup>th</sup> Grade Travel Teams to Celtics: January 18, 2017**

8<sup>th</sup> grade travel basketball players attended a Celtics game. We set up a special treat for them, and they got to high-five Celtics players as they entered the court. 24 players attended with their families, for a total of 76 Saugus residents at the game.

#### **Discounted Museum of Science Tickets: February – April 2017**

We offered extremely discounted tickets to the Museum of Science. Parents could make a small payment here and receive the passes. 117 residents took advantage of this program.

#### **Afterschool Painting Class: March 15, 2017**

A painting instructor from MUSE Paint Bar came and gave the Afterschool Club a painting class. All the children went home with beautiful acrylic paintings on canvasses.

#### **S.A.L. Baseball Program: March – April 2017**

Free program for children in t-ball – AAA baseball, with high school volunteers; over 25 children participated.

#### **Cinderella Theatre Program: March 2017 –May 2017**

A weekly theatre class was held, which culminated in 2 performances of the play, “Cinderella”. The plays were performed on May 7, held at the Senior Center. 47 children participated.

#### **Take a Kid Fishing Day: June 3, 2017**

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

#### **Saugus Night at the North Shore Navigators: June 16, 2017**

Free passes were given to Saugus residents to attend a North Shore Navigators Baseball game. Over 150 Saugus residents attended the game, and saw a fireworks show afterwards.

#### **50’s & 60’s Musical Revue Theatre Class: May & June 2017**

A 6-week theatre class was held, which culminated in a wonderful musical performance, “Grease 50’s & 60’s Musical Revue”. The play was performed on June 29, held at Saint John’s Church. 17 children participated.







**Zoning Board of Appeals** appointed by the Board of Selectmen  
5 year terms expire March 31.

		<b>Expires</b>
Eric Rubin	44 Houston Ave.	03/18
Thomas Traverse	46 Auburn St.	03/19
Bernard Sturniolo	11 Rhodes St.	03/20
Christopher Finn	9 Fernwood Rd	03/21
Kevin Olsen	22 Myrtle St.	03/22

**Board of Appeals Alternate Members**

Sherri Raftery	77 Newhall Ave #301	03/18
Ferdous Alam	30 Hilltop Ave	03/19
Michael Cipriano	203 Lincoln Ave	03/20
Richard Mauro	8 Maraia Lane	03/21
David Vasapolli	19 Holland St	03/22



Northeast Metro Tech assisted in building of the Gazebo at Breakheart Reservation