

TOWN of SAUGUS  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018



Yasmin Nunes. 8<sup>th</sup> grade  
AJ Belmonte Middle School

03/20/2019



BOARD OF SELECTMEN

(781) 231-4124

FAX (781) 231-4109

E-mail: [wreed@saugus-ma.gov](mailto:wreed@saugus-ma.gov)

## **TOWN OF SAUGUS**

Board of Selectmen  
298 Central Street, Suite #4  
Saugus, MA 01906  
State of the Town

**March 27, 2019**

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

Dear Fellow Saugonian:

I am pleased to report that Saugus continues to improve our public schools, public safety, capital infrastructure, and recreational opportunities. Our Town Manager, Scott Crabtree, has continuously done an exceptional job in leading our Town in a positive direction.

We are currently well into the Construction Phase of the Middle/High School Project with the Massachusetts School Building Committee. A groundbreaking ceremony was held last summer to celebrate the start of construction on the brand-new, grades 6-12 MSBA Saugus Middle-High School project. Since work began on the project, approximately 4,674 pieces of steel weighing roughly 3.13 million pounds have been erected, approximately 14,600 cubic yards of concrete have been placed, roughly 22,000 square feet of roofing has been installed, and more than 80,000 labor-hours have been worked. We are on schedule to open our brand-new school in September 2020.

In addition, we are proud to once again support and prioritize the Town's continued investments in public safety. Over the past year, the Town has hired additional police officers and firefighters, and our public safety staffing is at an all-time high. The Town has engaged The Engineering Corp (TEC) of Andover, Mass. to take a global approach towards addressing speeding and traffic congestion within the Town. TEC is working closely with Town officials and community representatives to identify and study areas where traffic volumes and speeds are a concern, and take a comprehensive look at suggested speed limits for Town streets and identify the best placement for accompanying signage as part of a continued effort to improve roadway safety and create a safer and more secure environment for walkers and riders alike.

The Town continues to invest in our community's capital infrastructure. Last year, Saugus welcomed a brand-new fire engine to replace a 22-year-old engine and made necessary upgrades to our fuel dispensers at the Public Safety Department and the Department of Public Works to ensure the systems' reliability, consistency, and cost-efficiency. The Town also replaced the Water Street Bridge with a new, safer, and more reliable bridge on Route 129 at the Saugus/Wakefield border, continued improvements to our community's roadways and sidewalks, and successfully mitigated flooding issues near the Elm Street Bridge by completing important drainage improvements. The Town also made numerous improvements to Town buildings, including the restoration and preservation of the exterior of the historic Saugus Town Hall, and a series of capital improvement projects at the Saugus Public Library and Public Safety Building through Green Communities grant funding as part of an ongoing effort to improve energy efficiency and increase cost savings within the community.

We are proud to continue to support various grant initiatives and opportunities that benefit our community and its residents, including the Ballard Street RiverWalk project and the Northern Strand Community Trail. The Seaport Economic Council recently awarded the Town of Saugus an additional \$1 million towards the final design and construction of the first phase of the Ballard Street RiverWalk, a local development project spanned along the river aimed at providing direct access to the waterfront and economic development opportunities in the area. The RiverWalk, when completed, will help attract local citizens and leisure visitors alike to a newly accessible and inviting part of the Saugus River and set the stage for the establishment of new restaurant and retail businesses in the area.

In addition, the Town was awarded \$250,000 in Green Communities Competitive Grant Funding last year through the Department of Energy Resources (DOER) to fund several sustainability-related projects within the community. This is the third time the Town of Saugus has received funding through the Green Communities initiative.

Lastly, the Executive Office of Energy and Environmental Affairs made a commitment last year of at least \$1.5 million to fund designs for the Northern Strand Community Trail in Saugus, Everett, Lynn, Malden, and Revere through the Gateway City Parks Program. This funding enables the design of the trail, development of bid-ready construction documents, and receipt of all necessary construction permits. These recreational opportunities continue to improve the quality of our community for residents and visitors.

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

## Table of Contents

Treasurer / Collector

Accounting

Saugus Public Schools

Pioneer Charter School of Science II

Northeast Metropolitan Regional Vocational High School

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Affordable Housing Trust Board of Trustees

Aggregate Post Closure Committee

Animal Control / Animal Inspector

Assessors / Board of Assessors

Cable Television Station / SCTV

Cemetery / Cemetery Commission

Clerk / Elections / Registrars

Conservation Commission

Cultural Council

Fire Department / Emergency Management

Health Department / Board of Health

Housing Authority

Human Resources

Inspectional Services

Library

Parking

Planning Board

Police Department

Public Works

Retirement Board

Selectmen

Senior Center / Council on Aging

Solid Waste / Recycling

Veterans Services

Youth & Recreation

Zoning Board of Appeals





Maeva Kembo, 8th grade.

**TOWN OF SAUGUS  
COLLECTOR/TREASURER  
FISCAL 2018**

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	30,000 annually

In addition, during Fiscal 2018 the Town Collector recorded tax takings (liens) on 140 parcels. Tax Title collections were received in the amount of \$375,675.41 for Fiscal Year 2011 - 2018. Three (3) parcels was acquired thru foreclosure proceedings and one was redeemed and title transferred to the former owner.

During Fiscal 2018, the Treasurer's Office is responsible for receiving, recording, and investing approximately \$189m-in funds resulting from the collection of taxes, water/sewer charges as well as other various types of revenue 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 2018 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, 2018.

**PROPERTY TAXES RECEIVABLE:**

Current year's tax levy - FY 2018	\$380,810.50
Prior year's levies	\$409,848.49
Water/Sewer Liens added to taxes	\$31,919.14
Income and Expense Lien added to taxes	\$1,775.00
Tax Title	\$1,168,457.32
Tax Deferral	\$42,291.72
Tax Foreclosures	\$411,983.57

**OTHER RECEIVABLES:**

Motor Vehicle Excise	\$459,548.40
Boat Excise	\$35,965.00
Water Charges	\$500,892.27
Sewer Charges	\$244,701.24
Parking Violations	\$42,550.00
 Total Accounts Receivable	 \$3,730,742.65

The following collections were received for the fiscal year ended June 30, 2018:

Property taxes, net	\$63,278,603.57
Water /Sewer Liens added to taxes	\$542,909.74
Income and Expense Lien added to taxes	\$54,550.00
Tax Title	\$375,675.41
Tax Foreclosure	\$41,594.86
Motor Vehicle Excise	\$4,581,553.03
Boat Excise	\$3,736.00
Water Charges	\$5,918,060.37
Sewer Charges	\$3,585,172.04
Parking Violations	\$36,215.00
 Total Collections	 \$78,418,070.02

**TOWN TREASURER  
FISCAL 2018**

**General Fund Investment Income**

General Cash Investments	\$380,637.39
School Scholarships	\$1,850.22
Saugus Education Fund	\$5.64
Saugus HS Student Activity Fund	\$344.77
Saugus MS Student Activity Fund	\$150.19
Escrow	\$332.04
Local Cultural Council	\$27.74
Police Federal Drug	\$73.45
Police State Drug	\$59.46
Senior Center	\$55.25
Senior Center Gifts	\$248.63
State Aid to Public Libraries	\$338.86
Tree Committee Fundraising	\$24.98
Conservation Commission	\$32.88

**Agency Funds:**

Saugus Community Television Station	\$2,942.46
Special Detail	\$464.59

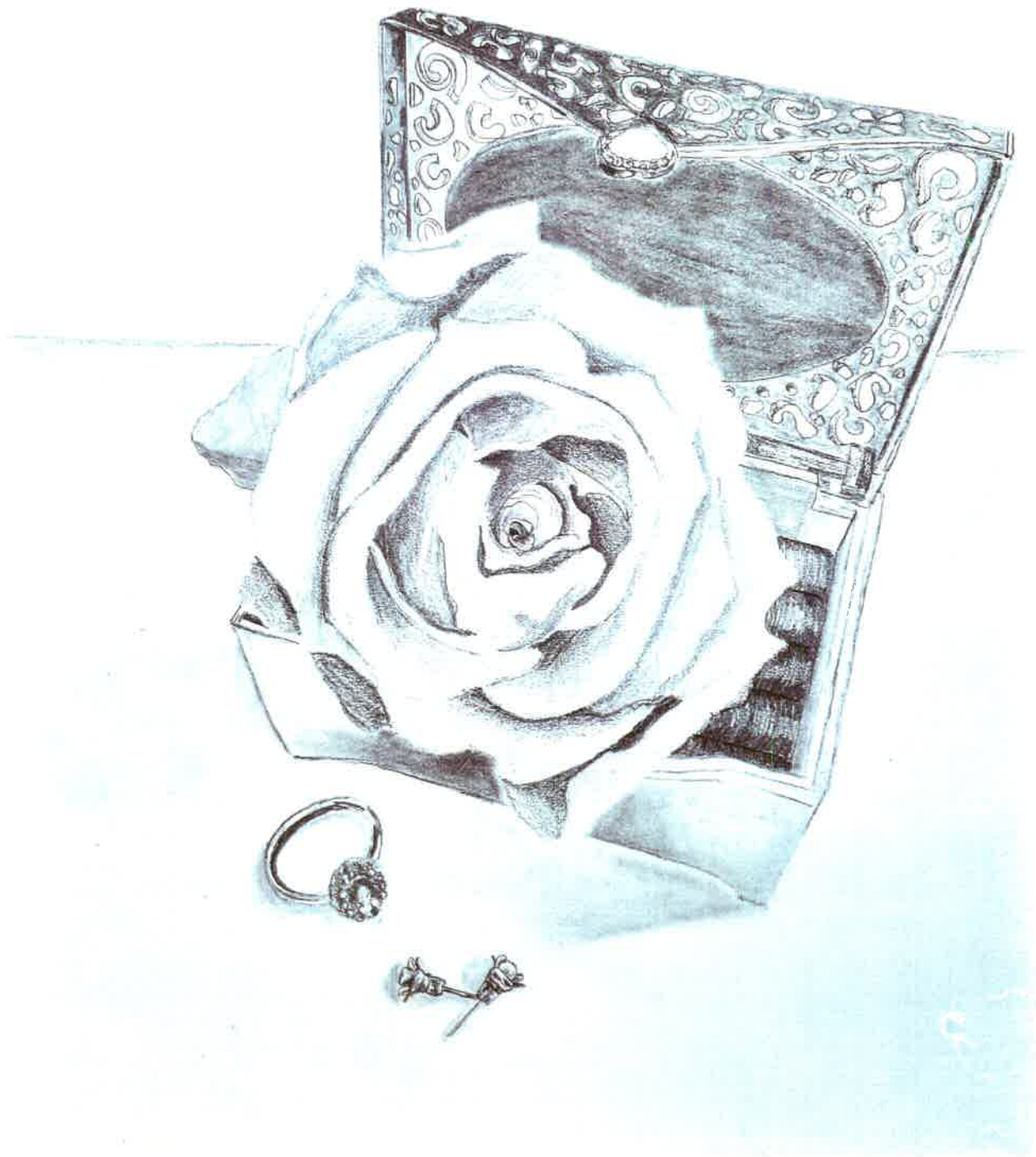
**Capital Improvements:**

MWRA Water Pipeline Replacement	\$4,089.54
High School / Middle School Construction Project	\$251,749.62

**Trust Funds:**

Johnson Library Fund	\$94.48
Kimball Senior Center Trust	\$127.12
McKenzie Library Trust	\$104.20
Wilson Library Fund	\$39.61
Stabilization Fund	\$96,928.15
Stabilization Fund – Capital Projects	\$2,693.28
Stabilization Fund – Medical	\$5,653.85
Cemetery Perpetual Care Fund	\$22,514.51
Other Post Employment Benefits	\$10,431.63
Sick Leave	\$15.52
Sewer Rehabilitation	\$34,346.59
Shapiro Endowment Fund	\$1,963.70
School Gift Account – O'Neill Family Gift	\$8,651.96

Total	\$826,992.31
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Adrianna Trigueros Morales, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade



**Schedule A Part 1**

**General Fund Revenues and Other Financing Sources (Fund 01) - Fiscal Year 2018**

**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	1,965,479
4120	Real Estate Taxes	60,801,309
4150	Excise Taxes	4,464,844
4179	Penalties and Interest	235,629
4180	In Lieu of Taxes	70,349
4191	Other Taxes - Hotel/Motel	608,374
4198	Urban Redevelopment Excises	
4199	Other Taxes	1,025,151
<b>A. TOTAL TAXES (NET OF REFUNDS)</b>		<b>69,171,135</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	546,106
<b>B. TOTAL CHARGES FOR SERVICES/OTHER DEPARTMENTAL REVENUES</b>		<b>546,106</b>
<b>C. Licenses, Permits and Fees</b>		
4322	Fees Retained from Tax Collection	317,027
4400	Licenses and Permits	2,297,278
<b>C. TOTAL LICENSES, PERMITS AND FEES</b>		<b>2,614,305</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	9,761,847
<b>E. TOTAL REVENUES FROM STATE</b>		<b>9,761,847</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	54,550



**Schedule A Part 1**

**General Fund Revenues and Other Financing Sources (Fund 01) - Fiscal Year 2018**

Acct. No.	Item Description	Amount
<b>G. TOTAL SPECIAL ASSESSMENTS</b>		<b>54,550</b>
<b>H. Fines, and Foreitures</b>		
4770	Fines and Forfeitures	123,443
<b>H. TOTAL FINES AND FORFEITURES</b>		<b>123,443</b>
<b>I. Miscellaneous Revenues</b>		
4800	Miscellaneous Revenues	449,129
4820	Earnings on Investments	633,333
<b>I. TOTAL MISCELLANEOUS REVENUES</b>		<b>1,082,462</b>
<b>TOTAL GENERAL FUND REVENUES</b>		<b>83,353,848</b>
<b>J. Other Financing Sources</b>		
4990	Other Financing Sources	4,847
<b>J. TOTAL OTHER FINANCING SOURCES</b>		<b>4,847</b>
<b>TOTAL GENERAL FUND REVENUES AND OTHER FINANCIAL SOURCES</b>		<b>83,358,695</b>
<b>K. Interfund Operating Transfers</b>		
4972	Transfers from Special Revenue Funds	
4973	Transfers from Capital Projects Funds	
4975	Transfers from Enterprise Funds	1,014,907
4976	Transfers from Trust Funds	
4977	Transfers from Agency Funds	
<b>K. TOTAL INTERFUND OPERATING TRANSFERS</b>		<b>1,014,907</b>
<b>TOTAL GENERAL FUND REVENUES, OTHER FINANCING SOURCES, AND INTERFUND OPERATING TRANSFERS</b>		<b>84,373,602</b>

Schedule A Part 2  
Fiscal Year 2018

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		460,124	274,833		262,962	58,749	485,363	201,882	115,350	199,866	50,099	46,912	
5700	Expenditures		286,221	149,921		74,695	196,201	733,224	144,147	339,779	25,252	12,948	1,978	
5800A	Construction													
5800B	Capital Outlay													
TOTAL			746,345	424,754		337,657	254,950	1,228,607	346,029	455,129	225,118	63,047	48,890	

Schedule A Part 2 - Public Safety (200)

Acct. No.	Object of Expenditure	Police	Fire	Emerg. Med. Services	Inspection	Other
5100	Salary and Wages	6,348,929	4,931,311		219,854	734,574
5700	Expenditures	339,955	253,688		4,773	17,629
5800A	Construction					
5800B	Capital Outlay					
TOTAL		6,688,884	4,984,999		223,627	752,203

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	23,270,920				
5700	Expenditures	4,863,003	3,156,720	444,987		
5800A	Construction					
5800B	Capital Outlay	242,554				
TOTAL		28,376,477	3,156,720	444,987		

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	134,475	259,546	90,480					730,797
5700	Expenditures	853,843	442,064	1,441,500				676,726	176,443
5800A	Construction		26,000						
5800B	Capital Outlay								
TOTAL		988,318	727,610	1,531,980				676,726	907,240

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	167,864			21,403	
5700	Expenditures	11,321		225,292	301,836	
5800A	Construction					
5800B	Capital Outlay					
TOTAL		179,185		225,292	323,239	

Schedule A Part 2  
Fiscal Year 2018

Schedule A Part 2 - Culture and Recreation (600)

Acct. No.	Object of Expenditure	Library	Recreation	Parks	Historical Commission	Celebrations	Other
5100	Salary and Wages	484,261	119,595	100,820			
5700	Expenditures	140,800	15,600	136,170			9,479
5800A	Construction						
5800B	Capital Outlay						
	TOTAL	625,061	135,195	236,990			9,479

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
5900	Debt Service	1,682,116	805,186	39,549	
	TOTAL	1,682,116	805,186	39,549	

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	298,730	138,516	13,266,242	889,484		787,207	3,210,876	6,484,329	58,047
	TOTAL	298,730	138,516	13,266,242	889,484		787,207	3,210,876	6,484,329	58,047

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

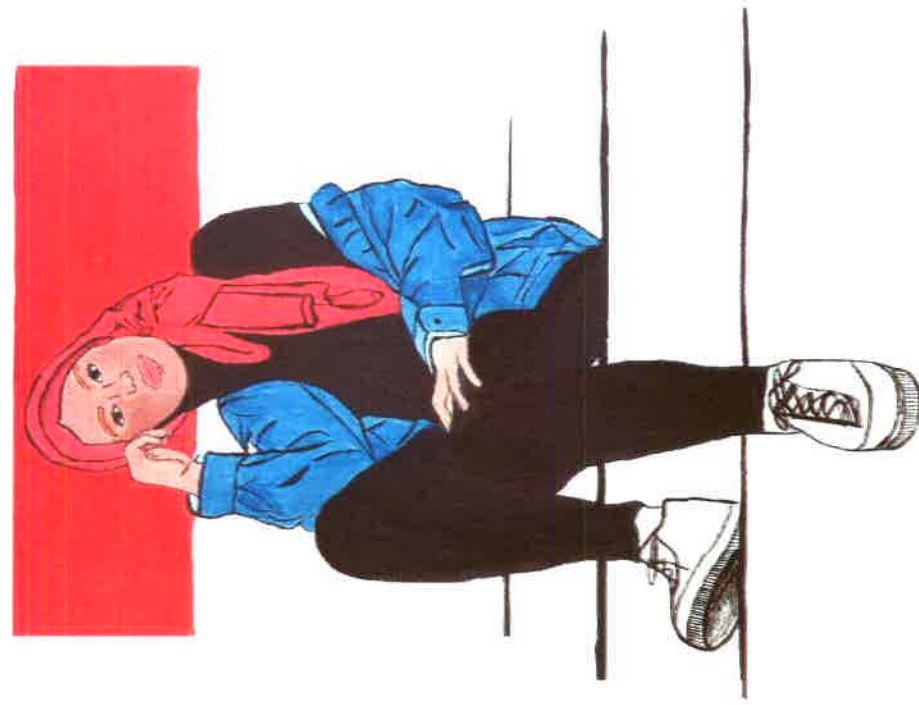
Acct. No.	Object of Expenditure	Amount
5960	Transfers to Other Funds	2,505,000
5990	Other Financing Uses	
	TOTAL	2,505,000

Schedule A Part 2 - Total All General Fund Expenditures

Acct. No.	Object of Expenditure	Total
Expenditures		
5100	Salary and Wages	39,705,281
5700	Expenditures	15,250,903
5800A	Construction	26,000
5800B	Capital Outlay	242,554
5900	Debt Service	2,526,851
0001	Unclassified	25,133,431
	TOTAL GENERAL FUND EXPENDITURES	82,885,020
Other Financing Uses		
5960	Transfers to Other Funds	2,505,000
5990	Other Financing Uses	
	TOTAL TRANSFERS AND OTHER FINANCING USES	2,505,000
	TOTAL GENERAL FUND	85,390,020

Schedule A Part 2  
Fiscal Year 2018

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



Ana Paula, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade



Ana Paula, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade

Schedule A Part 3  
Fiscal Year 2018

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
<b>Revenues</b>											
4100	Taxes and Excises										
4200	Charges for Services										
4500	Federal Revenue		30,000		2,880,574						2,910,574
4600	State Revenue		11,250		2,429						13,679
4800	Miscellaneous Revenues										
4820	Earnings on Investments		73								73
	<b>TOTAL REVENUES</b>		<b>41,323</b>		<b>2,883,003</b>						<b>2,924,326</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>41,323</b>		<b>2,883,003</b>						<b>2,924,326</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>											
<b>Expenditures</b>											
5000	Salary and Wages				1,073,756						1,073,756
5070	Expenditures				1,744,222						1,787,866
5000A	Construction		43,644								
5000B	Capital Outlay				13,461						13,461
5000	Debt Service										
	<b>TOTAL EXPENDITURES</b>		<b>43,644</b>		<b>2,831,439</b>						<b>2,875,083</b>
<b>Other Financing Uses</b>											
5960	Transfers to Other Funds										
5990	Other Financing Uses										
	<b>TOTAL OTHER FINANCING USES</b>		<b>43,644</b>		<b>2,831,439</b>						<b>2,875,083</b>
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>											
	<b>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</b>		<b>-2,321</b>		<b>51,564</b>						<b>49,243</b>
0002	Fund Balance Beginning of Year		-9,044		1,020,934			1			1,011,891
0003	Adjustments										
0004	Fund Balance End of Year		-11,365		1,072,498			1			1,061,134



Schedule A Part 3  
Fiscal Year 2018

Schedule A Part 3 - State Grants (SG01)

Acct. No.	Item Description	General Government	Public Safety	Public Works	Education	Mass. Energ. Mngmt. Agency	Culture and Recr.	Council on Aging	Library	Other	Total
<b>Revenues</b>											
4100	Taxes and Excises										19,650
4200	Charges for Services		19,650								19,650
4500	Federal Revenue	20,059	179,937				62,401		30,578	624,077	917,052
4600	State Revenue									3,416	3,416
4800	Miscellaneous Revenues										
4820	Earnings on Investments		59				28		339		426
	<b>TOTAL REVENUES</b>	<b>20,059</b>	<b>199,646</b>				<b>62,429</b>		<b>30,917</b>	<b>627,493</b>	<b>940,544</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>20,059</b>	<b>199,646</b>				<b>62,429</b>		<b>30,917</b>	<b>627,493</b>	<b>940,544</b>
<b>Expenditures</b>											
5000	Salary and Wages		68,315				46,506		374		115,195
5100	Expenditures		52,706		2,950		14,568		13,742	576,960	682,670
5100A	Construction	21,744									
5100B	Capital Outlay										
5100C	Debt Service										
	<b>TOTAL EXPENDITURES</b>	<b>21,744</b>	<b>121,021</b>		<b>2,950</b>		<b>61,074</b>		<b>14,116</b>	<b>576,960</b>	<b>797,865</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>21,744</b>	<b>121,021</b>		<b>2,950</b>		<b>61,074</b>		<b>14,116</b>	<b>576,960</b>	<b>797,865</b>
	<b>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</b>	<b>-1,685</b>	<b>78,625</b>		<b>-2,950</b>		<b>1,355</b>		<b>16,801</b>	<b>50,533</b>	<b>142,679</b>
0002	Fund Balance Beginning of Year	23,750	75,911	9,000	7,793		13,521	4,875	149,030	112,548	396,428
0003	Adjustments										
0004	Fund Balance End of Year	22,065	154,536	9,000	4,843		14,876	4,875	165,831	163,081	539,107

Schedule A Part 3  
Fiscal Year 2018

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								25,150		25,150
4500	Federal Revenue										
4600	State Revenue										
4800	Miscellaneous Revenues			7,532							7,532
4820	Earnings on Investments										
	<b>TOTAL REVENUES</b>			<b>7,532</b>					<b>25,150</b>		<b>32,682</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>7,532</b>					<b>25,150</b>		<b>32,682</b>
<b>Expenditures</b>											
5100	Salary and Wages										
5700	Expenditures										
5800A	Construction										
5800B	Capital Outlay										
5900	Debt Service										
	<b>TOTAL EXPENDITURES</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>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</b>			<b>7,532</b>					<b>25,150</b>		<b>32,682</b>
0002	Fund Balance Beginning of Year		6,237	142,367			759		125,735		275,098
0003	Adjustments										
0004	Fund Balance End of Year		6,237	149,899			759		150,885		307,780

Schedule A Part 3  
Fiscal Year 2018

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	13,322		128,231	2,248		143,801
4500	Federal Revenue			14,749			14,749
4600	State Revenue						
4800	Miscellaneous Revenues	1,231,444	184,420	19,480	64,194	112,857	1,612,395
4820	Earnings on Investments	495				25	520
<b>TOTAL REVENUES</b>		<b>1,245,261</b>	<b>184,420</b>	<b>162,460</b>	<b>66,442</b>	<b>112,882</b>	<b>1,771,465</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>1,245,261</b>	<b>184,420</b>	<b>162,460</b>	<b>66,442</b>	<b>112,882</b>	<b>1,771,465</b>
<b>Expenditures</b>							
5100	Salary and Wages	843,963	14,990	52,987	38,457		950,397
5700	Expenditures	266,858	148,546	81,417	23,185	79,564	599,570
5800A	Construction						
5800B	Capital Outlay	5,133	47,855				52,988
5900	Debt Service						
<b>TOTAL EXPENDITURES</b>		<b>1,115,954</b>	<b>211,391</b>	<b>134,404</b>	<b>61,642</b>	<b>79,564</b>	<b>1,602,955</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>1,115,954</b>	<b>211,391</b>	<b>134,404</b>	<b>61,642</b>	<b>79,564</b>	<b>1,602,955</b>
<b>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</b>		<b>129,307</b>	<b>-26,971</b>	<b>28,056</b>	<b>4,800</b>	<b>33,318</b>	<b>168,510</b>
0002	Fund Balance Beginning of Year	857,740	81,840	173,317	105,099	50,531	1,268,527
0003	Adjustments						
0004	Fund Balance End of Year	987,047	54,869	201,373	109,899	83,849	1,437,037

Schedule A Part 3  
Fiscal Year 2018

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											51,156	51,156
4200	Charges for Services												
4500	Federal Revenue												
4600	State Revenue				456,945							14,772	471,717
4800	Miscellaneous Revenues				262,451						63,909	666,447	992,807
4820	Earnings on Investments										310	17,210	17,520
	<b>TOTAL REVENUES</b>				<b>719,396</b>						<b>64,219</b>	<b>749,585</b>	<b>1,533,200</b>
<b>Other Financing Sources</b>													
4810	Bond Proceeds												
4870	Transfers From Other Funds												
4890	Other Financing Sources												
	<b>TOTAL OTHER FINANCING SOURCES</b>												
	<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>				<b>719,396</b>						<b>64,219</b>	<b>749,585</b>	<b>1,533,200</b>
<b>Expenditures</b>													
5100	Salary and Wages												
5700	Expenditures												
5800A	Construction				602,744						3,783	289,512	293,295
5800B	Capital Outlay										42,093	346,013	990,850
5900B	Debt Service										7,602		7,602
	<b>TOTAL EXPENDITURES</b>				<b>602,744</b>						<b>53,478</b>	<b>635,525</b>	<b>1,291,747</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>602,744</b>						<b>53,478</b>	<b>635,525</b>	<b>1,291,747</b>
	<b>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</b>				<b>116,652</b>						<b>10,741</b>	<b>114,060</b>	<b>241,453</b>
0002	Fund Balance Beginning of Year				77,518	89		102,020			218,698	2,623,367	3,021,692
0003	Adjustments												
0004	Fund Balance End of Year				194,170	89		102,020			229,439	2,737,427	3,263,145

**Schedule A Part 3**  
**Fiscal Year 2018**

**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	220,107
4500	Federal Revenue	2,944,973
4600	State Revenue	1,402,448
4800	Miscellaneous Revenues	2,616,150
4820	Earnings on Investments	18,539
	<b>TOTAL REVENUES</b>	<b>7,202,217</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>7,202,217</b>
<b>Expenditures</b>		
5100	Salary and Wages	2,432,643
5700	Expenditures	4,060,956
5800A	Construction	
5800B	Capital Outlay	74,051
5900	Debt Service	
	<b>TOTAL EXPENDITURES</b>	<b>6,567,650</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>6,567,650</b>
	<b>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</b>	<b>634,567</b>
0002	<b>Fund Balance Beginning of Year</b>	<b>5,973,636</b>
0003	Adjustments	
0004	<b>Fund Balance End of Year</b>	<b>6,608,203</b>

## Schedule A Part 4

## Capital Project Funds - Fiscal Year 2018

## Schedule A Part 4 - Capital Project Funds

Acct. No.	Item Description	Water	Sewer	Schools	Municipal Buildings	Landfill	Highways (Chapter 90)	Other	Total
<b>Revenues</b>									
4100	Taxes and Excises								271,300
4200	Charges for Services		271,300						
4500	Federal Revenue								
4600	State Revenue			3,758,622			426,581		
4800	Miscellaneous Revenues		20,134					5,695	
4820	Earnings on Investments	4,089							4,089
	<b>TOTAL REVENUES</b>	<b>4,089</b>	<b>291,434</b>	<b>3,758,622</b>			<b>426,581</b>	<b>5,695</b>	<b>4,486,421</b>
<b>Other Financing Sources</b>									
4910	Bond Proceeds								
4970	Transfers From Other Funds	982,210	5,153,726	66,386,165	200,000			4,182,000	76,904,101
4990	Other Financing Sources		150,000					243,000	393,000
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>982,210</b>	<b>5,303,726</b>	<b>66,386,165</b>	<b>200,000</b>			<b>4,425,000</b>	<b>77,297,101</b>
	<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>986,299</b>	<b>5,595,160</b>	<b>70,144,787</b>	<b>200,000</b>		<b>426,581</b>	<b>4,430,695</b>	<b>81,783,622</b>
<b>Expenditures</b>									
5100	Salary and Wages								
5700	Expenditures								
5800A	Construction	290,067	3,269,908	8,233,320	41,221		428,866	2,884,267	15,147,649
5800B	Capital Outlay							465,582	465,582
5900	Debt Service								
	<b>TOTAL EXPENDITURES</b>	<b>290,067</b>	<b>3,269,908</b>	<b>8,233,320</b>	<b>41,221</b>		<b>428,866</b>	<b>3,349,849</b>	<b>15,613,231</b>
<b>Other Financing Uses</b>									
5960	Transfers to Other Funds								
5990	Other Financing Uses							38,000	38,000
	<b>TOTAL OTHER FINANCING USES</b>							<b>38,000</b>	<b>38,000</b>
	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>290,067</b>	<b>3,269,908</b>	<b>8,233,320</b>	<b>41,221</b>		<b>428,866</b>	<b>3,387,849</b>	<b>15,651,231</b>
	<b>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</b>	<b>696,232</b>	<b>2,325,252</b>	<b>61,911,467</b>	<b>158,779</b>		<b>-2,285</b>	<b>1,042,846</b>	<b>66,132,291</b>
0002	Fund Balance Beginning of Year	527,800	2,157,434	-770,149	52,000		-11,164	1,415,044	3,370,965
0003	Adjustments								
0004	Fund Balance End of Year	1,224,032	4,482,686	61,141,318	210,779		-13,449	2,457,890	69,503,256



Schedule A Part 5  
Enterprise Funds - Fiscal Year 2018

## Schedule A Part 5 - Enterprise Funds

Acct. No.	Item Description	Water	Sewer	Electric	Landfills	Hospital	Health Care	Airport	Harbor	Golf Courses	Public Recreation	Other	Total
<b>Revenues</b>													
4100	Taxes and Excises												
4200	Charges for Services												
4500	Federal Revenue												
4600	State Revenue												
4800	Miscellaneous Revenues												
4820	Earnings on Investments												
	<b>TOTAL REVENUES</b>	<b>6,339,518</b>	<b>3,803,403</b>										<b>10,142,921</b>
<b>Other Financing Sources</b>													
4810	Bond Proceeds												
4870	Transfers From Other Funds	823	2,954										3,777
4990	Other Financing Sources												
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>823</b>	<b>2,954</b>										<b>3,777</b>
	<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>6,340,341</b>	<b>3,806,357</b>										<b>10,146,698</b>
<b>Expenditures</b>													
5100	Salary and Wages	329,679	333,529										663,208
5700	Expenditures												
5800A	Construction	4,503,348	2,168,398										6,671,744
5800B	Capital Outlay	56,398											56,398
5900	Debt Service	976,289	1,687,159										2,663,448
	<b>TOTAL EXPENDITURES</b>	<b>5,865,714</b>	<b>4,189,084</b>										<b>10,054,798</b>
<b>Other Financing Uses</b>													
5960	Transfers to Other Funds	536,509	571,398										1,107,907
5990	Other Financing Uses												
	<b>TOTAL OTHER FINANCING USES</b>	<b>536,509</b>	<b>571,398</b>										<b>1,107,907</b>
	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>6,402,223</b>	<b>4,760,482</b>										<b>11,162,705</b>
	<b>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)</b>	<b>-61,882</b>	<b>-954,125</b>										<b>-1,016,007</b>
0002	Fund Balance Beginning of Year	1,779,506	2,080,506										3,860,012
0003	Adjustments												
0004	Fund Balance End of Year	1,717,624	1,126,381										2,844,005

Schedule A Part 6  
Trust Funds (Non expendable/expendable trusts) - Fiscal Year 2018

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

Acct. No.	Item Description	Non-Expendable	Workers Compensation	Pension Reserve	Stabilization	Sol. Purpose Stabilization	Hth Claim C/T Share	Hth Claim Employee	Conservation	OPEB	Other	Total
<b>Revenues</b>												
4100	Taxes and Excises											
4200	Charges for Services											
4500	Federal Revenue											
4600	State Revenue											
4800	Miscellaneous Revenues	25,150			99,749		5,654		32	13,669	5,284	30,444
4820	Earnings on Investments										35,345	154,449
	<b>TOTAL REVENUES</b>	<b>25,150</b>			<b>99,749</b>		<b>5,654</b>		<b>32</b>	<b>13,669</b>	<b>40,639</b>	<b>184,893</b>
<b>Other Financing Sources</b>												
4970	Transfers From Other Funds				2,000,000					243,000		2,243,000
4980	Other Financing Sources											
	<b>TOTAL OTHER FINANCING SOURCES</b>				<b>2,000,000</b>					<b>243,000</b>		<b>2,243,000</b>
	<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>25,150</b>			<b>2,099,749</b>		<b>5,654</b>		<b>32</b>	<b>256,669</b>	<b>40,639</b>	<b>2,427,893</b>
<b>Expenditures</b>												
5100	Salary and Wages											
5700	Expenditures											
5800A	Construction										17,830	17,830
5900B	Capital Outlay											
5900	Debt Service											
	<b>TOTAL EXPENDITURES</b>										<b>17,830</b>	<b>17,830</b>
<b>Other Financing Uses</b>												
5950	Transfers to Other Funds											
5990	Other Financing Uses											
	<b>TOTAL OTHER FINANCING USES</b>											
	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>											
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	<b>25,150</b>			<b>2,099,749</b>		<b>5,654</b>		<b>32</b>	<b>256,669</b>	<b>22,809</b>	<b>2,410,063</b>
0002	Fund Balance Beginning of Year	1,215,582			5,764,005				67,312	391,197	1,053,791	8,491,987
0003	Adjustments											
0004	Fund Balance End of Year	1,240,832			7,863,754		5,654		67,344	647,866	1,076,600	10,902,050

**Schedule A Part 7**  
**Agency Funds - Fiscal Year 2018**

**Schedule A Part 7 - Agency Funds**

Acct. No.	Item Description	Balance July 1,2017	Additions	Deductions	Balance June 30,2018
<b>Assets</b>					
0005	Cash	84,019	1,184,458	1,304,184	-35,707
0006	Accounts Receivable				
<b>TOTAL ASSETS</b>		<b>84,019</b>	<b>1,184,458</b>	<b>1,304,184</b>	<b>-35,707</b>
<b>Liabilities</b>					
0007	Police Outside Detail	-86,451	1,090,626	1,231,278	-227,103
0008	Fire Off Duty Detail				
0009	Tax Due State				
0010	Meals Tax Due State				
0011	Licenses Due State	-6,437	23,290	15,575	1,278
0012	Due County/Retirement Systems				
0013	Guarantee Bid Deposits	173,738	70,542	57,331	186,949
0014	Unclaimed Items				
0015	Other Liabilities	3,169			3,169
<b>TOTAL LIABILITIES</b>		<b>84,019</b>	<b>1,184,458</b>	<b>1,304,184</b>	<b>-35,707</b>



# SAUGUS PUBLIC SCHOOLS ANNUAL REPORT



# **Saugus Public Schools**

## **Annual Report**

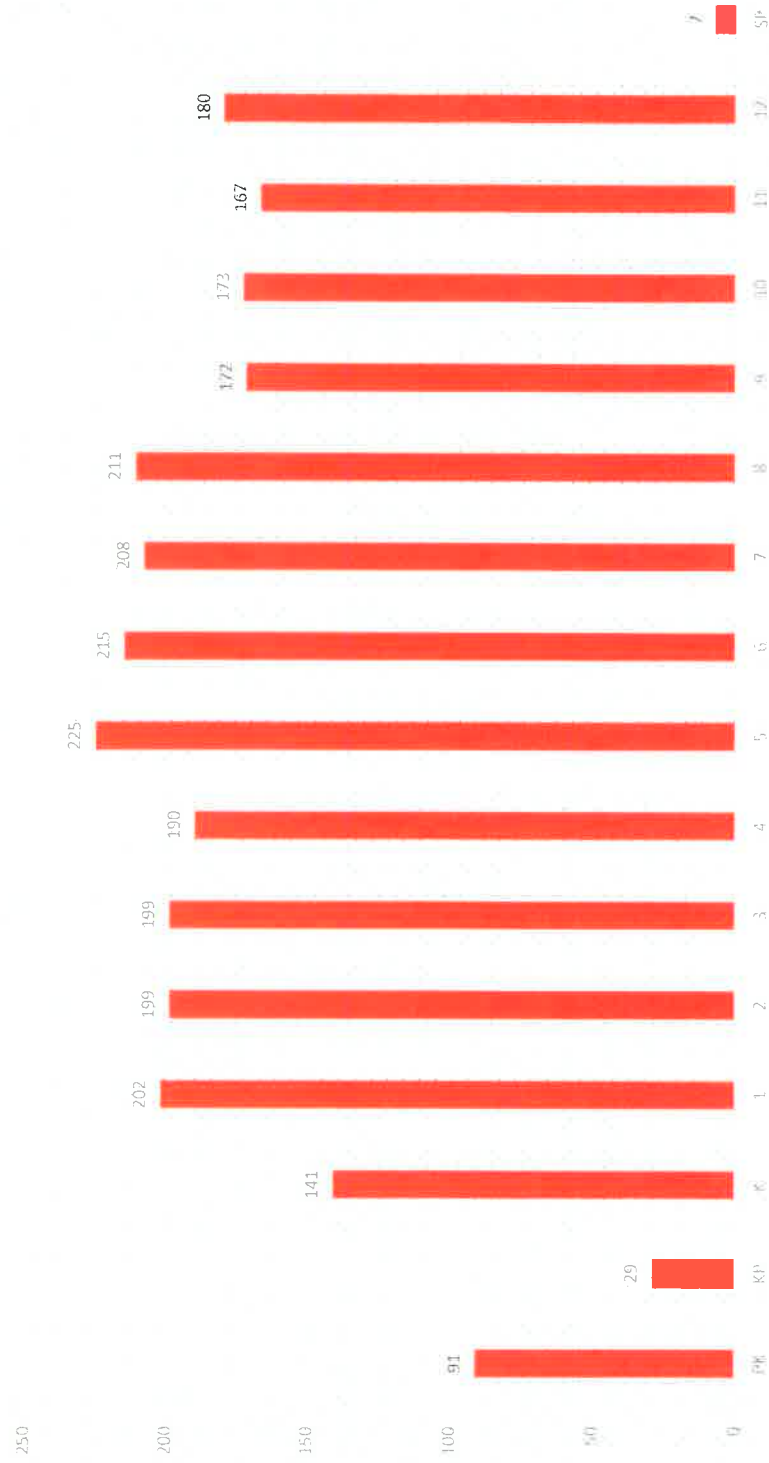
**2017-2018**

Enclosed you will find district and school information. All schools have reported for the 2017-2018 school year except for the Oaklandvale School ( new principal this year) and the Douglas Waybright School (new principal this year), their data is for the 2018-2019 school year.

1. District Enrollment
2. District Special Populations
3. District Race Breakdown
4. Lynnhurst Elementary
5. Oaklandvale Elementary (Current Year Data)
6. Veterans Memorial Elementary
7. Douglas Waybright Elementary (Current Year Data)
8. Saugus Belmonte Middle School
9. Saugus High School

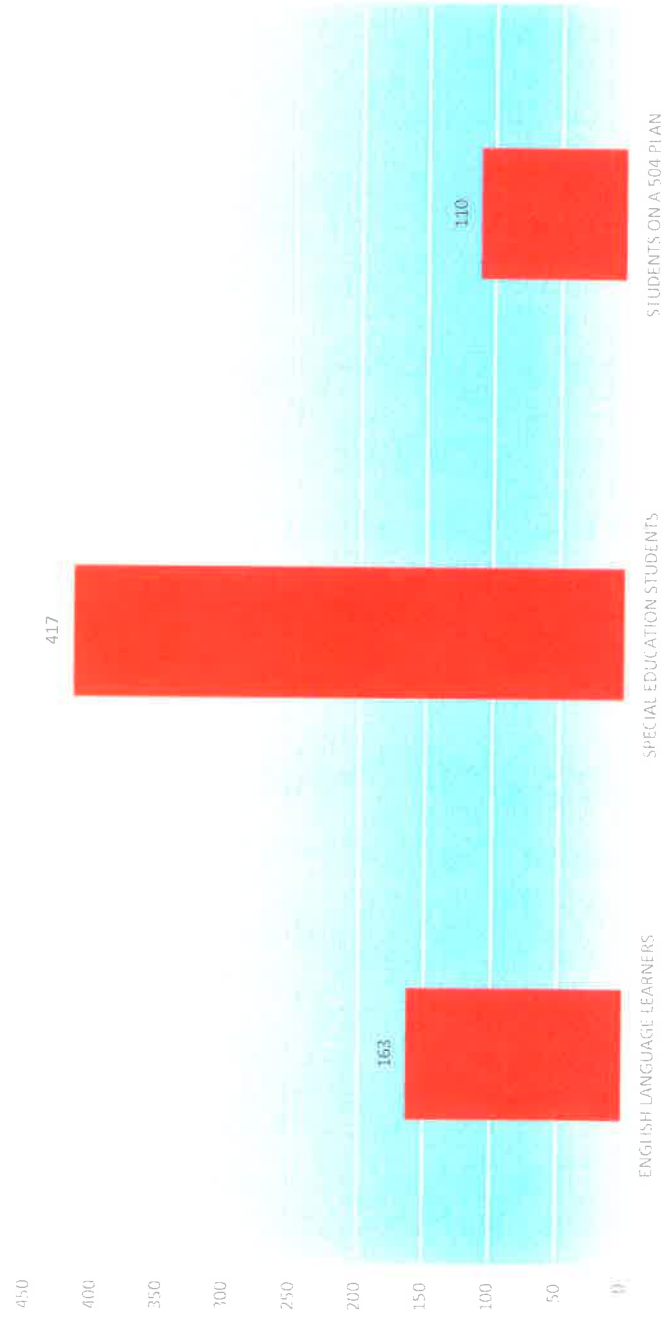
# DISTRICT ENROLLMENT: 2609 STUDENT

DISTRICT ENROLLMENT AS OF OCTOBER 1, 2018

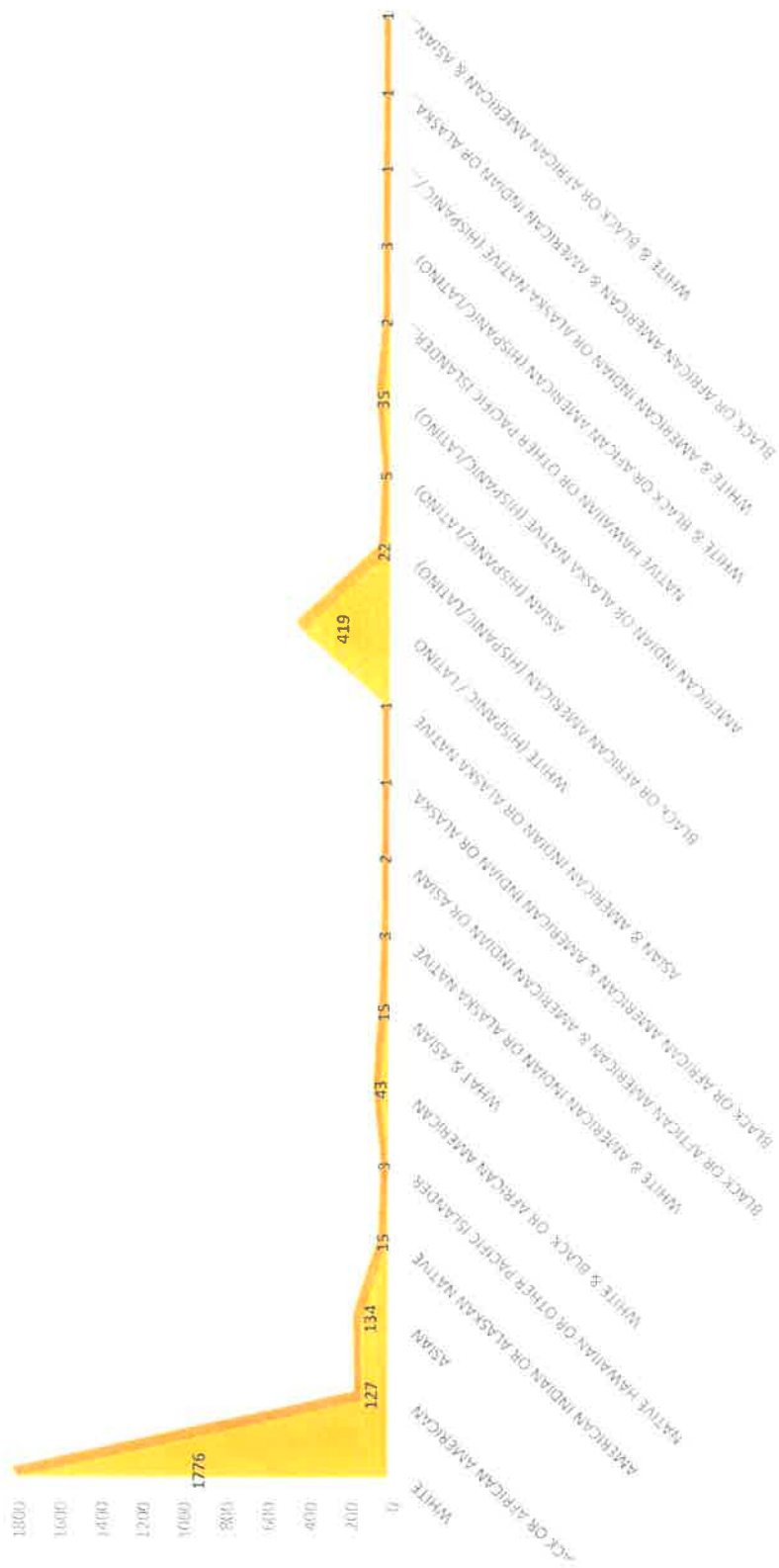


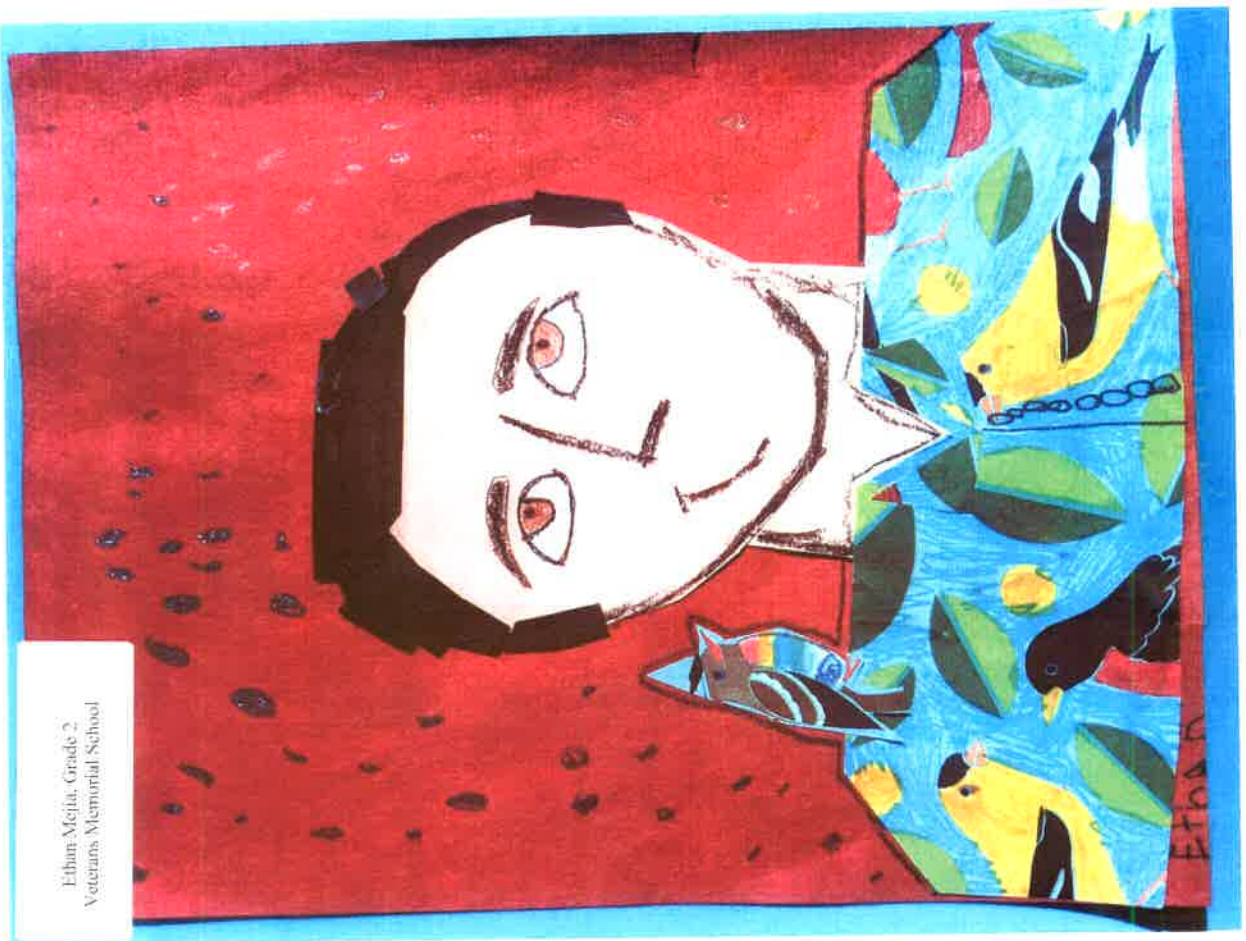


# DISTRICT SPECIAL POPULATIONS



# DISTRICT RACE BREAKDOWN





Ethan Mejia, Grade 2  
Veterans Memorial School

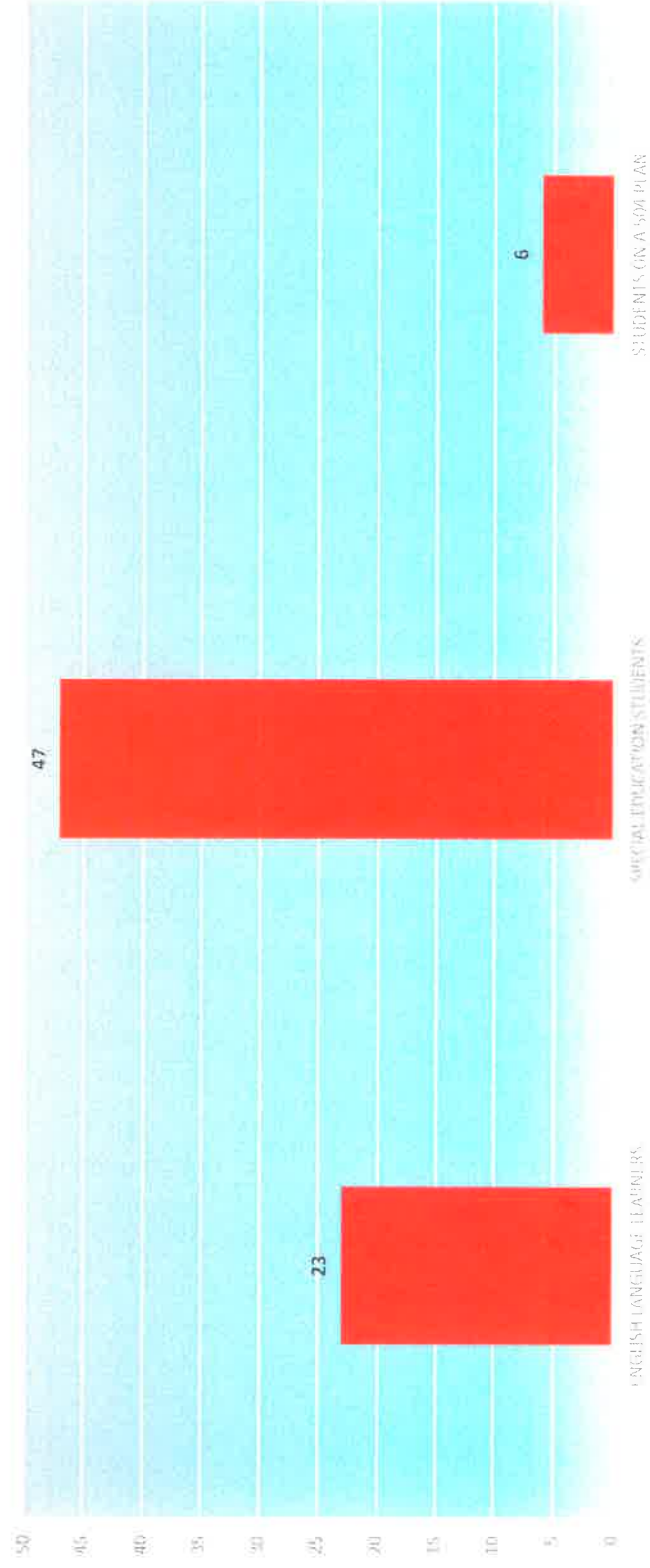


Caillin Donovan, Grade 2  
Veterans Memorial School

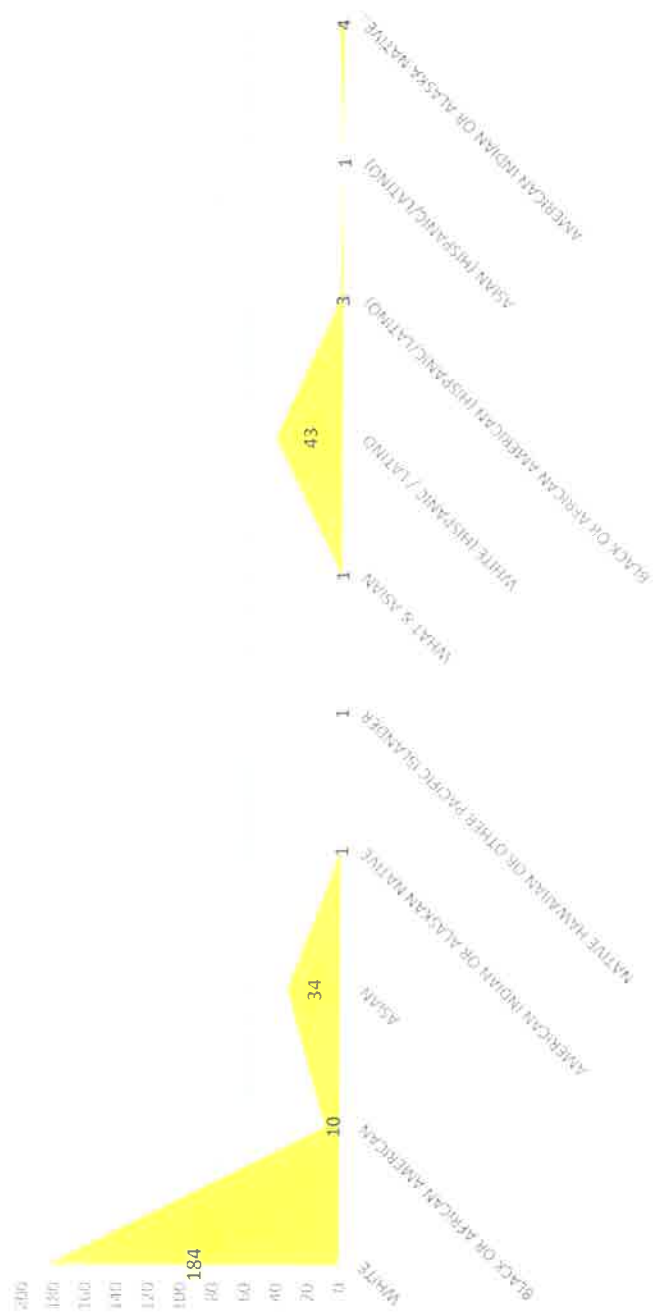
# LYNNHURST ELEMENTARY SCHOOL ENROLLMENT: 282 STUDENTS



# LYNNHURST ELEMENTARY SPECIAL POPULATIONS



# LYNNHURST SCHOOL RACE BREAKDOWN







# Lynnhurst Elementary School

## Annual Report 2017/18

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

**Principal**

**Michael Mondello**

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

**Clerk**

**Diane Corton**

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This year the Lynnhurst School received an assigned accountability level of Meeting on the Next Generation MCAS 2.0 and was classified as a school without need of assistance or intervention. The Lynnhurst School was classified as Meeting based on our ability to meet our set accountability targets. The criterion-referenced target percentage combines information about achievement, growth, high school completion, English learner progress, advanced coursework completion, and chronic absenteeism into a single number between 0 and 100. For a group to be considered to be meeting targets it must have a criterion-referenced target percentage of 75% or higher. Based on targets set by DESE, the Lynnhurst School's progress towards improvement targets was 81%. In addition to our overall classification of Meeting, the Lynnhurst School had an overall accountability percentile of 73%. An accountability percentile between 1 and 99 is reported for most schools. This number is an indication of the school's overall performance relative to other schools that serve similar grades, and is calculated using data for all accountability indicators. An accountability percentile of 73% means the Lynnhurst School performed in the top 27% of elementary schools.

In grade three ELA, the Lynnhurst School's percentage of students who scored in the Exceeding or Meeting category was 61%, 9 percentage points higher than the state average. The percentage of students who scored in the Partially Meeting and Not Meeting category was 39%, 9 percentage points lower than the state average. The grade three average ELA scaled score was 501.4 which was 3.9% below our scaled score from last year. The grade three overall achievement percentile was 43% 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 category was 51%, 1 percentage point higher than the state average. The percentage of students who scored in the Partially Meeting and Not Meeting category was 48%, 2 percentage points lower than the state average. Grade three average Math scaled score was 501 which was 5.4% below last year 0.8% below the state. The the overall achievement percentile for Math was 50% in comparison to all public schools across the state.

In grade four ELA, the Lynnhurst School's percentage of students who scored in the Exceeding or Meeting category was 68%, 15 percentage points higher than the state average and an increase of 17% from last year. The percentage of students who scored in the Partially Meeting and Not Meeting category was 32%, 15 percentage points lower than the state average and 17 percentage points lower than last year. Grade four average ELA scaled score was 502.6 which was 0.8% above the state average and the grade four overall achievement percentile was 49% in comparison to all public schools across the state. In Math, the Lynnhurst School's percentage of students who scored in the Exceeding or Meeting category



was 63%, 15 percentage points higher than the state average and increase of 4% over last year. The percentage of students who scored in the Partially Meeting and Not Meeting category was 38%, 14 percentage points lower than the state average and 2 percentage points lower than last year. Grade four average Math scaled score was 503.1 which was 5.2% above the state average and the overall achievement percentile for Math was 66% in comparison to all public schools across the state. In the area of Student Growth Percentiles (SGP), the average SGP for ELA was 43.5% and the average SGP for Math was 53.2%.

In grade five ELA, the Lynnhurst School's percentage of students who scored in the Exceeding or Meeting categories was 71%, 15 percentage points higher than the state average and 13 percentage points higher than last year. The percentage of students who scored in the Partially Meeting and Not Meeting categories was 29%, 17% percentage points lower than the state average, including zero students in the Not Meeting category, which was 8% lower than the state. Grade five average ELA scaled score was 513.3 which was 11.4% above the state average and an increase of 12.6 percentage points over last year. The grade five overall achievement percentile in ELA was 88% in comparison to all public schools across the state and an increase of 32 percentage points over last year. In grade five Math, the Lynnhurst School's percentage of students who scored in the Exceeding or Meeting categories was 65%, 19% percentage points above the state average and an increase of 25 percentage points over last year. The percentage of students who scored in the Partially Meeting and Not Meeting categories was 35%, 19 percentage points lower than the state average and a decrease of 26% from last year. In addition, 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 507.7 which was 10% above the state average and an increase of 11.5% over last year. The overall achievement percentile for Math was 85% in comparison to all public schools across the state and an increase of 47% over last year. In the area of Student Growth Percentiles (SGP), the average SGP for ELA was 68.5% and the average SGP for Math was 62.4%.

In the area of science, the Lynnhurst School's percentage of students who scored in the Advanced or Proficient category was 47%, which was equal to the state average. The percentage of students who scored in the Needs Improvement and Warning category was 53%, 1% percentage points lower than the state average, and a 3% decrease from last year. Students in the warning category was 7% lower than the state. Grade five CPI for science was 80.6% compared to the state's CPI of 76.1% which is 4.1 percentage points higher and a 5.6 percent increase from last year.

As it pertains to Student Participation, the Lynnhurst was at 100% in ELA and Science and 99% in Math.

Overall, our school was classified in the Meeting category due to our ability to meet our 2018 Achievement targets in the areas of: ELA, Math, Science, Growth and Chronic Absenteeism. The Lynnhurst School was able to Exceed our 2018 Achievement targets for ELA in all subgroups. In the area of math, we Met or Improved Below our 2018 Achievement targets and in Science we met and exceeded our targets. In the area of growth for both ELA and Math, we also met and exceeded all of our 2018 Achievement targets. In the new category of Chronic Absenteeism, we met our targets for our all students population and exceeded our targets for Economically Disadvantaged and White subgroups. Our absenteeism rate for our students with disabilities, High Needs and Lowest performing subgroups declined and is an area of concern.

As a school, we were able to outperform the state in the number of students scoring in the Exceeding and Meeting categories, in all grades. Growth percentages on average, in both ELA and Math, were above 57% which indicates instructional improvements and student's response to instruction. Our Not Meeting

category continues to trend below the state and we saw zero students fail in fifth grade ELA and fifth grade math. This year we did see decreases in our grade three scores in both math and ELA. Although still above the state, we will need to focus on increasing the percentages of students in the Exceeding and Meeting categories and decrease our Not Meeting category in math. Our performance on the Essay and Constructed Response portion of the assessment continued to be a strength in all grades where we outperformed the state except for fourth grade ELA. As it pertains to achievement percentiles, the Lynnhurst School had overall ratings of 69% in ELA and 70% in math and we saw significant increases in our fifth grade data. As a school we will continue to strive for achievement percentiles in the 65-75% range. We will continue to pay specific attention to reducing students scoring in the Partially Meeting and Not Meeting categories. Action steps are being implemented to ensure appropriate growth towards narrowing proficiency gaps are in place.

The Lynnhurst currently houses 284 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
ILT: Instructional Leadership Team	Meets Bi-Monthly to address school wide needs
DIBELS: Dynamic Indicator of Basic Early Literacy Skills	Standardized reading assessment used to determine risk levels for all students
Partnership with the H.I.L.L. (Hansen Initiative for Language & Learning)	On going partnership to address core instruction and intervention
Keys to Literacy Partnership: KTL	Coordinated monthly professional development, with a Keys To Literacy coach, in vertical grade level teams and at monthly staff meetings
District Determined Measures: DDMs	District Determined Measures to measure student growth
Title 1 Teachers: (Math & ELA):	Allocated for targeted strategic instruction in all grades
Professional Learning Communities: PLC's (All Grades)	Teacher teams meet 30 minutes bi-weekly to address the instructional core at their grade level
Response to Intervention Model: RTi	Mandatory 30-40 Minute daily ELA Intervention Block (All Grades)
Data Inquiry Meetings (ELA & Math):	Coordinated grade level data meetings to analyze data and create strategic instructional groupings and focus
ECRI (Enhanced Core Reading Instruction)	A systematic and explicit phonics routine delivered in all primary classrooms

## 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 six 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 for all grade levels, paraprofessionals, new teachers and Title One staff. Teachers meet weekly and support personnel meets monthly. 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
- A set school wide instructional schedule that articulates set instructional blocks to align support services and create coherence
- We have developed a year long plan to articulate school events, assessments and relevant dates
- Continued partnership with Keys to Literacy. This year we are working with the KTL coaches to create district wide writing coherence. We have continued to meet in grade level teams, across the district, to plan, calibrate and debrief the different writing using a district wide assessment and rubric.
- 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 released their support to supplement the implementation of early literacy skills and data collection.
- ECRI (Enhanced Core Reading Instruction) is a systematic and explicit phonics routine delivered in all primary classrooms (K-2).
- 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.

- Fully operational school wide writing workshop model developed during our staff meetings. We currently have a coherent writing model with a visual to support workshop expectations. We have a set of five school wide writing crafts that align to guide vertical coherence and a set writing calendar for alignment. We used monthly staff meetings to participate in a cycle of learning for each writing craft that included calibrating instruction and looking at student work.
- Daily independent reading block at all grade levels. The independent reading time was created to address 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 for Math and Literacy four times per week
- Multiple principal read alouds (September, December, March, June)
- Targeted Professional Development during early release days and faculty meetings
- Consistent implementation of our MTSS process
- Various P.T.O sponsored enrichment presentations and fundraisers
- Staff and parent participation at SBEC Trivia Night and Taste for Education
- SmartBoard in every classroom
- A 1:1 computer environment in all classrooms grades 1-5
- A 2:1 ratio of iPads in all kindergarten classrooms
- A Twitter feed: @Lynnhurstlions with 308 followers and a school facebook account @MikeMondello
- Weekly parent memo to communicate with parents (email/Facebook/Twitter)
- Monthly principal memo to highlight school happenings
- All of our teachers have been SEI/Retell trained
- Monthly EEL Corner highlighting an ELL strategy for teachers to use in their classroom
- Blackboard Connect is used to email parents regarding any upcoming events or to address school wide issues
- Monthly Birthday Book Club
- Scholastic Book Fair twice annually

- Library for all grade levels twice per month
- Annual school wide Field Day
- Annual fifth grade "Adventure Week"
- Annual partnership with Northeastern Men's Hockey team- School wide read aloud
- Annual Vocabulary Parade to celebrate vocabulary development and National Reading Day
- Bi Annual school wide Dental Screening
- House Saugus High School National Honor Society students for community service hours
- Partnership with local colleges and universities to place student teachers
- Kids Come First After School programming daily
- Grab & Go breakfast program (Pilot)
- *Healthy Saugus* partnership providing families in need with food
- Annual Holiday Angel Program providing families in need
- Annual fifth grade Thanksgiving "corn drive" for local shelters
- Annual kindergarten Sock & Mitten drive for Saugus Fire Department
- Built in "Safety Weeks", four times annually, to practice fire drills and classroom safety drills



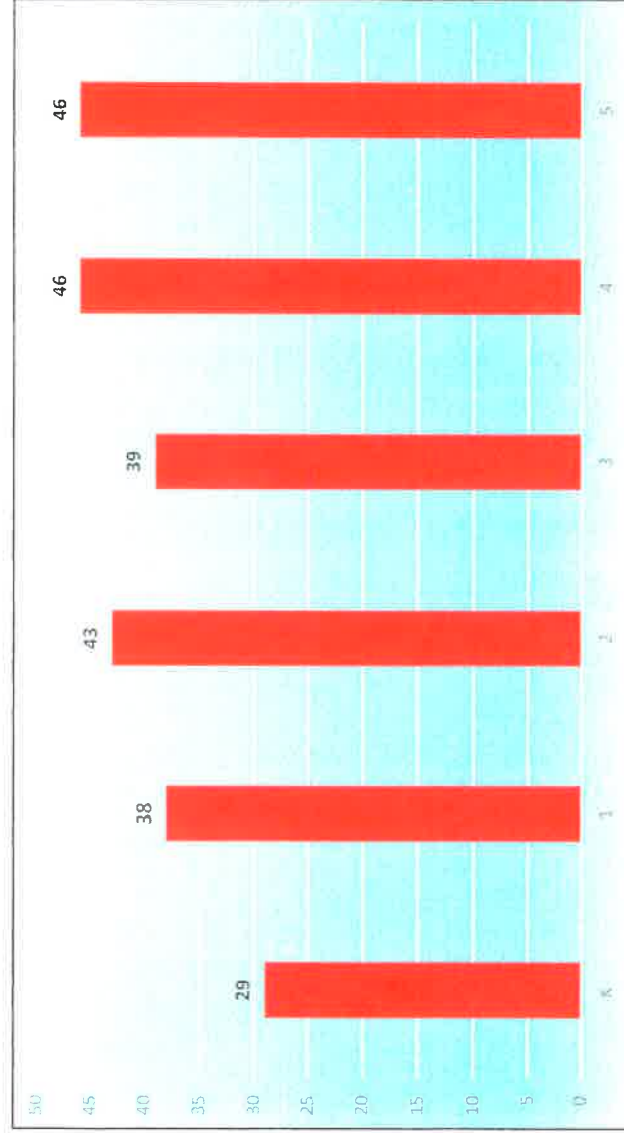


Jeff Augustin Jr., Kindergarten  
Veterans Memorial School



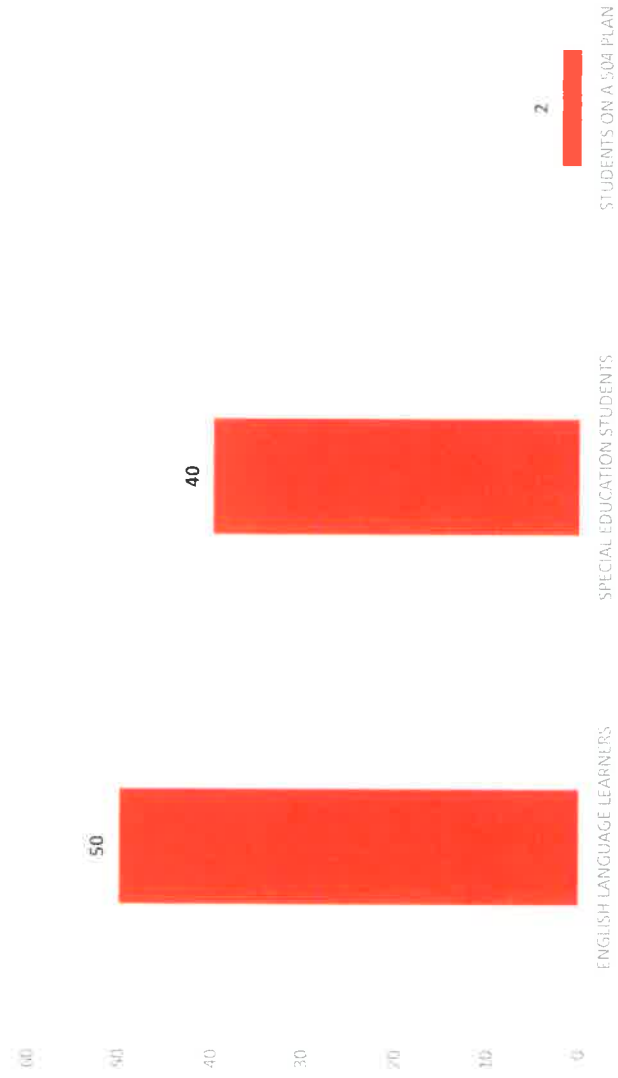
Amanda Rodriguez, Grade 4  
Veterans Memorial School

# Oaklandvale Elementary School Enrollment: 241 Students

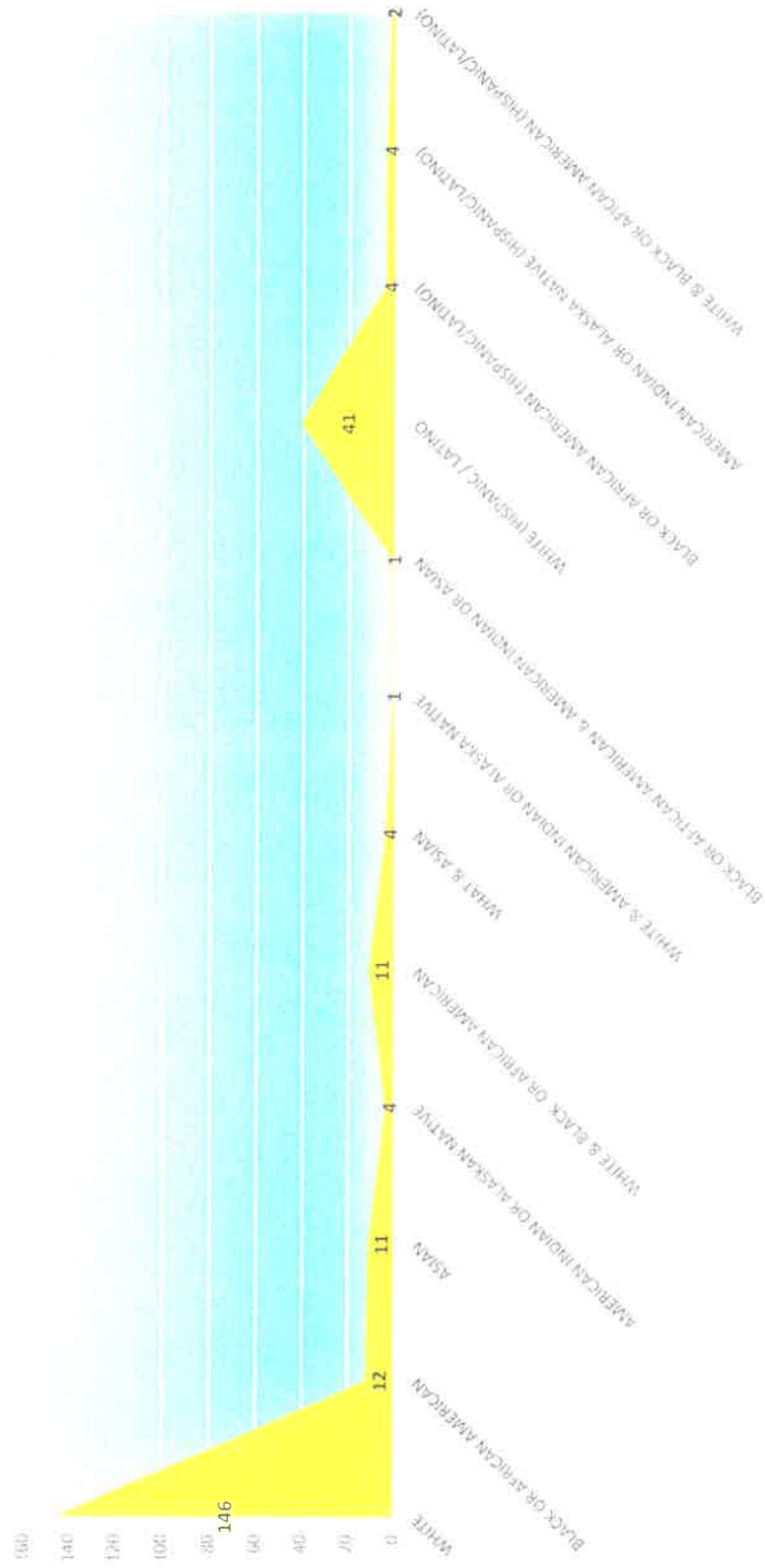




# Oaklandvale Special Populations



# Oaklandvale Race Breakdown



Oaklandvale Elementary School  
2018-2019 Annual Report

**September 2018**

- 7th - Patriot Gear Day
- 12th - Back to School Night. New principal Meet & Greet 5:30-6:00. PTA presentation 6:00-6:15. Wellness and Tutoring presentation 6:15-6:30. Follow your child's schedule 6:30-8:00
- 17th - PTO Box Tops drive
- 12th - Staff Meeting 3:00-4:00
- 25th - Fall Book Fair (All Day)

**October 2018**

- 10th Staff Meeting 3:00-4:00
- 16th - School pictures were taken in the auditorium
- 17th - Community Day Assembly. This month the focus was on Kindness 9:00 in the auditorium

**November 2018**

- 9th - Community Day This month the theme was Veterans Day. Gulf War veteran guest speaker. Brought medals and pictures for the kids to view. 9:00 in the auditorium
- 14th - Staff meeting held to discuss the principal's goals and projections
- 15th - A member of AXA Financial met with the Oaklandvale staff in the faculty room
- 20th - Parent Conferences K-5
- 28th - Picture Make-Up Day

**December 2018**

- 12th - Staff Meeting 3:00-4:00
- 19th - Community Day Assembly theme: Winter 9:00 in the auditorium

**January 2019**

- 9th - Staff Meeting 3:00-4:00
- 12th - PTO Canned Food and Soup Drive

- 16th - Community Day Assembly Theme: The Life and Legacy of Dr. Martin Luther King Jr. 9:00 in the auditorium
- 26th - PTO Book Fair and Ice Cream Social

### **February 2019**

- 3rd - PTO 5th Grade Candy Sale
- 13th - Staff Meeting 3:00-4:00
- PTO Book Fair and Ice Cream Social 6:00-8:00

### **March 2019**

- 13th - Staff Meeting 3:00-4:00
- 20th - Community Day Assembly, Theme: Spring 2:00 in the auditorium
- Math-A-Thon fundraiser and pledge drive

### **April 2019**

- 10th - Staff Meeting 3:00-4:00
- 24th - Community Day Assembly Theme: Poetry 9:00 in the auditorium

### **May 2019**

- 8th - Staff Meeting: Next year student assignments 3:00-4:00
- 24th - Community Day Assembly Theme: Importance and Significance of Memorial Day 9:00

### **June 2019**

- Last Day of School-TBD

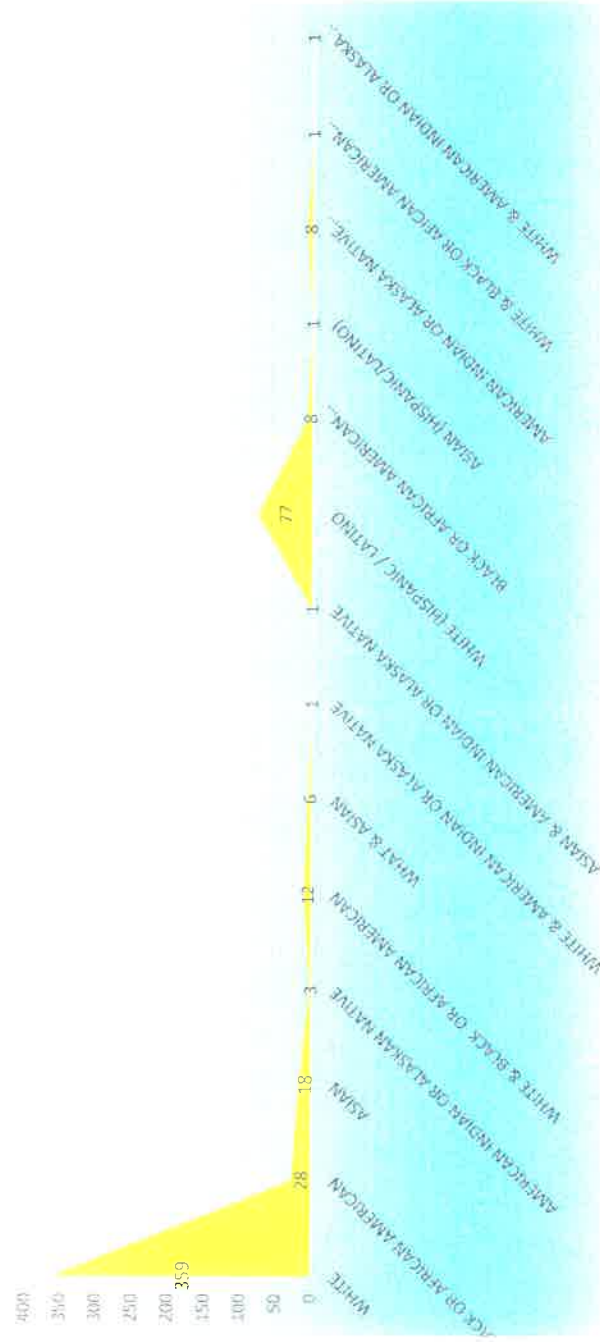




# Veterans Memorial School Enrollment: 524

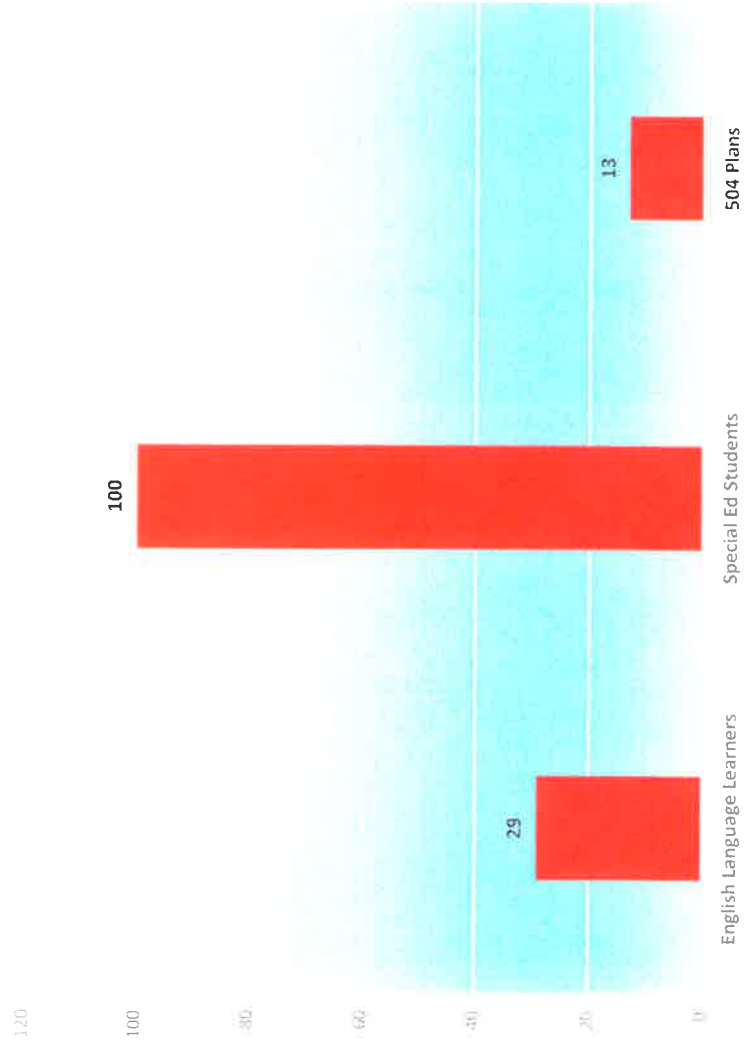


# Veterans Memorial Race Breakdown





# Veterans Memorial Special Populations



# ***Veterans Memorial School***

39 Hurd Avenue  
Saugus, Massachusetts 01906  
(781) 231-8166  
Fax: (781) 231-8502



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

**Mrs. Tracey Ragucci**  
*Principal*

## **Veterans Memorial Annual Report 2018-2019**

### **August 2018**

- First day of school for 1st to 5th grade students was August 28
- First day of school for Kindergarten students was August 29
- Town Meeting for grades 1 through 5 took place in the gymnasium on August 29

### **September 2018**

- First day of school for Preschool students was September 6
- Town Meeting for Preschool and Kindergarten students took place in the gymnasium on September 11
- Keys to Literacy met with all teachers on September 12
- Teacher Meeting took place in the library after school on September 12
- Back to School Night took place on the evening of September 13

### **October 2018**

- Picture Day took place for all students and staff on October 2
- Midterm Progress Reports for students in grades 1-5 were sent home on October 5
- Sachem Buddies Program began on October 12
- On October 17, Keys to Literacy supported teaching and learning
- October 17 was a district-wide early release for staff for professional development
- Town Meetings took place in the gymnasium on October 23 with specific focus on students' demonstration of character traits
- Teacher meeting took place in the library after school on October 24

### **November 2018**

- Marks closed for students in grades 1-5 on November 2

- November 6 Election Day provided the opportunity for full day professional development
- Veterans Day assembly took place in the gymnasium on November 9
- Report cards issued on November 12 for students in grades 1-5
- Scholastic Counts Ice Cream Reward took place for students in grades 3-5 on Nov. 13
- Keys to Literacy supported teaching and learning on November 14
- Teacher meeting took place in the library after school on November 14
- On November 15, the staff and students participated in a Lockdown Drill
- Trimester marks closed on November 16 for students in Preschool and Kindergarten
- Report cards were issued on November 19 for students in Preschool and Kindergarten
- Parent/Teacher Conferences for all grades took place on November 20
- Teacher meeting took place in the library after school on November 29
- School Building Council meeting was held in the cafeteria on November 30

### **December 2018**

- Town Meetings took place in the gymnasium on December 11 with specific focus on students' demonstration of character traits
- Holiday shopping took place in the gymnasium the week of December 10
- Midterm Progress Reports for grades 1-5 students were sent home on December 14
- Mr. Palmerini's 5th Grade class performance of A Christmas Carol took place the week of December 18
- Midway checkpoint for the end of the year Book Fair was scheduled for December 21

### **January 2019**

- School Building Council meeting took place on January 4
- Teacher meeting took place in the library after school on January 9
- Marks closed for students in grades 1-5 on January 18
- Boosterthon Fundraiser took place from January 22-31
- Report cards were issued on January 28 for students in grades 1-5
- Keys to Literacy supported teaching and learning on January 30
- January 30 was a district-wide early release for staff for professional development
- Boosterthon Fun Run took place in the gymnasium on January 31 for all students

### **February 2019**

- Staff photos for the 5th grade yearbook took place on February 6 and 7
- School Building Council meeting was scheduled for February 8
- Keys to Literacy supported teaching and learning on February 13
- Teacher meeting took place in the library after school on February 13
- Scholastic Counts Ice Cream Reward for students in grades 2-5 is scheduled to take place on February 28

### **March 2019**

- Midterm Progress Reports for students in grades 1-5 are scheduled to send home on March 1
- School Building Council meeting is scheduled to take place on March 8
- Trimester marks close on March 8 for students in Preschool and Kindergarten
- Keys to Literacy is scheduled to support teaching and learning on March 13
- March 13 is a district-wide early release day for staff for professional development
- Report cards will be issued on March 19 for students in Preschool and Kindergarten
- Parent/Teacher Conferences for Preschool and Kindergarten students are scheduled for the 21
- March Madness basketball game for 5th grade students and staff will take place on the 22
- Town Meetings are scheduled to take place in the gymnasium on March 26 with specific focus on students' demonstration of character traits
- Teacher meeting is scheduled to take place in the library after school on March 27
- MCAS Pep Rally featuring the Celtics mascot is scheduled to take place in March
- Marks will close for students in grades 1-5 on March 29

### **April 2019**

- English/Language Arts MCAS Testing for 3rd grade is scheduled for April 1-2
- Report cards will be issued on April 8 for students in grades 1-5
- English/Language Arts MCAS Testing for 4th grade is scheduled for April 9-10
- Scholastic Counts Ice Cream Reward is scheduled to take place for students in grades 2-5 on April 9
- Keys to Literacy is scheduled to support teaching and learning on April 10
- Teacher meeting is scheduled to take place in the library after school on April 10
- Parent/Teacher Conferences will take place on April 11 for students in grades 1-5
- English/Language Arts MCAS Testing for 5th grade is scheduled for April 23-24

### **May 2019**

- Mathematics MCAS Testing for 3rd grade is scheduled for May 1-2
- Mathematics MCAS Testing for 4th grade is scheduled for May 7-8
- Teacher meeting is scheduled to take place in the library after school on May 8
- Midterm Progress Reports for students in grades 1-5 will be sent home on May 10
- Mathematics MCAS Testing for 5th grade is scheduled for May 10-11
- Town Meetings are scheduled to take place in the gymnasium on May 13 with specific focus on students' demonstration of character traits
- Science MCAS Testing for 5th grade is scheduled for May 14 and 16
- Keys to Literacy is scheduled to support teaching and learning on May 15
- Scholastic Book Fair is scheduled to take place the week of May 20
- May 22 is a scheduled, district-wide early release for staff for professional development
- Book Fair/Ice Cream Social is scheduled to take place on the evening of May 23

- Memorial Day assembly is scheduled to take place in the gymnasium on May 24
- Teacher meeting is scheduled to take place in the library after school on May 29

### **June 2019**

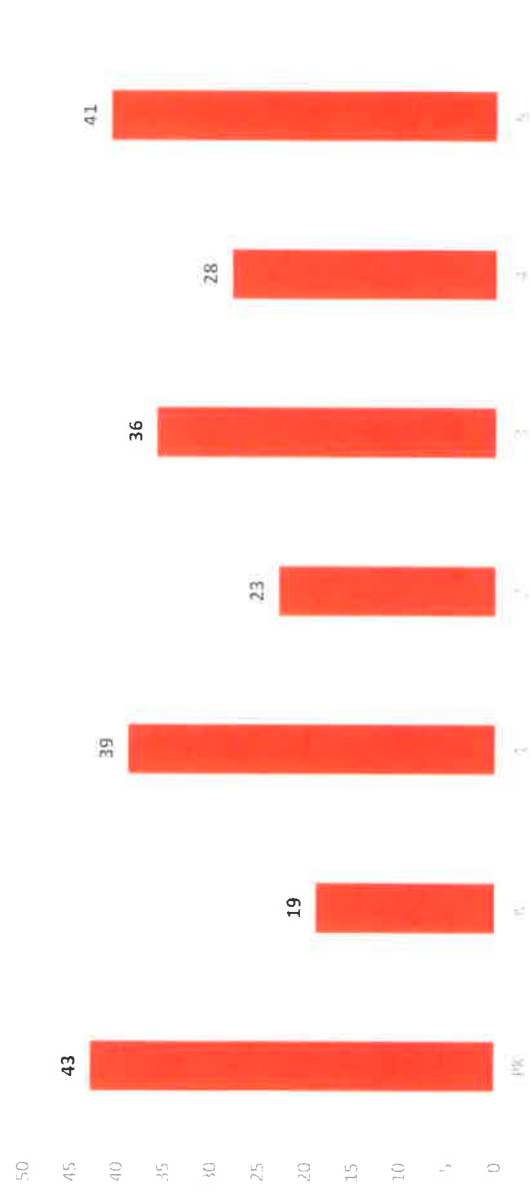
- Kindergarten Screenings are scheduled for June 3 and 4/Early Release for K students
- Field Day for 5th grade students is scheduled for June 4
- Field Day for 3rd and 4th grade students is scheduled for June 5
- Field Day for 1st and 2nd grade students is scheduled for June 6
- Field Day for Preschool and Kindergarten students is scheduled for June 7
- Marks will close for all students
- End of the year Town Meetings will take place in the gymnasium with specific focus on students' demonstration of character traits
- Scholastic Counts Ice Cream Reward will take place for students in grades 2-5
- Schoolwide Talent Show will take place
- 5th Grade Moving on Ceremony will take place on the last day of school
- June 13 is the scheduled last day of school for K-5 students

# Self Portraits



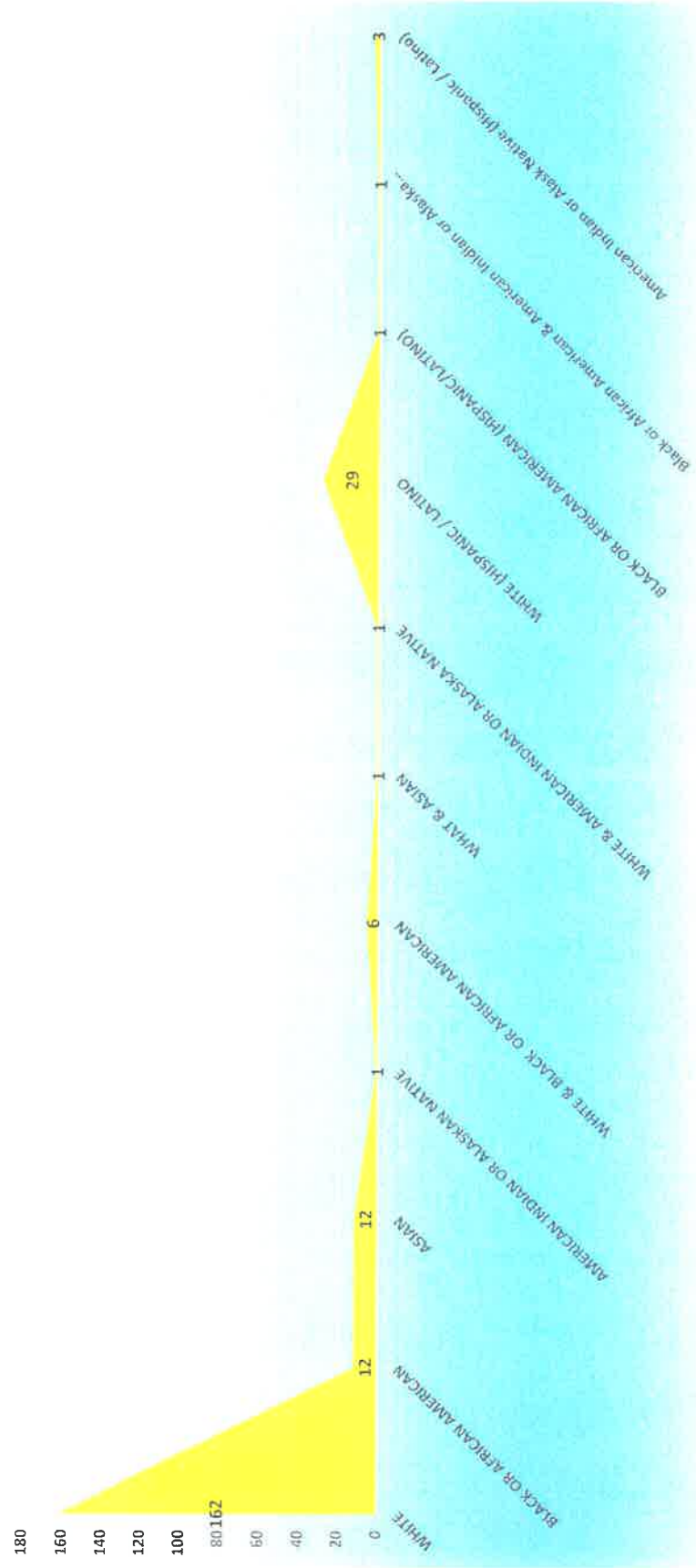


# Douglas Waybright School Enrollment: 229

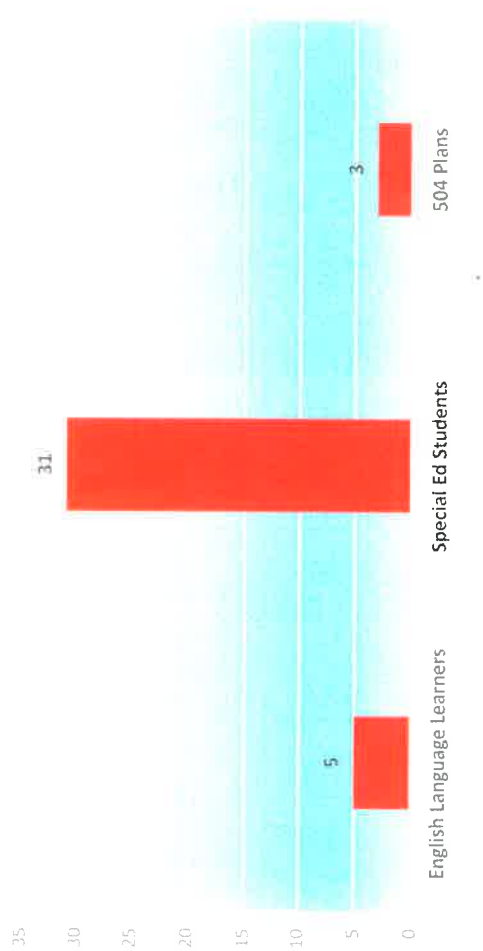




# Douglas Waybright Elementary Race Breakdown



# Douglas Waybright Special Populations



Douglas G. Waybright Elementary School  
January-June 2019 Annual Report

**January 2019**

- An Instagram account is created for the Waybright School and is easily accessed through the Waybright website. You can follow the Waybright School @waybrightwizards to see what's happening at school.
- On January 8th, MTSS meetings are held to discuss how to best support struggling students that have been referred by their respective teachers.
- January 17th Town Meeting: Students in grades 3-5 present highlights of their learning. SAC Janee Tichy kicks off the Kindness Challenge, a week long dedication to acts of kindness by students and staff. Students throughout grades PreK-5 are recognized for best exemplifying kindness, such as the demonstration of good manners, giving compliments, and helping someone.
- Term two marks close on January 18th for students in grades 1-5.

**February 2019**

- The Waybright Leadership Team develops a contract that parents, students, fifth grade teachers, and the leadership team signs to acknowledge that students must abide by school expectations for behavior to earn the privilege of attending special events. It's effective February 1 through June 2019.
- On February 1st, second grade students take a field trip to the Stoneham Theater to see *Annie*.
- Students in fifth grade walk to BMS to see a drama production.
- On February 6th, 13 students participate in the annual Spelling Bee. Fifth grader Elmer Palencio wins.
- On February 7th and 8th, registered students receive dental check ups in school.
- Noon aides and Ms. Romano meet on February 8th to discuss and refine coverage, procedures and expectations for behavior during lunch in the cafeteria.
- The first biweekly Waybright Wizards Newsletter is sent home to families.
- Professional development focuses on the importance of including multiple movement breaks for students throughout the day. The instruction, which relates science and culture to the need for movement during the day, is provided by Kristie Hugus, Occupational Therapist on February 13th.
- Families and the PTO send teddy grams on February 14th to all students in observance of the holiday.
- MTSS meetings are held for referred students who are struggling on Friday, February 15th.
- On February 28th the PTO brings Tommy James Magic Show to Waybright.

### **March 2019**

- TBD are the dates for the first leadership team meeting and school council meeting with Mrs. Romano.
- March 1st is a celebration of Dr. Seuss' birthday with guest readers from the high school. Seniors visit Waybright, read to the kids and then share their goals and aspirations to the younger students. This is done in conjunction with Read Across America, which is celebrated on Saturday, March 2nd.
- Students are recognized for best demonstrating the trait of being supportive and students in grades PreK-2 share highlights from their learning at the March 8th Town Meeting. Trimester two report cards are distributed for Prek-K on March 18th.
- On March 21st there are parent/teacher conferences for Prek-K students.
- Practice tests for MCAS are tentatively scheduled between March 18-22 and March 25-29.
- Unsung Hero Awards Night at Prince Pizza on March 26th
- On March 28th the Mad Science Program is provided to students by the PTO.
- On March 29th, grades close for grades 1-5 term three report cards.

### **April 2019**

- ELA MCAS Testing: Grade 3-4/2 & 4/3; Grade 4-4/9 & 4/10; Grade 5-4/23 & 4/24
- April 4th is the next designated MTSS meeting to discuss how to best support struggling students that are referred by their respective teachers.
- On April 10th there is Prek testing.
- On April 10th and 11th (tentative dates) the PTO has the Scholastic Book Fair for students.
- Town Meeting on April 11th recognizes students who have exemplary citizenship with regard to being vigilant. Students in grades 3-5 present.
- On Thursday April 11th, there are parent/teacher conferences for grades 1-5.
- A tentative date for the Animals visit to Waybright is April 12th and is sponsored by the PTO.

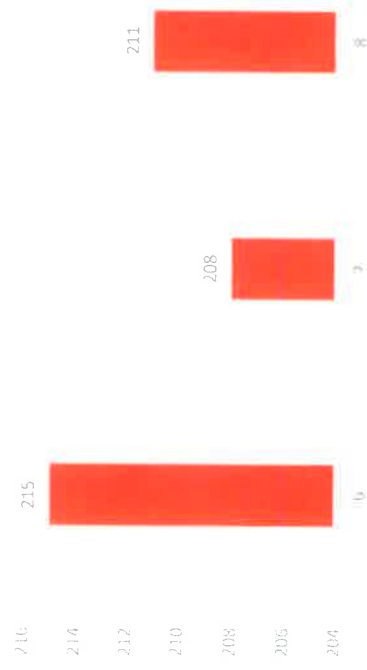
### **May 2019**

- Math MCAS Testing: Grade 3-5/1 & 5/2; Grade 4-5/7 & 5-8; Grade 4-5/9 & 5/10
- Science MCAS Testing: Gr 5-5/14 & 5/15
- On May 24th, students are recognized for being most studious. Students in Pre-K through 2 present.
- TBD is the date for an MTSS meeting to discuss how to best supportive struggling students that are referred by their respective teachers.

## **June 2019**

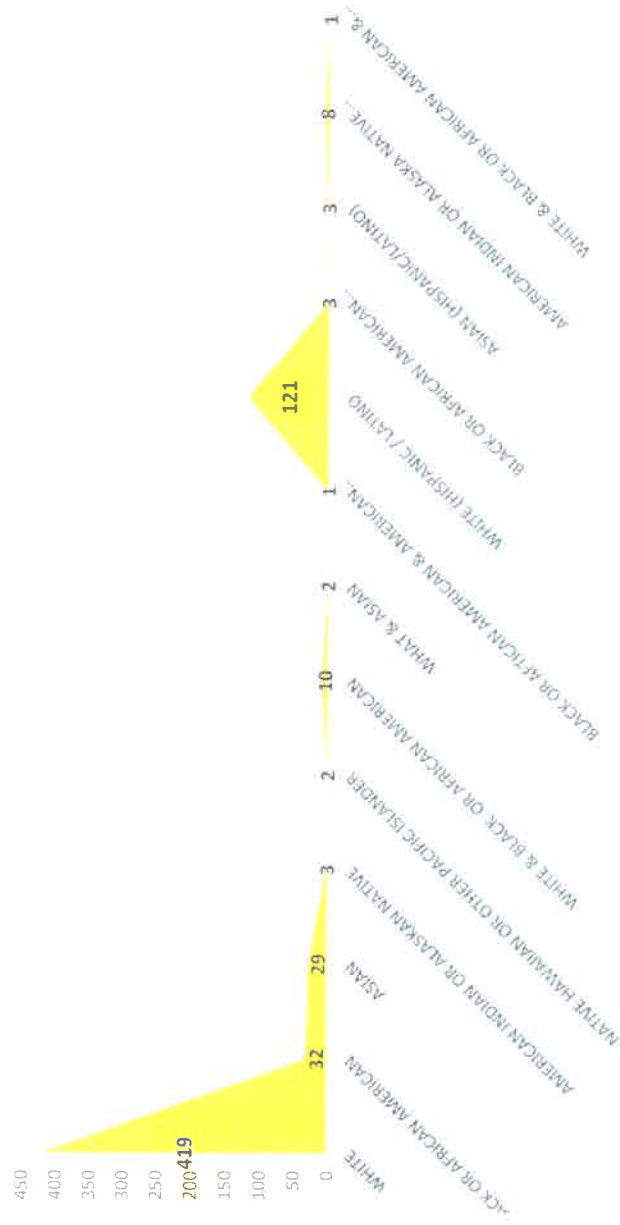
- TBD is the last Town Meeting date where students are recognized for best exemplifying honesty. Students in grades 3-5 present.
- TBD are dates for field day events.
- On June 3rd and 4th there is Kindergarten screening.
- On June 5th and 6th, fifth grade students travel to Cedarland in Haverhill.
- Fifth grade students will bowl at the Townline Bowling Alley in Malden on June 7th
- On a date TBD fifth grade students will attend the Moving On Ceremony.
- Tentative last day of school is June 12th. Marks close for all students.

# Belmonte Middle School Enrollment: 634

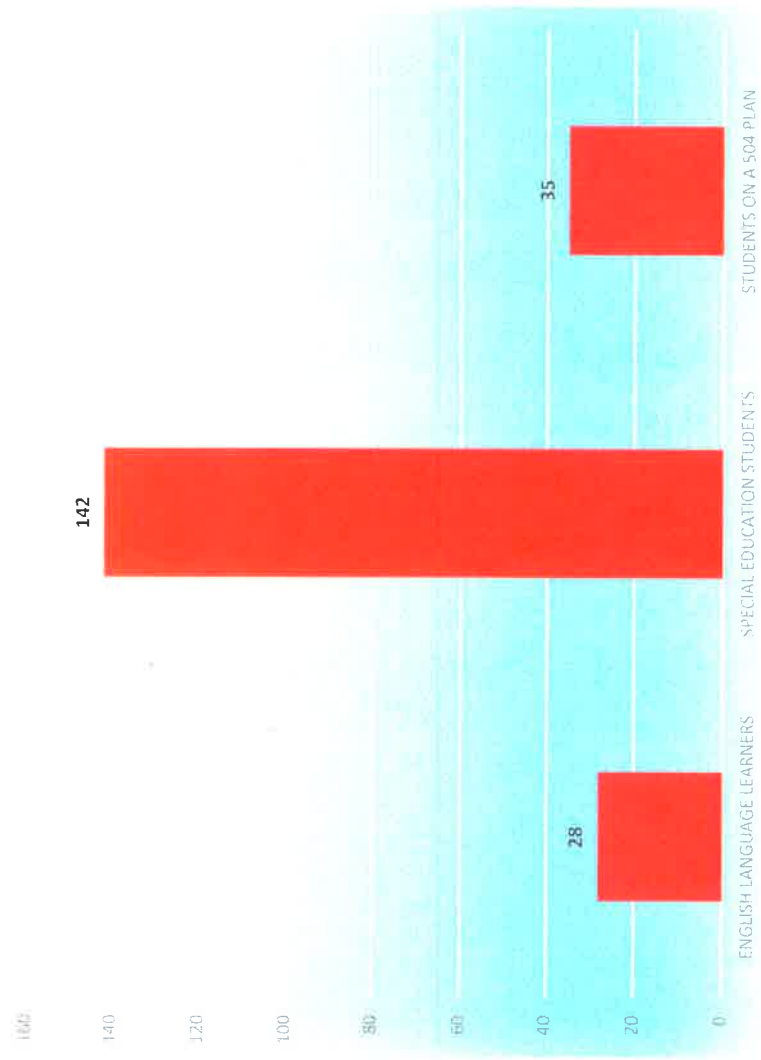




# Belmonte Middle School Race Breakdown



# Belmonte Middle School Special Populations





# ***Belmonte Middle School***

25 Dow Street  
Saugus, Massachusetts 01906  
(781) 231-5052  
Fax: (781) 233-5665

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

**Myra D. Monto**  
*Principal*

## ***Belmonte Middle School 2018-2019 Annual Report***

### **August 2018**

- August 20-22 I Survived Middle School Orientation for incoming 6 graders
- August 22nd, 6th Grade parent orientation 5:30pm
- August 22nd, New teacher Orientation was held at the Roby Building
- August 27th, First Day for staff, including Superintendent's address
- August 28th, First day of school at BMS for all students
- August 29th, Superintendent presentation to parents 7PM

### **September 2018**

- September 5th, A representative from AXA Financial was at the BMS from 11-12:30
- September 8th, Founder's Day Booth set up meet and greet
- September 10th, Back to School Night, Follow Your Child's Schedule from 5-8pm
- September 12th, Faculty Meeting 2:15
- September 12th, School Picture Day
- September 25th, School Building Council Meeting 2:30
- September 28th, Dental Day

## October 2018

- October 2nd, PTO Meeting
- October 5th, Mid-term Trimester 1-Progress reports
- October 10th, Faculty Meeting
- October 17th, Early Release PD day
- October 19th, Roll-A-Thon
- October 24th, Picture retake day
- October 25th, Parent Conferences
- October 29th, November 2nd, Red Ribbon Week, Drug awareness
- October 29th, 8th Grade Washington DC parent informational meeting
- October 30th, School Building Council 2:30

## November 2018

- November 2nd, Camfel Productions Presentation
- November 5th, PTO Fundraiser
- November 6th, PD day for teachers, no school for students
- November 7th, 7th Grade Field Trip Boda Borg
- November 9th, Harvest Dance
- November 14th, Faculty Meeting
- November 16th, Trimester one ends - Report cards to be distributed
- November 19th, Trimester 2 begins
- November 20th, English Language Learners Thanksgiving Dinner
- November 21st, Early Release
- November 27th, School Building Council
- November 27th, Superintendent run parent information night vaping

## December 2018

- December 4th, Canned Food Drive for Saugus Food Pantry
- December 11th, Chorus Concert Saugus High School
- December 12th, Early Release PD day
- December 12th, Faculty Meeting
- December 13th, Winter Band Concert BMS 7pm
- December 18th, School Building Council 2:30
- December 21st, Early Release

## **January 2019**

- January 8th, School Building Council 2:30
- January 9th, Faculty Meeting 2:30
- January 17th, PTO Fundraiser
- January 18th, Mid term Trimester 2
- January 21st, No school
- January 24th, 6th Grade Field Trip Museum of Science
- January 29th, Cyber Safety Parent Information Series 6-7:30 pm
- January 30th, PTO Fundraiser
- January 30th, Early Release, PD day
- January 31st, Drama Production Wonderland

## **February 2019**

- February 1st, Drama Production Wonderland
- February 2nd, Drama Production Wonderland
- February 4th, Drama Production for 5th graders
- February 5th, Parent Conferences 2:30 - 4:30
- February 11th, Gr. 6 Holocaust Presentation
- February 13th, Faculty Meeting 2:30
- February 15th, Assembly on Vaping
- February 18th -22nd Vacation
- February 26th, School Building Council 2:30

## **March 2019**

- March 8th, End trimester 2-Report cards to be distributed
- March 11th, Beginning of Trimester 3
- March 13th, Early Release, PD day
- March 13th, Assembly on Social Media
- March 21st, Faculty Meeting 2:30
- March 26th, School Building Council 2:30
- March 31st, W.I.S.E. Conference Salem State University
- TBA Dodgeball Tournament

## **April 2019**

- April 10th, Faculty Meeting
- April 15th - 19th Vacation
- April 30th, School Building Council 2:30
- TBA Taste for Education

## **May 2019**

- May 3rd, Mid Term Trimester 3-Progress reports
- May 8th, Faculty Meeting
- May 22nd, Early Release - Professional Development
- May 28th, School Building Council, 2:30
- TBA National Junior Honor Society Ceremony
- TBA Spring - Band & Chorus Concerts

## **June 2019**

- June 4th - 7th, 8th Grade Washington DC Trip
- 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 .



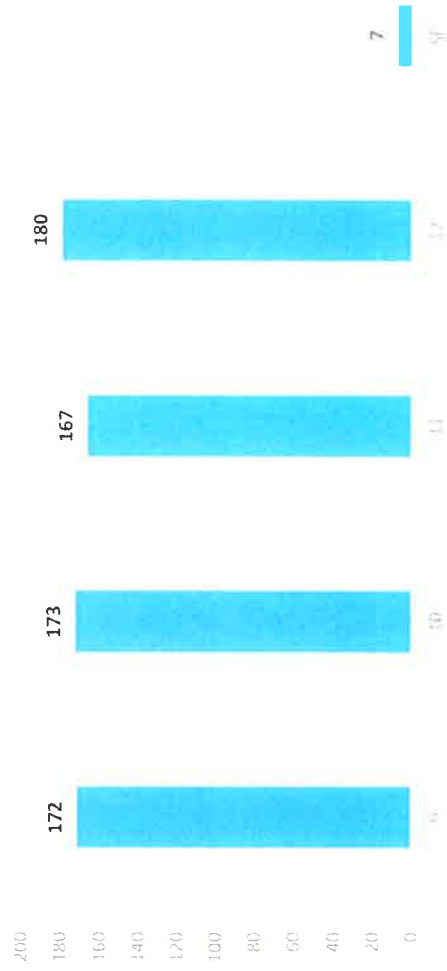


Annalie Solano, Grade 2  
Veterans Memorial School

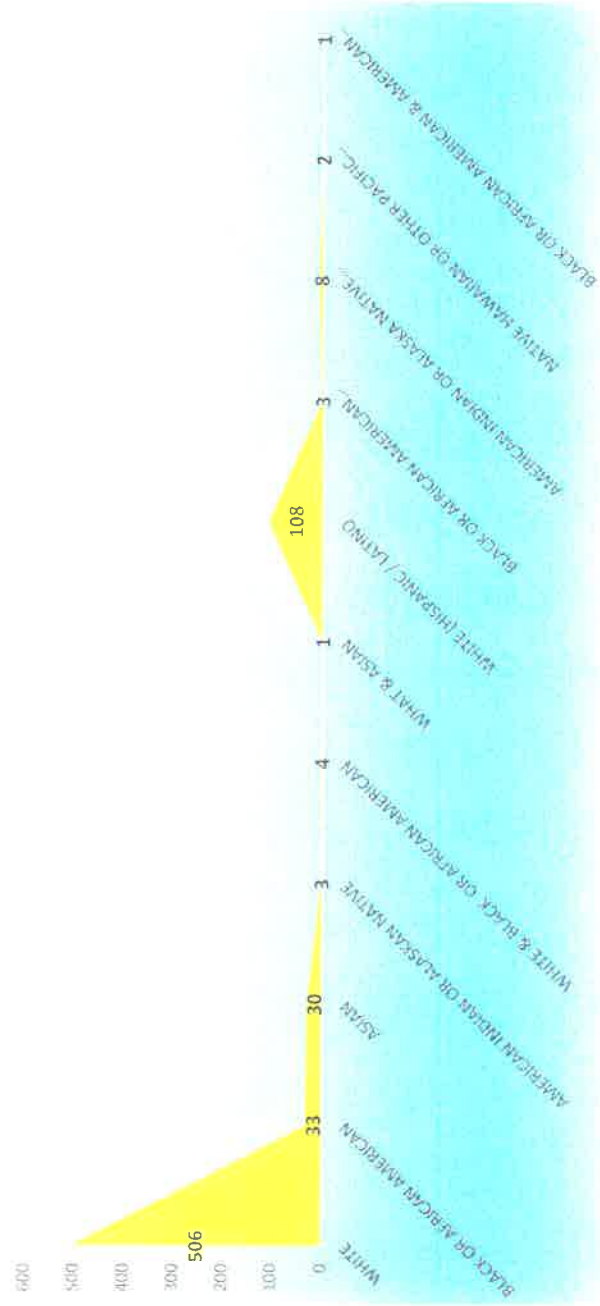
Annalie



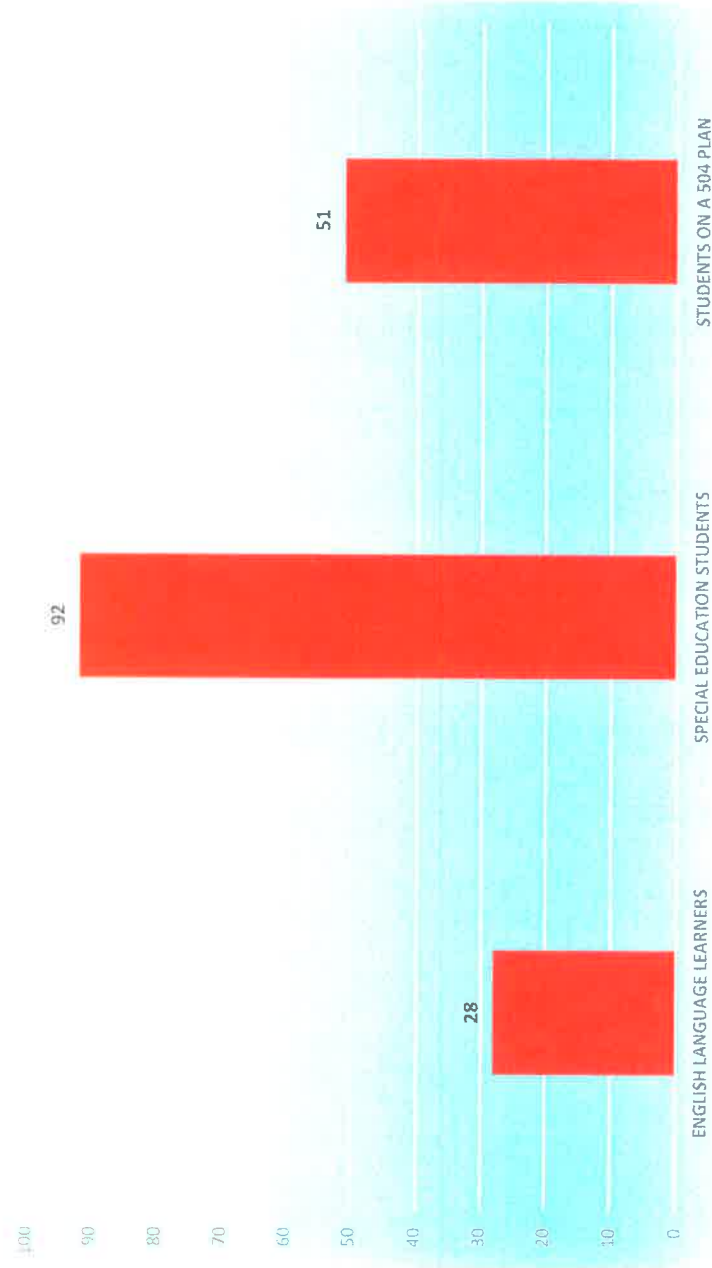
# Saugus High School Enrollment: 699



# Saugus High School Race Breakdown



# Saugus High School Special Populations



# **Saugus High School**

## **2018 Annual Report**

### **July 2017**

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

### **August 2017**

- On August 15th, SHS held its Fall Sports Information Night.
- SHS Freshmen Orientation was held on August 22nd from 10 AM to 11:30 AM
- New Teacher Orientation was held at the Roby Building on August 18th.
- 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 29th.

### **September 2017**

- Parent Information Night took place on September 6th, 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 9th.
- Founder's Day Improv Show was held on September 9th from 7:30 to 8:30 PM.
- Conducted a Building Project Update for SHS staff on September 28, 2017 from 2 to 3 PM.
- SHS Improv Show on September 28th from 7:30 to 9:30 PM.

### **October 2017**

- 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.
- Saugus High School hosted a SAT administration on October 7th.
- The Guidance Department administered the PSAT exam at SHS on October 11<sup>th</sup> to grades 9-11.
- SHS Improv Show on October 12th from 7:30 to 9:30 PM.
- The Drama Club hosted an outdoor movie night on October 13th from 7 to 9 PM.
- SHS Improv Show on October 26th from 7:30 to 9:30 PM.

### **November 2017**

- SHS hosted an Academy Meeting for potential incoming 9th graders on November 1st.
- November 2nd-4th was the Fall Play - Wiley and the Hairy Man.
- Saugus High School hosted a SAT administration on November 4<sup>th</sup>.
- On November 6th, 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.
- On November 8th, the Sachem Chapter of the National Honor Society held its induction ceremony.
- November 8th, 9th & 14th, the ELA Retest exams were given to 11th & 12th grade students who had not yet taken or passed the MCAS.
- On November 14<sup>th</sup>, SHS held its Winter Sports Information Night.
- During Mentor Room, Spirit Week began with Door Decorations on November 14<sup>th</sup>.
- Marks for Term 1 closed November 3rd and report cards were posted on X2 the following week on November 14<sup>th</sup>.
- November 15th & 16th the Math Retest exams were given to 11th & 12th grade students who had not yet taken or passed the MCAS.
- 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 15<sup>th</sup>.
- National Honor Society Fall Blood Drive was on November 17th.
- Leading up to the annual Thanksgiving Day football game, Saugus High School participated in Spirit Week from November 14<sup>th</sup> to November 22nd. Students and faculty participated in themed days and nightly events.
- On November 15th and 17th, the Powder Puff Tournament took place.
- A Spirit Week Lip Sync Battle was held on November 16th.
- Our annual Dodgeball Tournament took place in our gym on November 20th.
- Thanksgiving Improv was held on November 21st.
- Spirit week concluded on November 22nd with our annual Color Day Prep Rally.
- On Thanksgiving Day, November 23rd, Saugus High School football lost to Peabody at Stackpole Field.
- Parent/Teacher Conferences took place on November 30th from 4-6 PM.



### **December 2017**

- Saugus High School hosted a SAT administration on December 2nd.
- The Band and Chorus Concert held their annual Winter Concert on December 6th.
- On December 6th, the Guidance Department hosted an on the spot decision day with Rivier University.
- There was an Improv Performances on December 12<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 2018**

- ACCESS Exams were given during the month of January and into February.
- During the week of January 15<sup>th</sup>, Mid-Year Exams were administered at SHS with term 2 ending on January 19th & report cards being issued on X2 January 26<sup>th</sup>
- New Building Project Building Design Input Forums took place at the HS for HS staff to provide input on January 16th from 11 AM to 2 PM. The architects and project management attending these forum to gather input from SHS faculty.
- The Winter Ball was held on January 19th sponsored by our Junior Class.
- The nurses and counseling staff conducted SBIRT screenings as required by the Department of Health on January 31st.

### **February 2018**

- SHS launched its GOALS Program on February 5th.
- February 5th and 6th 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.
- Parent/Teacher Conferences took place on February 8th.
- On February 8<sup>th</sup> the Guidance Department hosted an on the spot acceptance day with North Shore Community College.
- SHS Who’s Who night was on February 27th in the SHS auditorium.
- Dramafest preview of Alice and Wonderland on February 28th from 7 to 9 PM.
- The MCAS ELA Retest exam started on February 28th.

### **March 2018**

- The MCAS ELA Retest exams continues on March 1st & 2nd and the Math Retest exams March 5th & 6th were given to 11-12th grade students who had not yet passed the MCAS.
- Dramafest at SHS was held on March 3rd at SHS.
- Spring Coaches Meeting was held on March 6th.
- The Spring Sports meeting was held on March 8th.
- The sophomore class held its Sophomore Semi-Formal on March 9<sup>th</sup>.
- On March 10th, the Drama Club participated in the Dramafest Preliminary Festival & Semi Finals.
- NHS hosted March Madness Dodgeball Tournament on March 19th.
- SHS Band Pops Concert was held on March 21st.
- The MCAS ELA exams were given on March 27th-29th to all sophomores at SHS.
- Aryana Carney and Nicole Orent were recognized at the Unsung Hero Night for Saugus High School on March 27th.
- The Guidance Department hosted its annual Early College Planning Night on March 29th.
- Marks for Term 3 closed March 30th.

### **April 2018**

- On April 3rd, SHS conducted a “Spread the Word to End the Word” assembly during Mentor Block.
- Reports cards were posted on X2 the following week on April 6<sup>th</sup>.
- SHS hosted the District-wide March with the Arts was held on April 11th.
- SHS held an Enrichment Concert on April 23rd & 24th.
- The Guidance Department held its 5th annual Job Fair in the cafeteria on April 25th.
- The Saugus Business Education Collaborative held its annual “Taste for Education” on April 30th at the Danversport Yacht Club.

### **May 2018**

- The SHS annual Shadow Day occurred on May 2nd. Ms. Frenette ran this program that allowed SHS students to “shadow” local officials and business leaders for the day. This event was sponsored by SBEC.
- Saugus High School hosted a SAT administration on May 5th
- Advanced Placement Exams were administered during the weeks of May 7th through May 18<sup>th</sup>.
- North Shore Honors Scholars Banquet was held on May 8<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.
- The Spring Musical, Beauty and the Beast, was held in the SHS auditorium at SHS on May 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>.
- The SHS Band and Chorus conducted its annual Spring Concert on May 16<sup>th</sup> in the SHS auditorium.
- SHS students participated in a town-wide Student Government Day on May 18th.
- Senior exams were administered the week of May 21st.
- The Saugus Boosters Club conducted its annual All-Sports Award Ceremony on May 21st at Saugus High School.
- MCAS Math Exams were administered to all sophomore students during the days of May 23rd and 24th.
- SHS Alumni Awards were held in the SHS Learning Commons on May 23rd.
- The Senior Academic Awards and Scholarship Night was held on May 30th in the Saugus High School Auditorium.
- The Senior Prom was held on May 31st at Ipswich Country Club.

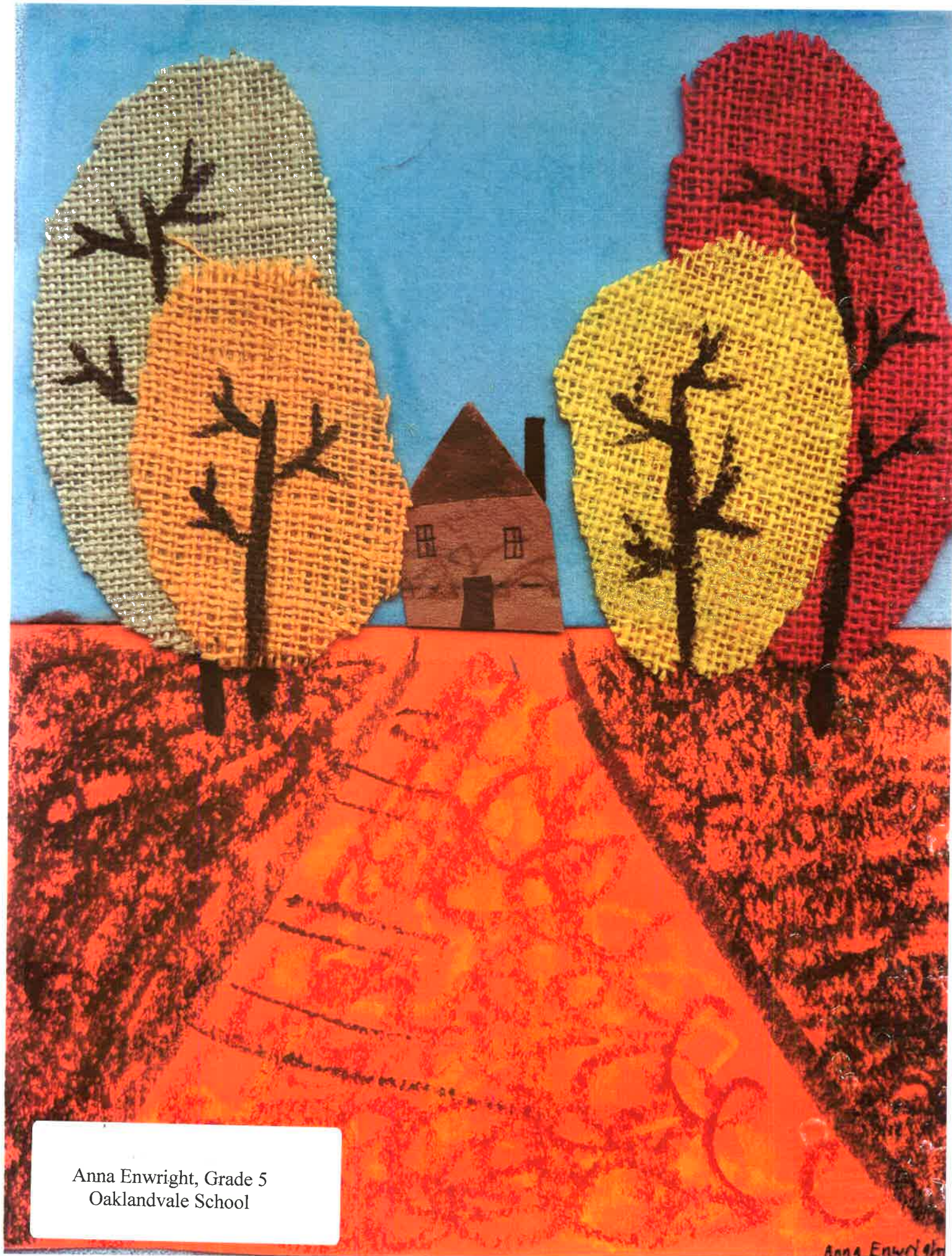
### **June 2018**

- The senior activities week was held from May 25th to June 1st.
- Graduation for the Class of 2018 was held on Friday night June 1st at Stackpole Field.
- MCAS Biology Exams were administered to all freshmen students during the days of June 6th and 7th.
- The Guidance Department hosted its 9<sup>th</sup> annual college fair and admissions panel on June 6th.
- SHS hosted an 8th grade Step Up Day on June 12th.
- Final Exams were administered from June 13<sup>th</sup> to June 18<sup>th</sup>.
- Term 4 marks closed on June 18<sup>th</sup>.

### **The Class of 2018 Profile**

Four year colleges	77.0%
Two year colleges	13.4%
Post-Secondary schools	0.8%
Military	0.8%
Work	3.2%
Undecided	4.7%





Anna Enwright, Grade 5  
Oaklandvale School

Anna Enwright



**PIONEER CHARTER SCHOOL OF  
SCIENCE  
&  
PIONEER CHARTER SCHOOL OF  
SCIENCE II**

***Annual Report***

*August 1, 2018*

Sanela Jonuz  
Executive Director  
sjonuz@pioneerccss.org  
Pioneer Charter School of Science  
51-59 Summer Street • Everett MA 02149  
Phone: (617) 389 PCSS • Fax: (617) 389 7278

Vahit Sevinc  
Executive Director  
vsevinc@pioneerccss.org  
Pioneer Charter School of Science II  
548 Broadway • Everett MA 02149  
Phone: (617) 294 2635 • Fax: (617) 294 4322

[www.pioneerccss.org](http://www.pioneerccss.org)



## TABLE OF CONTENTS

## Page

School address/contact information	1
Table of contents	2
Introduction to the school	3
Letter from chair of the board of trustees	4
Performance and program implementation	
Faithfulness to charter	5
Academic program success	8
Organizational viability	10
Additional Data	
Appendix A – Accountability Plan Performance	18
Appendix B – Recruitment and Retention Plan	21
Appendix C – School and Student Data	32
Appendix D – Additional Required Information	34

## INTRODUCTION TO THE SCHOOL

### ***Pioneer Charter School of Science***

<b>Type of Charter</b> (Commonwealth or Horace Mann)	Commonwealth	<b>Location</b>	Everett
<b>Regional or Non-Regional?</b>	Regional	<b>Districts in Region</b>	Chelsea, Everett, Revere
<b>Year Opened</b>	2007	<b>Year(s) Renewed</b>	2012 and 2016
<b>Maximum Enrollment</b>	780	<b>Current Enrollment</b>	668
<b>Chartered Grade Span</b>	K – 12	<b>Current Grade Span</b>	K-4 and 7-12
<b># of Instructional Days per school year</b>	195	<b>Students on Waitlist</b>	1307
<b>School Hours</b>	7:30 am – 4:30 pm	<b>Age of School</b>	11

**Mission Statement:** The mission of Pioneer Charter School of Science (PCSS) is to prepare educationally under-resourced students in Chelsea, Everett, and Revere for today's competitive world. PCSS will help them develop the academic and social skills necessary to become successful professionals and exemplary members of their community. This goal will be achieved by providing the students with a rigorous academic curriculum with emphasis on math and science, balanced by a strong foundation in the humanities, a character education program, career-oriented college preparation, and strong student-teacher-parent collaboration.

### ***Pioneer Charter School of Science II***

<b>Type of Charter</b> (Commonwealth or Horace Mann)	Commonwealth	<b>Location</b>	Saugus
<b>Regional or Non-Regional?</b>	Regional	<b>Districts in Region</b>	Danvers, Lynn, Peabody, Salem, Saugus
<b>Year Opened</b>	2013	<b>Year(s) Renewed</b>	
<b>Maximum Enrollment</b>	360	<b>Current Enrollment</b>	357
<b>Chartered Grade Span</b>	7 - 12	<b>Current Grade Span</b>	7-12
<b># of Instructional Days per school year</b>	195	<b>Students on Waitlist</b>	268
<b>School Hours</b>	7:30 am – 4:30 pm	<b>Age of School</b>	5

**Mission Statement:** The mission of Pioneer Charter School of Science (PCSS) II is to prepare educationally under-resourced students for today's competitive world. PCSS-II will help them develop the academic and social skills necessary to become successful professionals and exemplary members of their community. This goal will be achieved by providing the students with a rigorous academic curriculum with emphasis on math and science, balanced by a strong foundation in the humanities, a character education program, career-oriented college preparation, and strong student-teacher-parent collaboration.

## LETTER FROM THE CHAIR OF THE BOARD OF TRUSTEES

**Dear PCSS Community,**

On behalf of the Board of Trustees, I am pleased to present to you this eleventh annual report for the Pioneer Charter Schools of Science. The report highlights the continued achievements of the PCSS schools during the 2017-2018 school year. PCSS-Elementary has continued its growth and added grades 3 and 4 this year. We finally moved into our permanent location and ended the year strong. Next year, PCSS will complete the expansion and become a full K-12 institution. Our diverse student body represents many neighborhoods and communities from Everett, Revere, Chelsea, Danvers, Lynn, Peabody, Salem and Saugus. We take pride in preparing students for today's competitive world by providing them with a rich learning environment that has a great emphasis on mathematics and science along with Character Education and community responsibility. As a STEM-based school, we are closing the achievement gaps in all areas, especially in STEM, with the help of our rigorous academic program. The classes of 2018 from both of our schools continued the great tradition of being accepted to prestigious universities with scholarship options.

The Board of Trustees plays an active role in the school's growth and development. We continue to meet monthly and have been involved in all aspects of the school's governance. The Board of Trustees has made great strides this year securing the future of the institution. Our administration and faculty remain deeply committed to the students and our school community. Through their dedication, PCSS has established a reputation for high standards and a quality education.

I would like to thank the PCSS community for their support in making PCSS a great institution. We have been growing in numbers without sacrificing the quality. I would also like to state my appreciation for our active Parent Teacher Organizations. They have supported both schools in fundraising, organizing social events, sponsoring Science fair prizes and other school wide events.

The schools continue to develop partnerships in the community. We are proud of our standing in the community, and we continue to form partnerships that will leverage our resources and improve our effectiveness. As the Board of Trustees, we are proud of our students, teachers, parents, and the administration. Their dedication has helped to establish an exemplary institution. The Board of Trustees will continue to work hard to move the schools one step further.

**Yours very truly,**

**Mehmet Dogan**

Chairman, PCSS Board of Trustees

## SCHOOL PERFORMANCE AND PROGRAM IMPLEMENTATION

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### FAITHFULNESS TO CHARTER

#### *Mission and Key Design Elements:*

PCSS is committed to preparing its students for today's competitive world. This is accomplished with a rigorous education program based on high expectations; a safe, welcoming, family like environment; focus on college readiness; and strong parent-teacher-student collaboration. Through their educational experience at PCSS students build academic and social skills that are needed to become successful professionals and exemplary members of their community. The academic program is rich in mathematics and sciences with double periods of instruction, a wide variety of electives, a mandatory science fair, and other projects, activities, and competitions (science clubs, mathcounts, state science fair, etc.) However, while focusing on mathematics and science PCSS also provides a strong education in the humanities. Students receive double periods of instruction in English during their middle school and early high school years. Multiple challenging electives in the humanities (including Advanced Placement courses) are also offered every year.

The school culture reflects the importance of the character building and education at PCSS. Students are respectful, hard-working and motivated. Adults in the building act as role models not only in the classroom but outside of the classroom as well. The school's well-structured student conduct policy contributes positively to the overall school culture. The PCSS merit and demerit system provides students information about desirable and undesirable behaviors. Moreover, it contributes to the consistency of the student conduct. Character traits are also enforced in character education classes and advisories during the day. While the flagship school continued to implement these programs PCSS-II successfully implemented the same programs that were developed at the flagship school during last five years.

College preparation is an important part of the PCSS. PCSS has developed a culture in which college readiness and acceptance is a norm. While college readiness is emphasized in regular classes PCSS offered a total of 14 advanced placement courses at the flagship school and PCSS II during the 2017-2018 school year. Moreover, PCSS students visited colleges to learn about the admission requirements and experience the campus life. Students also met with their college advisor individually to work on their college application process. The class of 2018 has been accepted to prestigious colleges and universities including MIT, Brown, UMass, BC, BU, Northeastern, Salem State, WPI and many other selective colleges.

A strong student-parent-teacher collaboration is an important part of the PCSS program. Teachers continuously contact parents. Lines of communication are always kept open between the school and parents. Parents are invited to school through various activities. PCSS ensures that parents and students are always well informed about their progress. A student database system is available to parents and students 24/7. Through a secure webpage they can access grades, homework, attendance, and discipline. In addition to regular report cards, parents also receive progress reports in the middle of every quarter. To forge a lasting relationship with the parents PCSS teachers and administration conduct home visits throughout the school year. During these visits they inform the parent about the school in general and about their child in particular, give information about specific programs and opportunities, celebrate success, relay to the parents the importance of their involvement in their children's education, and answer any concerns and questions parents might have. Not only does this breakdown the communication barriers with parents, it also provides another avenue for partnerships with parents who are too busy to come to school or not willing to come to school for any other reason.

The founding members have envisioned PCSS as a place where each student will be given the opportunity to strive toward his/her highest level of capability. PCSS has already established a culture of high academic and behavior standards. Not only are students continuously challenged in their classes, the policies and procedures of the school reflect the importance of academics and good character. Moreover, each student is provided with the support he/she needs not only in the classroom but outside of the classroom as well with after school tutoring and Saturday Academy. PCSS demands its students to work harder (longer school hours, homework, assessment system, promotion standards, etc.) and longer (195 school days, Saturday school, etc.), to show exemplary behavior (strict code of conduct, character education classes and mentoring

programs, etc), and to plan to go to college (individual counseling, college fairs and trips, career days, guests speakers). As a result, PCSS students have embraced the vision set for the school in such a short time: “our students of good character and high academic performance will become exemplary pioneers in their community.”

The philosophy of PCSS calls for a focus on science and mathematics education, a college preparatory environment, engaging students through home visits, tutoring, after-school programs, critical thinking and reasoning capabilities, inviting scientists as guest speakers, creating science initiative programs, collaborating with local universities, agencies, and institutions, empowering stakeholders, involving parents, implementing character education program, promoting good citizenship and high moral values, and exercising “whole-child approach”.

PCSS provides tutoring opportunities for all of its students at the end of the regular school day. A Saturday tutoring program (Academy) is also available for students who need more help. PCSS continued to host scientists from prestigious colleges and universities during 2017-18 school year. Not only did the speakers motivate our students, but they also provided an avenue for our students to interact with the leaders in their fields. PCSS has also implemented various science initiatives including the annual science fair, mad science day, science competitions, and visits to local area science labs during 2017-18.

Parents have always been the biggest advocate of PCSS and most valuable partners in educating our students. Through home visits, events and activities, our 24/7 database parents have always been encouraged to closely track the progress of their children.

The school culture at PCSS is testament to the success of the character education and the work put in to promote high moral values. The Dean of Students Offices at both schools go great lengths to ensure that behavior expectations are consistently upheld, students are recognized for model behavior and corrected for inappropriate behavior. High academic standards are at the center of the school culture. However, students are also exposed to different traits through various extracurricular activities and clubs (including but not limited to mathcounts, needle art, chess, classical film, drama, choir etc.). Moreover, PCSS has a flourishing athletic department despite the heavy focus on academics. Athletics not only provide students opportunities to compete, but also teach them discipline, perseverance, and dedication.

#### ***Amendments to the Charter:***

<b>Date</b>	<b>Amendment Requested</b>	<b>Approved?</b>
January 2018	PCSS accountability plan update	Yes
January 2018	PCSS by-laws update	Yes
September 2017	PCSS enrollment policy update	Yes

#### ***Access and Equity:***

An orderly learning environment is paramount to student success. Through the implementation of student code of conduct policy PCSS strives toward smooth functioning of school atmosphere conducive to a maximum learning process. While suspension is one of the tools used in ensuring an orderly school environment, PCSS utilizes various proactive tools designed to de-escalate situations and prevent unnecessary loss of instructional time.

To minimize the in and out of school suspension rates, the discipline procedures start in the classroom where teachers receive training on classroom management and techniques to diffuse or de-escalate classroom disruptions. Dean of Students department provides ongoing support to teachers and handles major infractions and repeat offenders. Multiple intervention tools are utilized including but not limited to discipline points, student conferences, refocus forms, oral or written warnings, parental consultations, various detention programs, team meetings, behavior charts, behavior improvement plans, loss of

privileges, counseling sessions, parental observation, and community service. Through active involvement of Dean of Students department and variety of non-exclusory disciplinary consequences, PCSS tries to reduce the use of in and out of school suspensions.

Dean of Students department pushes in to classrooms to assist both students and teachers and proactively prevent incidences that might escalate and lead to major infractions. ELL and SWD department coordinators regularly check in with teachers and Dean of Students to prevent disparities in student discipline outcomes. The Executive Director and Dean of Students review the data yearly to come up with practices to implement the following year.

For example, PCSS-I team is currently reviewing their procedures for disciplining SWD to improve their practices and decrease suspension rates for the following year. Administrators moved towards restorative based practices, where a student could have some punitive action taken, but the student still had to “make it better”. Staff and students are also re-trained throughout the year, using more focused and specialized training as necessary.

Moreover, the discipline policy is clearly stated and consistently implemented to prevent any misunderstandings. When needed policies are adjusted to fit the need of students with special challenges. Furthermore, the Dean of Students Office comes up with creative alternatives when regular discipline action plans do not work. The aim of the discipline system is to teach certain behaviors, skills and outcomes rather than being punitive. All the administrators have an open-door policy and students feel comfortable approaching them. We have a safe and welcoming school culture where everyone is accepted for who they are. This is a testament to the quality of the culture and accessibility of the program.

#### ***Dissemination Efforts:***

<b>Best Practice Shared</b>	<b>Vehicle for Dissemination</b> (describe the method, format, or venue used to share best practices)	<b>Who at the school was involved with the dissemination efforts? (Title)</b>	<b>Criteria</b> that best aligns to the shared best practice (choose from the drop down menu)	<b>With whom</b> did the school disseminate its best practices? (Partners and Locations)	<b>Result of dissemination</b> (List any resulting artifacts, materials, agendas, or results from partners. Also indicate if the school received grant funding to disseminate and if a grant report was written.)
School program visit	School tour and meeting with school leaders	Executive Director	Mission and Key Design Elements	Educators from Nanfang High School in Zhuzhou City, Hunan Province, China	PCSS debriefed with the visiting team
School program visit	School tour and meeting with school leaders	Executive Director & Dean of Students	Mission and Key Design Elements; Discipline Policy	Community Charter School of Cambridge	PCSS debriefed with the visiting team
Annual Science Open House and	Open house and dialogue session for	Science Department Head	Mission and Key Design Elements	Local educators	Presentation materials were shared online



Collaboration	local educators. Invitations were sent to local schools.				
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## ACADEMIC PROGRAM SUCCESS

### CHARTER SCHOOL PERFORMANCE CRITERIA RELATING TO ACADEMIC PROGRAM SUCCESS

**Student Performance:** Pioneer Charter School of Science's school report card (overview) can be accessed at

<http://profiles.doe.mass.edu/reportcard/SchoolReportCardOverview.aspx?linkid=105&orgcode=04940205&fycode=2017&orgtypecode=6&>

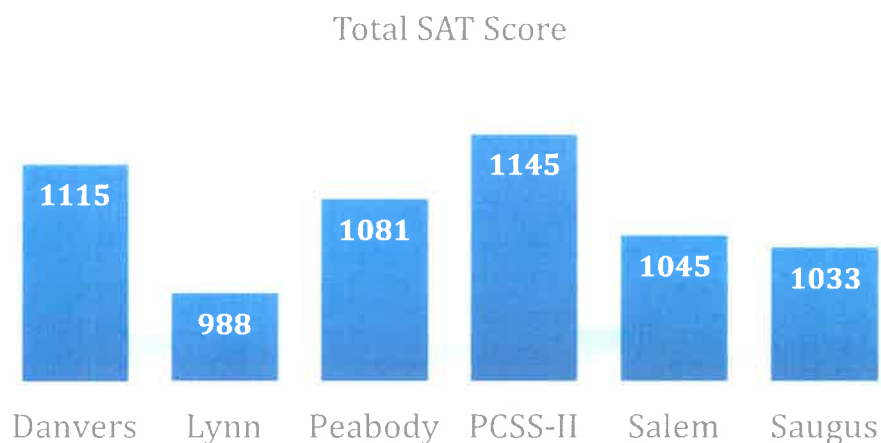
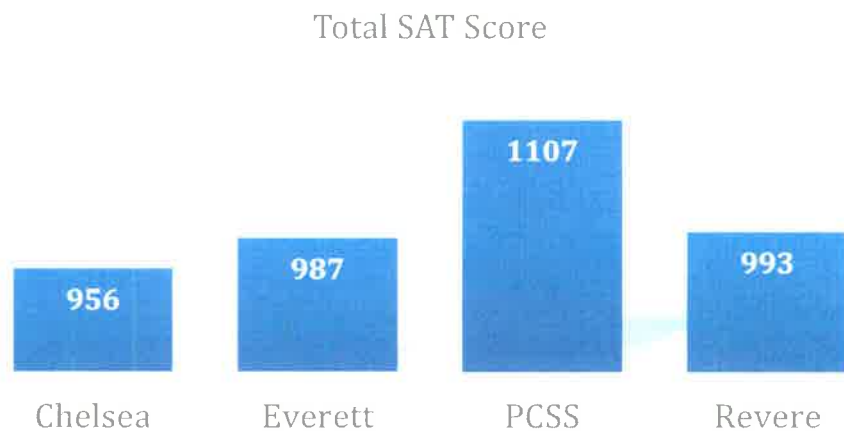
PCSS-II's school report card can be accessed at

<http://profiles.doe.mass.edu/reportcard/SchoolReportCardOverview.aspx?linkid=105&orgcode=35060505&fycode=2017&orgtypecode=6&>

Both schools' MCAS performances have been remarkable.

Other External Assessments: Both PCSS and PCSS-II's 2017 SAT performances have been remarkable too. They both performed better than their sending districts and state averages too.

DISTRICT	Reading	Math	Total Score
Chelsea	480	476	956
Danvers	558	557	1115
Everett	494	493	987
Lynn	497	491	988
Peabody	545	536	1081
Revere	494	499	993
Salem	523	522	1045
Saugus	526	507	1033
State Totals	552	552	1104
PCSS	531	576	1107
PCSS-II	541	604	1145



PCSS administers PSAT school wide as part of its assessment system. All students in grade 7-11 take the PSAT. As following tables show PCSS students have done well compared to the Massachusetts and the nation in mathematics. The results are mixed in reading and writing. However, one should note that all PCSS & PCSS-II students (except grade 12) took the PSAT, not select few who were interested in taking PSAT as usually happens in other schools.

*2017-18 SCHOOL YEAR PSAT SCORES*

Grade 7	389	384	387	391
Grade 8	418	396	405	405
Grade 9	436	444	416	432
Grade 10	487	461	480	471
Grade 11	511	552	513	512

Grade 7	376	399	389	374
Grade 8	424	442	403	401
Grade 9	471	480	420	427
Grade 10	552	520	478	462
Grade 11	571	604	512	502

**Program Delivery:** PCSS uses data to monitor student progress and effective implementation of the curriculum. Teachers and administrators in small and large groups analyze results. Teachers prepare action plans based on their analyses. Administrators decide on intervention programs and improvement efforts based on the results and analyses run.

PCSS has continued to develop the curriculum during 2017-18 school year. Curriculum is always work in progress at PCSS and teachers utilizes the last two weeks of the school to finalize their curriculum to make it better for the next year.

The academic program has not changed much during 2017-18 school year. PCSS continued to provide services to students with disabilities through special education departments and outside consultants at each school. Services provided included push ins, pull outs, counseling, speech and language, etc. Moreover, regular education teachers have also implemented RTI programs to identify and assist diverse learners in their classrooms.

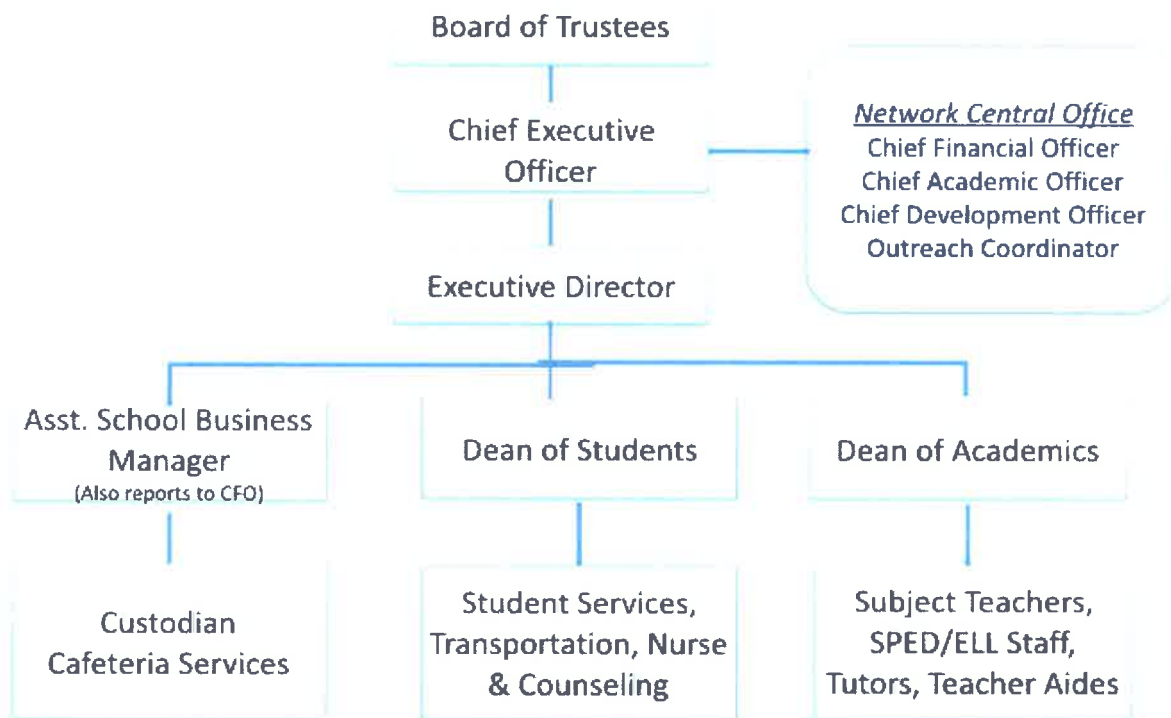
Both PCSS and PCSS-II supported and accommodated ELLs by providing sheltered English immersion classes and state recommended number of hours of pull out ESL instruction.

## ORGANIZATIONAL VIABILITY

**Organizational structure of the schools:** Both schools use the same organizational structure with an Executive Director in charge of the building assisted by the Dean of Academics and Dean of Students. Each building also has a special education coordinator, ELL coordinator and counseling departments. The Central Office provides support and back office services to both schools.

During the second year of the expansion, PCSS has added grades 4 & 5 to the flagship school in a separate campus in Everett. The expansion will be finalized during 2018-2019 school year with the addition sixth grade. During the 2018-2019 school year PCSS will have two buildings, one for grades K-8 and another for grades 9-12. All buildings will follow the same organizational structure with a building director and appropriate Deans of Academics and Students.

# Organizational Chart



**Network Structure:** 2013-14 school year was the first year of the newly established PCSS Network. The Board of Trustees now governs two separate schools in three buildings. PCSS-II is a replication school that adopted the PCSS program for a new location. A new position, Chief Executive Officer, and a Central Network Office was created. The CEO is responsible for the success of both schools and reports to the Board of Trustees. With the focus of the Board on PCSS-II the replication went smooth and PCSS-II obtained strong results. The Board reviews the data for both schools separately at meetings. Then the Board compares the outcomes of both campuses. Having a second school ensures more data points on the efficacy of programs implemented and provides a better evaluation of the programs. For the 2018-19 school year the network will include an additional department chair that will work under the Chief Academic Officer. This will ensure coordinated focus on academic improvement at both schools.

**Teacher Evaluation:** PCSS uses an evaluation rubric developed in house based on various publicly available teacher evaluation rubrics (DESE model rubric, Kim Marshall, Danielson, etc.). The process consists of up to 10-12 short unannounced classroom visits. After the visits feedback is given to the teachers. There are also various meetings with teachers to debrief about student performance (at the end of first three quarters) and PCSS expectations. These meetings provide an opportunity to check in and address issues before the year is over. At the end of the year there is a final evaluation meeting that takes place based on four standards (curriculum, assessment and planning, teaching all students, family and community engagement, and professional culture). A software (Rediker's evaluation tool) is utilized to keep the data.

**Budget and Finance:**

**A. Unaudited FY18 statement of revenues, expenses, and changes in net assets (income statement)**

**Pioneer Charter School of Science ("PCSS")  
and  
Pioneer Charter School of Science II ("PCSS II")**

**COMBINING STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET  
POSITION**

**For the years ended June 30, 2018**

*(unaudited)*

	<u><b>PCSS</b></u>	<u><b>PCSS II</b></u>
<b>OPERATING REVENUES</b>		
State charter school tuition funding	\$ 9,117,288	\$ 4,846,658
Federal grants	569,637	144,074
Private grants	33,333	-
Transportation reimbursement	141,327	104,074
Program Fees	54,155	55,594
MTRS pension	-	-
Nutrition Funding	211,763	163,503
Other income	7,868	3,533
<b>Total operating revenues</b>	<u>10,135,372</u>	<u>5,317,436</u>
<b>OPERATING EXPENSES</b>		
<b>Personnel and related</b>		
Salaries	5,207,965	2,696,802
Payroll Taxes and benefits	820,116	372,047
Professional Development	61,233	52,176
MTRS pension	-	-
Workers Compensation Insurance	30,666	16,615
<i>Total Personnel and related</i>	<u>6,119,980</u>	<u>3,137,640</u>
<b>Occupancy</b>		
Rent	850,744	707,898
Plant Maintenance	311,622	126,510
Utilities	259,870	111,636
Renovations	250,010	101,538
<i>Total Occupancy</i>	<u>1,672,245</u>	<u>1,047,583</u>
<b>Instructional Expenses</b>		
Transportation	317,490	210,830
Professional Services	187,599	158,220
Instructional Materials	260,196	122,241

Athletic Services	89,153	54,210
Health Services	13,618	2,670
Field Trip	35,590	4,587
Copier lease and supplies	65,285	25,085
Instructional Technology	196,847	16,175
Instructional Software	7,807	12,196
Food Services	216,481	163,775
Other		
<i>Total Instructional Expenses</i>	<u>1,390,067</u>	<u>769,989</u>
<b>Other Operating Expenses</b>		
Depreciation	143,506	158,131
Professional Services	269,091	57,866
Advertisement and Recruitment	80,040	38,949
Office Supplies	34,778	12,234
Insurance	25,653	13,288
Travel	6,772	4,046
Postage and Printing	10,616	2,982
IT Supplies and services	21,588	22,042
<i>Total Other Operating Expenses</i>	<u>592,045</u>	<u>309,538</u>
<b>Total operating expenses</b>	<u>9,774,337</u>	<u>5,264,750</u>
<b>Operating income</b>	<u>361,034</u>	<u>52,686</u>
<b>NON-OPERATING EXPENSES</b>		
Loss on abandonment	-	-
<b>INCOME (DISBURSEMENTS) FROM CAPITAL GRANTS</b>		
Income from capital grants	-	-
Capital grants disbursements	-	-
<b>Net income from capital grants</b>	-	-
<b>CHANGE IN NET POSITION</b>	<u>361,034</u>	<u>52,686</u>
<b>Net position, beginning of the year,</b>	<u>2,061,932</u>	<u>462,089</u>
<b>Net position, end of the year,</b>	<u>\$ 2,422,966</u>	<u>\$ 514,775</u>

B. Statement of net assets for FY 18 (balance sheet)

**Pioneer Charter School of Science ("PCSS")**  
and  
**Pioneer Charter School of Science II ("PCSS II")**

COMBINING STATEMENTS OF NET POSITION

As of June 30, 2018

(unaudited)

<u>ASSETS</u>	<u>PCSS</u>	<u>PCSS II</u>
<b>CURRENT ASSETS</b>		
	\$	
Cash and cash equivalents	1,375,745	496,714
Grants and other receivables	5,590	251,601
Due from PCSS II	319,159	-
Prepaid expenses	1,141,571	-
Total current assets	<u>2,842,065</u>	<u>748,315</u>
<b>CAPITAL ASSETS</b>		
Capital assets - net	<u>334,053</u>	<u>353,375</u>
Total capital assets	<u>334,053</u>	<u>353,375</u>
Security Deposits	<u>-</u>	<u>-</u>
Total security deposits	<u>-</u>	<u>-</u>
<b>TOTAL ASSETS</b>	<u>3,176,118</u>	<u>1,101,690</u>
 <u>LIABILITIES</u>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	163,436	41,830
Cash overdraft	-	-
Accrued expenses	701,117	225,925
Due to PCSS	<u>-</u>	<u>319,159</u>
<b>TOTAL LIABILITIES</b>	<u>864,553</u>	<u>586,914</u>
 <u>NET POSITION</u>		
Net investment in capital assets	334,053	353,375
Restricted federal startup funds	-	-
Unrestricted	<u>2,088,914</u>	<u>161,400</u>
	\$	\$
<b>TOTAL NET POSITION</b>	<u>2,422,966</u>	<u>514,775</u>



**Pioneer Charter School of Science ("PCSS")**  
and  
**Pioneer Charter School of Science II ("PCSS II")**  
**FY19 Budget**

	<u>PCSS</u>	<u>PCSS II</u>
<b>OPERATING REVENUES</b>		
State charter school tuition funding	\$ 10,428,971	\$ 4,993,217
Federal grants	515,000	184,000
Transportation reimbursement	100,000	100,000
Program Fees	40,000	40,000
MTRS pension	-	-
Other income	3,000	
<b>Total operating revenues</b>	<u>11,086,971</u>	<u>5,317,217</u>
<b>OPERATING EXPENSES</b>		
<b>Personnel and related</b>		
Salaries	5,946,415	2,828,488
Payroll Taxes and benefits	946,174	416,976
Professional Development	85,000	47,500
MTRS pension	-	-
Workers Compensation Insurance	50,000	18,000
<i>Total Personnel and related</i>	<u>7,027,589</u>	<u>3,310,965</u>
<b>Occupancy</b>		
Rent	1,397,864	875,559
Plant Maintenance	287,500	117,000
Utilities	255,280	91,340
<i>Total Occupancy</i>	<u>1,940,644</u>	<u>1,083,899</u>
<b>Instructional Expenses</b>		
Transportation	435,600	234,000
Professional Services	188,000	96,250
Instructional Materials	209,900	76,800
Athletic Services	100,000	70,000
Copier lease and supplies	75,200	21,200
Food Services	6,000	5,000
Field Trip	45,000	8,000
Health Services	13,500	5,000
Instructional Software	17,000	14,000

Other		
<i>Total Instructional Expenses</i>	<u>1,090,200</u>	<u>530,250</u>
<b>Other Operating Expenses</b>		
Professional Services	185,582	64,816
Advertisement and Recruitment	99,526	37,474
IT Supplies and services	13,000	10,000
Insurance	60,000	18,000
Postage and Printing	14,000	6,000
Office Supplies	33,000	11,000
Travel	12,000	3,000
Depreciation	-	-
<i>Total Other Operating Expenses</i>	<u>417,108</u>	<u>150,290</u>
<b>Capital Project Expenses</b>		
Technology	161,400	48,496
Equipment and Furniture	240,692	39,525
Renovation	148,500	54,000
<i>Total Capital Project Expenses</i>	<u>550,592</u>	<u>142,021</u>
<b>Total operating expenses</b>	<u>11,026,134</u>	<u>5,217,425</u>
<b>Operating income</b>	<u>60,837</u>	<u>99,792</u>

The Board of Trustees approved the budget on their 7.7.2018 meeting.

#### D. Capital Plan for FY18

##### **PURCHASE OF NEW TECHNOLOGY:**

PCSS II and PCSS upper school instructional technology is being partially updated. New instructional technology will be purchased for the new elementary campus. The cost details for this project are as follows:

PCSS upper school:

- ✓ Chrome Lab – \$7,000
- ✓ Network Upgrade - \$24,000

PCSS lower school:

- ✓ Chrome Lab – \$53,000
- ✓ Computers – \$44,500
- ✓ Smart Boards – \$27,500
- ✓ Network Upgrade – \$22,000
- ✓ Other Technology – \$17,000

PCSS II:

- ✓ Chrome Lab – \$15,000
- ✓ Smart Board - \$6,000
- ✓ Chromebooks - \$10,000
- ✓ Network Upgrade – 17,500
- ✓ Other Technology – \$14,000

PCSS is funding these projects from its surplus. There is no capital reserve account for this project.

##### **PURCHASE OF NEW FURNITURE:**

PCSS is replacing all broken furniture that is not useful and has safety issues. New furniture is being purchased for the lower school. The cost details for this project are as follows:

PCSS upper school:

- ✓ Furniture replacement – \$13,000

PCSS lower school:

- ✓ Science Furniture – \$20,000
- ✓ Lockers - \$35,000
- ✓ Student desks - \$42,000
- ✓ Other classroom furniture - \$21,000
- ✓ Other furniture - \$21,500

PCSS II:

- ✓ Furniture replacement – \$32,500

PCSS is funding these projects from its surplus. There is no capital reserve account for this project.

## ADDITIONAL INFORMATION

### APPENDIX A - ACCOUNTABILITY PLAN PERFORMANCE

#### *Faithfulness to Charter*

PIONEER CHARTER SCHOOL OF SCIENCE		2017 - 2018 Performance (Met/Partially Met/Not Met)	Evidence
<b>Objective:</b> PCSS students will be prepared for the rigor of college education.			
<b>Measure:</b> Each year, at least 50% of eleventh and twelfth grade students will take an AP or comparable college level course.	Met	60% of eleventh and twelfth grade students took AP or comparable college level course.	
<b>Measure:</b> Each year, at least half of PCSS graduating seniors will have taken a calculus class before they graduate.	Not Met	30% of seniors took calculus.	
<b>Measure:</b> Each, year, the averaged combined reading and mathematics SAT scores of PCSS students will be higher than the state average.	Met	State average: 1104; PCSS Average: 1107.	
<b>Objective:</b> Through emphasis on sciences PCSS students will build skills in research and gathering data.			
<b>Measure:</b> At least 40% of the projects prepared for the annual PCSS Science & Engineering Fair will receive 12 points or higher out of a 20-point scale based on an internally developed rubric.	Met	41% of the projects received 12 points or higher.	
<b>Measure:</b> At least two PCSS student teams will participate annually in non-PCSS mathematics or science competitions.	Met	PCSS teams participated in the state science fair and AMC math competition.	
<b>Objective:</b> Through emphasis on communication PCSS parents will be engaged in their children's education.			
<b>Measure:</b> PCSS will conduct at least 40 home visits annually.	Met	PCSS conducted 57 home visits.	
<b>Objective:</b> PCSS students will build good character and social skills.			
<b>Measure:</b> Each year, in the aggregate, PCSS high school students will have a lower dropout and higher graduation rate than the state average.	Met	PCSS 4-year graduation rate: 97.5% & dropout rate: 0% State 4-year graduation average: 88.3% & dropout rate: 1.8%.	
<b>Measure:</b> Each year, 50% of PCSS students will be able to identify at least two examples of character traits that are important to the development of becoming a responsible member of society through a survey administered in character education classes.	Met	80% of the students in character education class were able to identify at least two examples of character traits that are important to the development of becoming a responsible member of society.	

#### *Dissemination*

<b>Objective:</b> PCSS will share its science programs with interested district schools.		
<b>Measure:</b> PCSS will prepare informational materials to be distributed electronically and in person at the annual open house regarding PCSS science programs and other curricular materials.	Met	PCSS prepared materials to be presented at the annual open house and posted on its website.

<b>Measure:</b> PCSS will invite non-PCSS teachers and administrators from nearby public schools to an annual open house session to share PCSS science programs and other curricular materials.	<b>Met</b>	PCSS has planned and executed the annual Science Open House and invited educators from the surrounding districts.
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### *Faithfulness to Charter*

PIONEER CHARTER SCHOOL OF SCIENCE II	2017 - 2018 Performance (Met/Partially Met/Not Met)	Evidence
<b>Objective:</b> PCSS II students will be prepared for the rigor of college education.		
<b>Measure:</b> Each year, at least 40% of eleventh and twelfth grade students will take an AP or comparable college level course.	<b>Met</b>	74.7% of eleventh and twelfth grade students took AP or comparable college level course.
<b>Measure:</b> The average SAT scores of PCSS II students will be 50 points higher than the sending districts' weighted average.	<b>Met</b>	Sending districts' weighted average: 1010.88; PCSS-II: 1145
<b>Objective:</b> Through emphasis on sciences PCSS students will build skills in research and gathering data.		
<b>Measure:</b> All students will participate in the annual Science & Engineering Fair organized in the school in which students will prepare and demonstrate their projects.	<b>Met</b>	All students participated in the annual Science and Engineering Fair.
<b>Measure:</b> At least 1/3 of the projects prepared for the annual Science & Engineering Fair will be rated ready for a school-wide showcase based on an internally developed rubric.	<b>Met</b>	40% of projects rated ready for the school-wide showcase.
<b>Measure:</b> All students will complete a senior research project during 12 <sup>th</sup> grade.	<b>Met</b>	All seniors completed a senior project.
<b>Measure:</b> All seniors will attain a satisfactory rating on an internally developed three-point rubric on the senior project.	<b>Met</b>	All seniors completed their projects satisfactorily.
<b>Objective:</b> PCSS II students will build good character and social skills.		
<b>Measure:</b> More than ¾ of all students will have a "B" or above in conduct by the end of the year based on student conduct data.	<b>Met</b>	97% percent of the students have earned at least a "B" rating at the end of the year.
<b>Measure:</b> Each year, in the aggregate, PCSS high school students will have a lower dropout and higher graduation rate than the sending districts' weighted average.	<b>Met</b>	PCSS-II graduation rate 100%, dropout rate 1.2%; Sending districts' average graduation rate 84.9%, dropout 2.7%

### *Dissemination*

**Objective:** PCSS will share its science programs with interested district schools.

<b>Measure:</b> PCSS will prepare informational materials to be distributed regarding motivational science programs.	<b>Met</b>	PCSS-II science department prepared informational materials for motivational science programs and distributed to the sending districts.
<b>Measure:</b> PCSS will invite interested districts to an open house session regarding motivational science programs run at the school.	<b>Met</b>	PCSS-II invited educators from surrounding districts for a science open house session.



## **APPENDIX B – RECRUITMENT AND RETENTION PLAN**

### **Recruitment Plan**

2018 – 2019

School Name: Pioneer Charter School of Science

#### **2017-2018 Implementation Summary:**

1. In a brief narrative, what were the successes and challenges of implementing the school's recruitment strategies from the 2017-2018 Recruitment Plan?
2. Is there additional information that gives context for subgroup enrollment figures (e.g., high number of siblings enrolled in entry class, re-classification of student subgroup status, etc.)?
3. Please provide a brief explanation if you think that your incoming class of students (as captured in the October 1, 2018 SIMS report) will meet the comparison index or the school's gap narrowing targets. Please explicitly state if you would like further discussion with the Department regarding the school's Recruitment Plan once your school has submitted October 1<sup>st</sup> SIMS demographic information.
  1. In 2017-18, we advertised in local papers and local MBTA bus and subway lines. We distributed fliers at local community centers, churches, and libraries. We also did a mass mailing campaign and an online advertisement campaign. We run advertisements on radio too. Our recruitment materials were printed in multiple languages (Spanish, Portuguese, and Haitian Creole). We also advertised in the Brazilian Times, El Mundo, and Haitian Reporter. We ran several open houses for interested parents where they also had the opportunity to talk to special education department members. Our outreach materials included information about ELL and special education services. Fliers are sent and placed at local libraries, special education departments of sending districts and Executive Office of Health and Human Services. We have also engaged our current students and parents during the outreach campaign.
  2. While our SWD numbers increased from the previous year, it is still below the comparison index or the gap narrowing target. While we increased our efforts on the recruitment side we also need to recognize the effect of sibling preference on recruitment. PCSS enrolls a high percentage of siblings in the incoming student cohort every year.
  3. We expect about 1/3 of the incoming cohort for the 2018-19 school year made up of siblings. This might impact our ability to meet the comparison index or gap narrowing targets for next year.

#### **General Recruitment Activities for 2018-2019:**

Advertisements will be published at local papers.  
Online advertisements will run for sending districts.  
Radio advertisements will run to reach a larger segment of the population.  
Advertisements will be placed on the local MBTA bus and subway lines.  
Mass mailing campaign will target sending district households with school age children.  
Fliers will be sent to local community centers and libraries.  
Multiple open houses will be scheduled prior to the admission lottery.

## Recruitment Plan –Strategies

### Special education students/students with disabilities

<p><b>(a) CHART data</b></p> <p>School percentage: 8.8%</p> <p>GNT percentage: 9.7%</p> <p>CI percentage: 10.3%</p> <p>The school is below CI percentages &amp; GNT percentages</p>	<p><b>(b) Continued 2017-2018 Strategies</b></p> <p>Utilize our PAC parents to reach out special education parents from other schools.</p> <p>Have a special education representative present during open houses.</p> <p>Place fliers stating that PCSS provides services to students with special needs at following local centers: Everett Public Library, Executive Office of Health and Human Services Chelsea Center, District Special Education Departments.</p> <p>Attend Everett City Fest and have information about special education services available.</p> <p>Engage current SWD students in recruitment efforts.</p> <p>Collaborate with Immaculate Conception Parish in recruitment efforts.</p>
	<p><b>(c) 2018-2019 Additional Strategy(ies)</b></p> <p><i>(Did not met GNT/CI: additional and/or enhanced strategies needed)</i></p> <p>Reach out to local pre-school programs, such as Head Start, to make them aware of the programs offered at PCSS for students with disabilities (change is expected within 2-3 years).</p>

### Limited English-proficient students/English learners

<p><b>(a) CHART data</b></p> <p>School percentage: 26.8%</p> <p>GNT percentage: 14.9%</p> <p>CI percentage: 22.9%</p> <p>The school is above GNT percentages and above CI percentages</p>	<p><b>(b) Continued 2017-2018 Strategies</b></p> <p><i>(Met GNT/CI: no enhanced/additional strategies needed)</i></p> <p>Have fliers and application forms in multiple languages (Haitian Creole, Portuguese, Spanish).</p> <p>Place ads in foreign language papers such as Brazilian Times, El Mundo and Haitian Reporter.</p> <p>Place fliers and applications at local ethnic markets (Posada Market, DT Brazil, Amigos Convenience Meat) and learning centers (Immigrant learning center, Excelsior learning center)</p> <p>Place fliers at local churches that serve the targeted population: St Anthony of Padua, Immaculate Conception (of Everett), Brazilian Assembly of God, Iglesia De La Comunidad Nueva Vision, Chelsea Spanish Church of God.</p> <p>Engage with Immaculate Conception for Spanish and Haitian Creole masses.</p> <p>Establish task force of students from targeted population with the goal of recruiting students from their communities.</p> <p>Have ELL personnel or bilingual staff available during open houses.</p>
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### Students eligible for free or reduced lunch (Low Income/Economically Disadvantaged)

<p><b>(a) CHART data</b></p> <p>School percentage: 39.8%</p> <p>GNT percentage: 36.5%</p> <p>CI percentage: 48.4%</p>	<p><b>(b) Continued 2017-2018 Strategies</b></p> <p><i>(Met GNT/CI: no enhanced/additional strategies needed)</i></p> <p>Place fliers stating free and reduced lunch programs are available at following local centers: Mass Health Enrollment Center (Chelsea), EOHHS Chelsea Center, Parlin Memorial Library, Sylvia's Haven Shelter, Crossroads Family Shelter, Boys and Girls Club.</p> <p>Run advertisements at local MBTA and subway lines.</p>
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The school is above GNT percentages and below CI percentages	<p>Provide information about free and reduced lunch programs during open houses. Place fliers stating free and reduced lunch programs at local food stores that accept food stamps.</p> <p>Collaborate with Immaculate Conception Parish in recruitment efforts.</p>
<u>Students who are sub-proficient</u>	<p><b>(d) 2018-2019 Strategies</b></p> <p>Include information about support programs (tutoring, smaller class size) in fliers. Present information about support programs during open houses. Identify tutoring services in the community and provide them with fliers.</p>
<u>Students at risk of dropping out of school</u>	<p><b>(e) 2018-2019 Strategies</b></p> <p>Prepare fliers that mention support programs as well as counseling services. During open houses provide information about support programs, social-emotional support and school culture. Provide recruitment materials to local YMCA.</p>
<u>Students who have dropped out of school</u>	<p><b>(f) 2018-2019 Strategies</b></p> <p>Identify local GED or GED preparation programs and provide them with recruitment materials. Contact local department of youth services and EOHHS centers and provide recruitment materials.</p>
<b>OPTIONAL</b> <u>Other subgroups of students who should be targeted to eliminate the achievement gap</u>	<p><b>(g) 2018-2019 Strategies</b></p> <p>N/A</p>

**Retention Plan**  
2018 – 2019

**2017-2018 Implementation Summary:**

PCSS implemented general retention strategies to ensure retention of various student groups but did not meet the student retention goal of 90%. The strategies focused predominantly on two fronts i) improving parent communication to build stronger relationships through school newsletters (containing updates on activities and upcoming events), student database (a password protected online tool that provides information to parents 24/7), teacher phone calls and home visits ii) student support programs and school culture. Various programs (including but not limited to student meetings, assemblies, peer mentoring program, etc) have been implemented by the counselor to ensure social and emotional support. The bullying intervention and prevention program and code of conduct ensured a safe and welcoming environment. Since academic success is an important component of school life, retention activities included Saturday and after school tutoring programs as well as intervention programs. Extracurricular activities contributed to the positive school culture and student retention. Such activities included academic teams, clubs and athletics. For specific subgroups activities to help students and parents were carried out throughout the year. The SWD coordinator ensured continuous communication with parents and frequent checks with students. ELL coordinator worked in a similar fashion and also ensured a welcoming environment for LEP students. School provides free breakfast to everyone and also participates in free and reduced lunch program to assist low income students.

Overall Student Retention Goal	
Annual goal for student retention (percentage):	90%

Retention Plan –Strategies	
Special education students/students with disabilities	
(a) CHART data	(b) Continued 2017-2018 Strategies
<p><b>School percentage:</b> 17.6%</p> <p><b>Third Quartile:</b> 13.4%</p> <p>The school is above third quartile percentages.</p>	<p>Continuous communication with parents of the special education students through calls, meetings, special progress reports, etc. Check to make sure that special education parents have access to student database.</p> <p>Frequent checks with students.</p> <p>Ensure access to extracurricular activities. The SPED coordinator will check in with the athletic director to discuss any plans that need to be put in place for students.</p> <p>Inform parents about resources available within the special education department and school.</p> <p>Frequent checks and information sharing with regular education teachers. The Student Support team will attend grade meetings and follow up with parents if needed.</p> <p>Provide description of special education services and staff.</p> <p>Invite special education parents for a yearly check in meeting with the building administration.</p>

	<p>Provide peer mentoring opportunities for special education students based on teacher/counselor feedback.</p> <p><b>(c) 2018-2019 Additional Strategy(ies)</b>  <i>(Above the third quartile: additional and/or enhanced strategies needed)</i>            Ensure that SWD have access to academic support programs in addition to IEP services (change is expected within 1-2 years).            Monitor quarterly academic data to ensure SWD are consistently successful (change is expected within 1-2 years).</p>
<b>Limited English-proficient students/English learners</b>	
<p><b><u>(a) CHART data</u></b></p> <p><b>School percentage:</b> 11.9%</p> <p><b>Third Quartile:</b> 15.2%</p> <p>The school is below third quartile percentages.</p>	<p><b><u>(b) Continued 2017-2018 Strategies</u></b>  <i>(Below third quartile: no enhanced/additional strategies needed)</i>            Ensure continuous communication with parents in their languages if needed.            Ensure a welcoming school and classroom environment for LEP students.            Frequent checks with students            Ensure access to extracurricular activities.            Initiate peer mentoring programs to assist LEP students through orientation to school and quick improvement of language skills.            Provide description of ELL services available to parents and students.</p>
<b>Students eligible for free or reduced lunch (low income/economically disadvantaged)</b>	
<p><b><u>(a) CHART data</u></b></p> <p><b>School percentage:</b> 12.8%</p> <p><b>Third Quartile:</b> 13.0%</p> <p>The school is below third quartile percentages.</p>	<p><b><u>(b) Continued 2017-2018 Strategies</u></b>  <i>(Below third quartile: no enhanced/additional strategies needed)</i>            Ensure fee waivers are available for students in need.            Publicize the free and reduced lunch program.            Publicize community resources available.            Provide assistance with transportation if needed.            Follow up student participation in tutoring and other support programs.            Utilize a card system during lunch to minimize potential for teasing.</p>
<b><u>Students who are sub-proficient</u></b>	<p><b><u>(d) 2018-2019 Strategies</u></b></p> <p>Provide intervention programs and tutoring services.            Arrange parent conferences to assist students who are in danger of failing.            Provide study skills training to incoming seventh grade class.            Continuously monitor student progress for timely intervention and follow up.</p>
<b><u>Students at risk of dropping out of school</u></b>	<p><b><u>(e) 2018-2019 Strategies</u></b></p> <p>Provide counseling services.            Provide and emphasize description of school culture and family engagement.            Monitor student behavior and adjustment to school.            Initiate parent conferences if progress is minimal.</p>
<b><u>Students who have dropped out of school</u></b>	<p><b><u>(f) 2018-2019 Strategies</u></b></p>

	<p>Initiate parent conferences.</p> <p>Follow up with the student/family to provide guidance and assistance.</p> <p>Provide description of support services and school culture.</p> <p>Provide information about support personnel.</p> <p>Frequent checks with student to ensure adjustment to school environment</p>
<p><b>OPTIONAL</b></p> <p><u>Other subgroups of students who should be targeted to eliminate the achievement gap</u></p>	<p>N/A</p> <p><b>(g) 2018-2019 Strategies</b></p>

### Recruitment Plan 2018 – 2019

School Name: Pioneer Charter School of Science II

<b>2017-2018 Implementation Summary:</b>
<ol style="list-style-type: none"> <li>1. In a brief narrative, what were the successes and challenges of implementing the school's recruitment strategies from the 2017-2018 Recruitment Plan?</li> <li>2. Is there additional information that gives context for subgroup enrollment figures (e.g., high number of siblings enrolled in entry class, re-classification of student subgroup status, etc.)?</li> <li>3. Please provide a brief explanation if you think that your incoming class of students (as captured in the October 1, 2018 SIMS report) will meet the comparison index or the school's gap narrowing targets. Please explicitly state if you would like further discussion with the Department regarding the school's Recruitment Plan once your school has submitted October 1<sup>st</sup> SIMS demographic information.</li> </ol> <ol style="list-style-type: none"> <li>1. PCSS-II adopted many of the strategies implemented at the flagship school. A lot of the activities are carried on behalf of both schools. General recruitment activities consist of advertisements in local papers (Salem News, Lynn Item, Saugus Advocate, Wicked Local and Globe North), online advertisements, advertisements in local MBTA bus and subway lines, mass mailing campaign, fliers at local community centers and libraries, and open houses conducted regularly. To reach out to specific demographics PCSS utilized its PAC team; printed recruitment materials in multiple languages (Spanish, Portuguese, and Haitian Creole); gave advertisements to Brazilian Times, El Mundo, and Haitian Reporter; run radio advertisements; meet with or distributed materials to local churches; placed fliers in local community boards; placed materials at the local YMCAs and community centers; had representatives of special education department members during open houses to provide information to interested parents; provided information during recruitment events and through recruitment materials about support programs available at the school. Fliers are sent and placed at local libraries, special education departments and Executive Office of Health and Human Services. We have also engaged our students and parents to reach out to certain demographic groups.</li> <li>2. PCSS enrolls a high percentage of siblings in the incoming student cohort every year. We expect about 20% of the incoming cohort for the 2018-2019 school year made up of siblings.</li> <li>3. Similar to 2017-2018 school year, we expect to meet the comparison index or school's gap narrowing targets for next year too.</li> </ol>



**General Recruitment Activities for 2018-2019:**

Advertisements will be published at local papers.  
 Online advertisements will run for sending districts.  
 Radio advertisements will run to reach a larger segment of the population.  
 Advertisements will be placed on the local MBTA bus and subway lines.  
 Mass mailing campaign will target sending district households with school age children.  
 Fliers will be sent to local community centers and libraries.  
 Multiple open houses will be scheduled prior to the admission lottery.

**Recruitment Plan –Strategies****Special education students/students with disabilities****(a) CHART data**

**School percentage:**  
12.0%  
**GNT percentage:** 10.0%  
**CI percentage:** 11.9%

The school is above  
GNT percentages and  
above CI percentages

**(b) Continued 2017-2018 Strategies**

*(Met GNT/CI: no enhanced/additional strategies needed)*

Utilize PAC parents to reach out special education parents from other schools.  
 Have a special education representative present during open houses.  
 Place fliers stating that PCSS-II provides services to students with special needs at local community centers and special education departments.  
 Attend Saugus Founders' Day (or similar local events) and have information about special education services available.

**Limited English-proficient students/English learners****(a) CHART data**

**School percentage:**  
23.8%  
**GNT percentage:** 7.0%  
**CI percentage:** 7.7%

The school is above  
GNT percentages and  
above CI percentages

**(b) Continued 2017-2018 Strategies**

*(Met GNT/CI: no enhanced/additional strategies needed)*

Have fliers and application forms in multiple languages.  
 Place ads in foreign language papers such as Brazilian Times, El Mundo and Haitian Reporter.  
 Advertise on Spanish Contemporary radio (WKOX-AM).  
 Place fliers and applications at local YMCA centers and community centers.

**Students eligible for free or reduced lunch (Low Income/Economically Disadvantaged)****(a) CHART data**

**School percentage:**  
29.4%  
**GNT percentage:** 28.8%

**(b) Continued 2017-2018 Strategies**

*(Met GNT/CI: no enhanced/additional strategies needed)*

Place fliers stating free and reduced lunch programs are available at following local centers: North Shore Career Center-Lynn and North Shore Career Center-Salem.

<b>CI percentage: 34.1%</b>  The school is above GNT percentages and below CI percentages	Provide information about free and reduced lunch programs during open houses. Place fliers stating free and reduced lunch programs at local food stores that accept food stamps.
<u>Students who are sub-proficient</u>	<b>(d) 2018-2019 Strategies</b>  Include information about support programs (tutoring, smaller class size) in fliers. Present information about support programs during open houses. Identify tutoring services in the community and provide them with fliers.
<u>Students at risk of dropping out of school</u>	<b>(e) 2018-2019 Strategies</b>  Prepare fliers that mention support programs as well as counseling services. During open houses provide information about support programs, social-emotional support and school culture. Provide recruitment materials to local YMCAs.
<u>Students who have dropped out of school</u>	<b>(f) 2018-2019 Strategies</b>  Identify local GED or GED preparation programs and provide them with recruitment materials. Contact local department of youth services and social service agencies and provide recruitment materials.
<b>OPTIONAL</b> <u>Other subgroups of students who should be targeted to eliminate the achievement gap</u>	<b>(g) 2018-2019 Strategies</b>  N/A

**Retention Plan**  
2018 – 2019

<b>2017-2018 Implementation Summary:</b>
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PCSS implemented general retention strategies to ensure retention of various student groups and met the student retention goal of 87%. The strategies focused predominantly on two fronts i) improving parent communication to build stronger relationships through school newsletters (containing updates on activities and upcoming events), student database (a password protected online tool that provides information to parents 24/7), teacher phone calls and home visits ii) student support programs and school culture. Various programs (including but not limited to student meetings, assemblies, peer mentoring program, etc) have been implemented by the counselor to ensure social and emotional support. The bullying intervention and prevention program and code of conduct ensured a safe and welcoming environment. Since academic success is an important component of school life, retention activities included Saturday and after school tutoring programs as well as intervention programs. Extracurricular activities contributed to the positive school culture and student retention. Such activities included academic teams, clubs and athletics.

For specific subgroups activities to help students and parents were carried out throughout the year. The SWD coordinator ensured continuous communication with parents and frequent checks with students. ELL coordinator worked in a similar fashion and also ensured a welcoming environment for LEP students. School provides free breakfast to everyone and also participates in free and reduced lunch program to assist low income students.

Overall Student Retention Goal	
Annual goal for student retention (percentage):	90%

Retention Plan –Strategies	
Special education students/students with disabilities	
<p><u>(a) CHART data</u></p> <p><b>School percentage:</b> 15.9%</p> <p><b>Third Quartile:</b> 15.7%</p> <p>The school is above third quartile percentages.</p>	<p><b>(b) Continued 2017-2018 Strategies</b></p> <p>Continuous communication with parents of the special education students through calls, meetings, special progress reports, etc. Check to make sure that special education parents have access to student database.</p> <p>Frequent checks with students.</p> <p>Ensure access to extracurricular activities. The SPED coordinator will check in with the athletic director to discuss any plans that need to be put in place for students.</p> <p>Inform parents about resources available within the special education department and school.</p> <p>Frequent checks and information sharing with regular education teachers. The Student Support team will attend grade meetings and follow up with parents if needed.</p> <p>Provide description of special education services and staff.</p> <p><b>(c) 2018-2019 Additional Strategy(ies)</b> (Above the third quartile: additional and/or enhanced strategies needed)</p> <p>Ensure that SWD have access to academic support programs in addition to IEP services (change is expected within 1-2 years).</p> <p>Monitor quarterly academic data to ensure SWD are consistently</p>

successful (change is expected within 1-2 years).	
<b>Limited English-proficient students/English learners</b>	
<p><b><u>(a) CHART data</u></b></p> <p><b>School percentage:</b> 13.3%</p> <p><b>Third Quartile:</b> 13.0%</p> <p>The school is above third quartile percentages.</p>	<p><b><u>(b) Continued 2017-2018 Strategies</u></b></p> <p>Ensure continuous communication with parents in their languages if needed.</p> <p>Ensure a welcoming school and classroom environment for LEP students.</p> <p>Frequent checks with students.</p> <p>Ensure access to extracurricular activities.</p> <p>Initiate peer mentoring programs to assist LEP students through orientation to school and quick improvement of language skills.</p> <p>Provide description of ELL services available to parents and students.</p> <p>ELL coordinator will attend grade level meetings to provide support and follow up student issues.</p> <p>ELL parents will be invited for a yearly check in meeting with the building administration.</p> <p><b><u>(c) 2018-2019 Additional Strategy(ies)</u></b></p> <p><i>(Above the third quartile: additional and/or enhanced strategies needed)</i></p> <p>Ensure that ELL have access to academic support programs in addition to LEP services (change is expected within 1-2 years).</p> <p>Monitor quarterly academic data to ensure ELL are consistently successful (change is expected within 1-2 years).</p>
<b>Students eligible for free or reduced lunch (low income/economically disadvantaged)</b>	
<p><b><u>(a) CHART data</u></b></p> <p><b>School percentage:</b> 10.0%</p> <p><b>Third Quartile:</b> 14.3%</p> <p>The school is below third quartile percentages.</p>	<p><b><u>(b) Continued 2017-2018 Strategies</u></b></p> <p>Ensure fee waivers are available for students in need.</p> <p>Publicize the free and reduced lunch program.</p> <p>Publicize community resources available.</p> <p>Provide assistance with transportation if needed.</p> <p>Follow up student participation in tutoring and other support programs.</p> <p>Utilize a card system during lunch to minimize potential for teasing.</p>
<p><b><u>Students who are sub-proficient</u></b></p>	<p><b><u>(d) 2018-2019 Strategies</u></b></p> <p>Provide intervention programs and tutoring services.</p> <p>Arrange parent conferences to assist students who are in danger of failing.</p> <p>Provide study skills training to incoming seventh grade class.</p> <p>Continuously monitor student progress for timely intervention and follow up.</p>
<p><b><u>Students at risk of dropping out of school</u></b></p>	<p><b><u>(e) 2018-2019 Strategies</u></b></p> <p>Provide counseling services.</p> <p>Provide and emphasize description of school culture and family engagement.</p> <p>Monitor student behavior and adjustment to school.</p> <p>Initiate parent conferences if progress is minimal.</p>
<p><b><u>Students who have dropped out of school</u></b></p>	<p><b><u>(f) 2018-2019 Strategies</u></b></p> <p>Initiate parent conferences.</p> <p>Follow up with the student/family to provide guidance and assistance.</p> <p>Provide description of support services and school culture.</p>

	Provide information about support personnel. Frequent checks with student to ensure adjustment to school environment.
<b>OPTIONAL</b> <u>Other subgroups of students who should be targeted to eliminate the achievement gap</u>	<b>(g) 2016-2017 Strategies</b>  N/A

### **APPENDIX C - SCHOOL AND STUDENT DATA TABLES**

Pioneer Charter School of Science DESE profile can be accessed at:

<http://profiles.doe.mass.edu/profiles/student.aspx?orgcode=04940000&orgtypecode=5&>

Pioneer Charter School of Science II DESE profile can be accessed at:

<http://profiles.doe.mass.edu/profiles/student.aspx?orgcode=35060505&orgtypecode=6&>

<b>STUDENT DEMOGRAPHIC AND SUBGROUP INFORMATION</b>				
Race/Ethnicity	PCSS # of students	PCSS % of entire student body	PCSS-II # of students	PCSS-II % of entire student body
African-American	188	28	123	34
Asian	59	9	53	15
Hispanic	198	30	84	24
Native American	11	2	2	1
White	208	31	95	27
Native Hawaiian, Pacific Islander	1			
Multi-race, non-Hispanic	3			
Special education	59	9	43	12
Limited English proficient	179	27	85	24
Economically Disadvantaged				

<b>PCSS ADMINISTRATIVE ROSTER FOR THE 2017-2018 SCHOOL YEAR</b>			
Name, Title	Brief Job Description	Start date	End date (if no longer employed at the school)
Sanela Jonuz, Executive Director	School principal	Fall 2013	
Yavuz Keskin, H.S. Dean of Academics	Academic supervision, assessment	Fall 2016	
Mehmet Cogal, M.S. Dean of Academics	Academic supervision, assessment	Fall 2013	
James Francis, H.S. Dean of Students	Disciplinarian, student activities, teacher support	Fall 2016	
David Micu, M.S. Dean of Students	Disciplinarian, student activities, teacher support	Fall 2016	

<b>PCSS-II ADMINISTRATIVE ROSTER FOR THE 2017-2018 SCHOOL YEAR</b>			
Name, Title	Brief Job Description	Start date	End date (if no longer employed at the school)
Vahit Sevinc, Executive Director	School principal	Fall 2016	
Mahmut Bekin, Dean of Academics	Academic supervision, assessment	Fall 2013	



Melissa Radonicic, Dean of Students	Disciplinarian, student activities, teacher support	Fall 2013	
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#### PCSS TEACHERS AND STAFF ATTRITION FOR THE 2017-2018 SCHOOL YEAR

	Number as of the last day of the 2017-2018 school year	Departures during the 2017-2018 school year	Departures at the end of the school year	Reason(s) for Departure
Teachers	65	3	11	Career change, resignation, commute, relocation, termination
Other Staff	39	4	7	Relocation, resignation, termination

#### PCSS-II TEACHERS AND STAFF ATTRITION FOR THE 2017-2018 SCHOOL YEAR

	Number as of the last day of the 2017-2018 school year	Departures during the 2017-2018 school year	Departures at the end of the school year	Reason(s) for Departure
Teachers	33	1	4	Relocation, commute, termination
Other Staff	14	2	1	Termination

#### BOARD MEMBER INFORMATION

Number of commissioner approved board members as of August 1, 2018	5
Minimum number of board members in approved by- laws	5
Maximum number of board members in approved by- laws	15

#### BOARD MEMBERS FOR THE 2017-18 SCHOOL YEAR

Name	Position on the Board	Committee affiliation(s)	Number of terms served	Length of each term (including date of election and expiration)
Mehmet Dogan, PhD	Chair		3	3 (9/1/10 – 7/31/19)
Murat Yaldizli, PhD	Vice Chair		2	3 (4/6/12 – 7/31/18)
Asil Oztekin, PhD	Trustee		2	3 (3/2/12 – 7/31/18)
Brock Reeve	Treasurer		2	3 (6/23/14 – 7/31/20)
Nuh Gedik, PhD	Secretary		3	3 (1/1/09 – 7/31/18)
Galip Bak	Trustee		1	3 (10/12/17 – 7/31/20)
Mirlande Laborde	Trustee		1	3 (9/31/16 - 7/31/19)

**APPENDIX D - ADDITIONAL REQUIRED INFORMATION**

**Key Leadership Changes**

<b>Position</b>	<b>Name</b>	<b>No Change/ New/Open Position</b>
Board of Trustees Chairperson		No Change
Charter School Leader		No Change
Assistant Charter School Leader		No Change
Special Education Director		No Change
MCAS Test Coordinator		No Change
SIMS Coordinator		No Change
English Language Learner Director	Lananh Nguyen	New
School Business Official		No Change
SIMS Contact		No Change

**Facilities**

Has your school relocated or acquired a new facility within your charter school's current municipality?

<b>Location</b>	<b>Dates of Occupancy</b>
9 Plymouth Street	April 23, 2018

**Enrollment**

<b>Action</b>	<b>Date(s)</b>
Student Application Deadline	March 1, 2019
Lottery	March 8, 2019

# Northeast Metropolitan Regional Vocational High School District

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

## Annual Report 2018

# **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

Grant Leung - Winchester

Dawne H. Armitstead - Winthrop

# **NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

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

**ANNUAL REPORT 2018**

## **OUTSTANDING STUDENT AWARD**

Mary Fung from Stoneham a student in the HVAC/R 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, 2 Seniors and 57 Juniors were inducted. There are a total of 59 Technical Honor Society members for the 2017-2018 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 17 Juniors and 11 sophomores were inducted for the 2017-2018 school year bringing the total membership to 28.

## **SCHOLARSHIP COMMITTEE**

The Northeast Awards and Scholarship Committee and PAC board presented awards and scholarships to 86 deserving students at the annual Senior Recognition Night. A total of \$40,225.00 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.

## **SCHOOL WIDE PROFESSIONAL DEVELOPMENT 17-18**

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 2017-2018 school year included:

**First Day Back Professional Development Day (August 28, 2017):**

Included training on observation and evaluation, school culture and team building through One School – One Book activities and book discussion. In addition, training was held on Special and General Education Laws, Civil Rights, and Discipline.

**Second Day Back Professional Development Day (August 28, 2017)**

Included training trauma sensitive schools and SEL learning, Google Classroom implementation, and Five Year NEASC visitation planning and team construction.

**New Teacher and Second and Third Year Teacher Monthly Professional Development Meetings**

Teacher training included Creating a Classroom Culture, Goal Setting, Well-Structured Lessons, Meeting Diverse Student Needs, Adjustment of Practice, Sharing Conclusions with Students, Two-way Communication, Student Motivation and Self-Assessment.

**Student Safety Concerns (November 13, 2017)**

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

**Professional Development Day – Meeting Diverse Needs (January 16, 2017)**

Teachers had the opportunity to choose from a variety of sessions centered on differentiation in both the shop and academic settings during seven hours of professional development time.

**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 9th until Friday July, 19th. This program was conducted as a transitional experience for students entering grade 9 in August 2017. This year, due to a decrease in grant funding available the program was conducted in 2-4 day sessions. 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.

*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 Guidance 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.

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. Arbour Counseling Services in Woburn provides individual therapy services at Northeast for students referred by their School Adjustment Counselors.

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.

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 for parents to offer free support with financial aid specialists. A college planning night was held for sophomore, junior and senior 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 2018:**

#### **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 are being replicated in each career pathway. In FY2018 Perkins funding was used to support staff salaries and supplies in the newly instituted Robotics and Automation Technology pathway. Perkins funding was also utilized to purchase a new van for the Dental Assisting program. This van is a necessary expense to transport students and teachers to work-based internships for the program.

##### **Massachusetts Capital Skills Grant:**

This competitive grant brought in \$500,000 to the district. These funds were used to purchase equipment and

supplies for the aforementioned Robotics and Automation technology program. Three robots, 3-D printers, laptop computers are some of the larger purchases made possible by these funds. Supplies, such as tools and software were also purchased with Capital Skills Funds.

**Credit for Life Grant:**

The \$5,000 awarded to District through this grant was used to purchase supplies for the Business Technology Career Pathway. The students in this department researched and developed presentations on the positive and negative uses of credit that consumers need to know. Stations were set up in the cafeteria and the entire grade 11 population of the school attended the presentations and visited each of the 10 stations where lessons were demonstrated.

**Cummings Foundation Grant:**

This grant allowed the district to conduct Saturday sessions for students from the district non-vocational high schools. The pathways of: Automotive Technology, Cosmetology, Drafting and Design, Design and Visual, Metal Fabrication and Plumbing were made available to this population. This program was conducted over twelve weeks during February, March and April.

## **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 2018, with the exception of a chemistry class with lab, all other courses were run through our on-line credit recovery program with our credit recovery specialist instructor, and meet all Massachusetts DESE curriculum frameworks.

**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.

**2018 GRADUATES**

The 2017-18 school year represents the Forty Sixth 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	92	Employed	95
Attending 2-year college	60	Entering Military Service	6
Apprentice school	6	Other	28

**SPECIAL EDUCATION ENROLLMENT**

Special Education enrollment for the 2017-18 school year continued to represent approximately one quarter share of the total school enrollment with students. The 278 Special Education students represent 23% of the school population. Additionally, 93 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 10, 2018 the following members were elected as Officers of the Northeast District School Committee:

Chairman	Deborah P. Davis, of Woburn
Vice Chairman	Judith M. Dymment, 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 2017 were positively placed in relevant post-secondary areas (*Source: MA DESE CVTE Grad Follow-up Survey INTERIM Results, Nov 2015*).

In fact, Northeast currently employs 30 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, Committee 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	239
Malden	215	238	234	222	216	215	198	194	189	170	165	150
Melrose	56	64	64	48	45	62	61	67	74	62	60	42
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	20
Revere	241	242	238	244	238	234	225	223	224	216	234	250
Saugus	146	137	138	161	174	191	204	200	190	199	187	215
Stoneham	34	46	44	46	52	54	59	69	73	71	62	59
Wakefield	59	65	61	84	91	98	79	70	68	64	63	68
Winchester	7	9	9	7	11	13	15	14	11	9	13	8
Winthrop	41	45	44	55	65	58	60	65	62	68	60	47
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>1236</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>10</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>1246</b>
SPECIAL NEEDS ENROLLMENT	287	320	342	333	323	330	331	326	313	317	314	278
% SPECIAL NEEDS ENROLLMENT	24%	26%	27%	27%	26%	26%	26%	26%	26%	27%	23%	23%



Melisa Behremovic, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade



Ana Paula, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade

Date: Feb. 25, 2019

To: Wendy Reed, Clerk Saugus Board of Selectman

From: Tom Traverse, Chairman Affordable Housing FY18

Re: FY18 Annual report July 1, 2017- June 30, 2018

The purpose of the Trust is to maintain a path where any donated property to the Town could be donated in a proper manner.

The Trust met multiple times with quorums and although a position was maintained where property could be accepted, none was offered.

Sincerely,

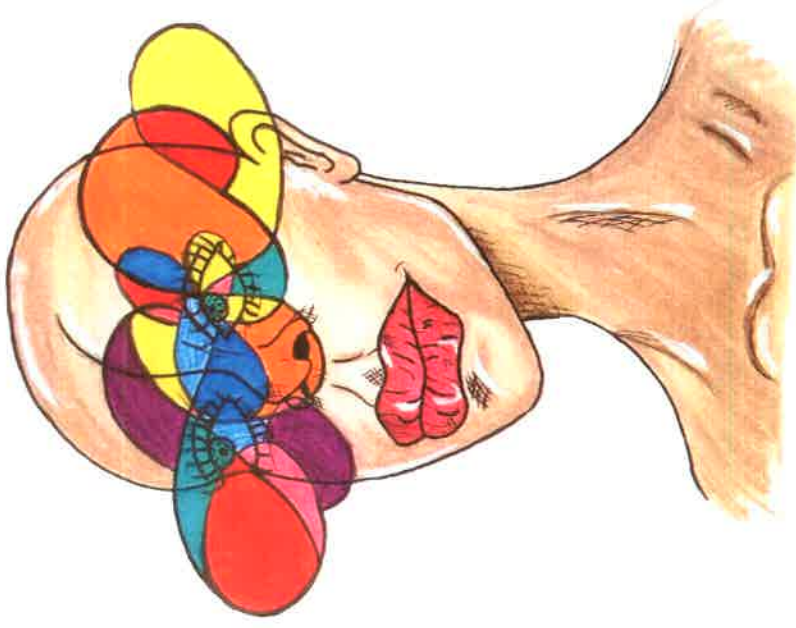
A handwritten signature in dark ink, appearing to read "Thomas E. Traverse". The signature is fluid and cursive, with a horizontal line above the first few letters.

Thomas E Traverse

Chairman Affordable Housing Trust FY18



Melisa Behremovic, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade



Melisa Behremovic, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade

January 15, 2018

## Town Manager's Aggregate Post Closure Committee FY18 Annual Report

Over the course of FY18, July 1, 2017 to June 30, 2018, the Town Manager's Aggregate Post Closure Committee ("the Committee") met periodically with executives of Aggregate Industries North East Region ("AINER") as to the future disposition of the approximately 60 acre Saugus Quarry.

With the assistance of the Town's economic development consultant and a consultant site engineering firm/Licensed Site Professional, the Committee has monitored AINER's on-going reclamation filling of the quarry. Since the Town and AINER in September of 2016, finalized a comprehensive Land Reclamation Agreement (LRA) that includes sufficient safeguards to protect Town interests, the parties have cooperatively worked on framing a site development master plan.

The Committee's objectives are the ultimate cessation of stone quarrying at the site, the importation of sufficient non-contaminated fill to bring the site up to an optimal grade, and future redevelopment of the site for desirable mixed uses under a cooperatively created master-plan.

Acting in the best interests of the Town, the Committee has worked to craft mechanisms that will result not only in the closure of the Saugus Quarry as an ongoing mining operation, but will lead to elimination of potential undesirable uses allowed under current zoning by-laws and replacement with new zoning which encourages desirable uses tied to a comprehensive site Master Plan. Considerable progress was made towards these ends in FY2018.

William Leuci, Chair

Members:

Michele Wendell

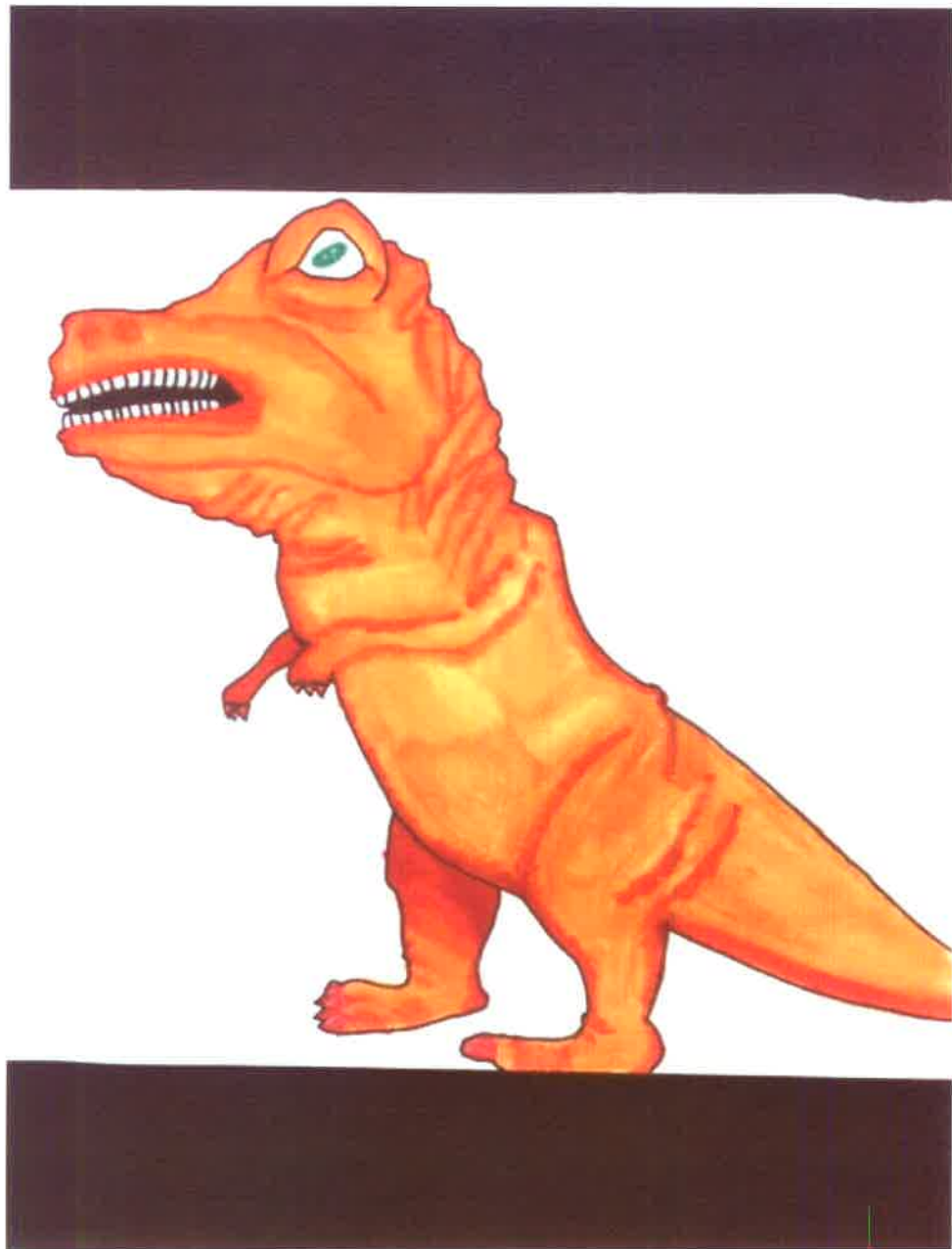
Al DiNardo

Maureen Whitcomb

Ann Devlin

Michael Serino





Lindsey Tammaro, 8<sup>th</sup> grade  
AJ Belmonte Middle School





# ***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 21, 2019

Re: JULY 1, 2017 – June 30, 2018 ANNUAL REPORT

STRAY DOGS HOUSED (SAUGUS ONLY)	20
STRAY DOGS RETURNED TO THEIR OWNERS	17
DOGS ADOPTED FOR THE YEAR	1
DOGS EUTHANIZED	1
DOGS TRANSFERRED TO OTHER SHELTERS	1
FOSTER CARE	0
DOG LICENSES	1,169
DOG LICENSES FEES	\$20,500.00
DOG LATE FEES	\$1,500.00
MONEY COLLECTED BY TOWN CLERK	\$22,000.00

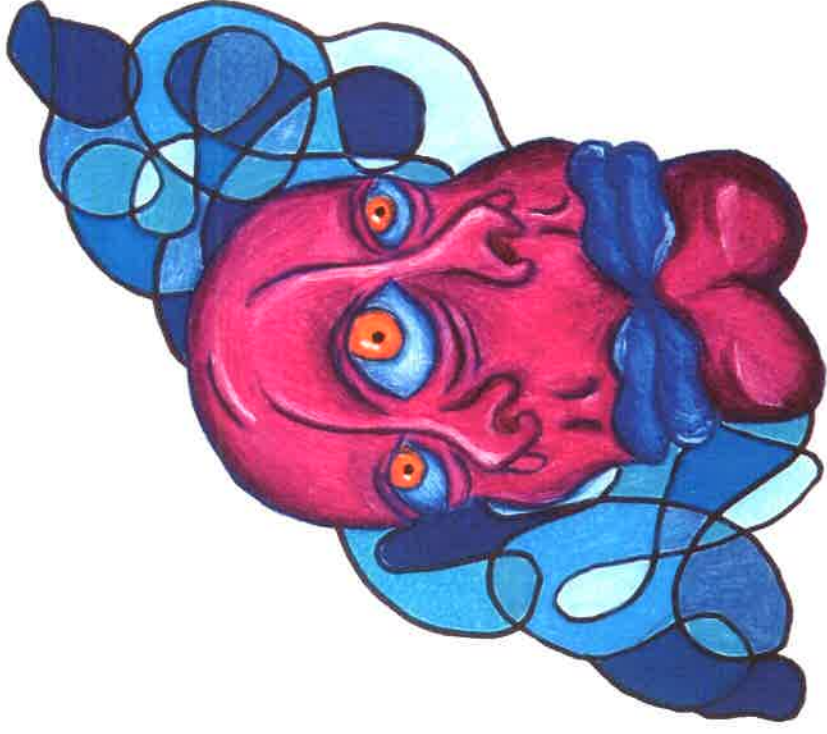
ADMINISTRATION FEES, FINES AND RENT IS TABLULATED  
AND COLLECTED BY THE TOWN TREASURER

CALLS OR COMPLAINTS ANSWERED (INCLUDING CALLS FROM THE POLICE DEPARTMENT]	1,950
EMERGENCY CALLS	147
BOARD OF SELECTMAN HEARING ON K-9 ISSUES	0
HEARINGS & COURT CASES	0
VIOLATIONS ISSUED	25
DOG BITES & SCRATCHES REPORTED	35
CAT BITES & SCRATCHES REPORTED	3
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	60
ANIMALS TESTED NEGATIVE FOR RABIES	03

ANIMALS TESTED POSITIVE FOR RABIES	0
DECEASED ANIMALS PICKED UP FROM ROADWAYS	114
ONE RABIES CLINIC WAS HELD ON 5-7-14	26
NUMEROUS CALLS ON WILDLIFE SIGHTINGS AND COMPLAINTS.	
PERFORMED JANITORIAL DUTIES AT THE DOG POUND.	
MAINTAINING DOG POUND, ANIMAL CONTROL TRUCK & KEEPING EQUIPMENT STERILIZED.	
THE PARKING CLERKS OFFICE CALCULATES PARKING ENFORCEMENT VIOLATIONS.	



Melisa Behremovic, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade



Melisa Behremovic, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade



# **Town of Saugus**

## **FISCAL YEAR 2018 ANNUAL REPORT**

Board of Assessors

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

---

Ronald J. Keohan Jr. MAA, RMA  
Deputy Assessor

## ASSESSOR'S FY 2018 ANNUAL REPORT

The Board of Assessors reviewed and updated property values in the Town of Saugus as necessary for FY2018. The values met State standards and were certified by the Massachusetts Department of Revenue. The average single family property value has increased by 4.0%. While the average tax bill increased \$241. The average single family value is calculated at \$386,300.

A public hearing was held on November 27, 2017 where the Board of Selectmen selected a minimal residential factor of 82.4484%. 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 \$11.58 and the Commercial, Industrial, Personal Property rate at \$24.58.

### FY2018 LEVY LIMIT CALCULATION

FY16 Levy Limit	\$60,221,585
X 2.5%	1,505,540
+ New Growth	792,016
<b>FY2017 Levy Limit</b>	<b>\$62,519,140</b>
Dept. Exclusion	953,701
<b>Total with Debt</b>	
<b>Exclusion</b>	<b>\$63,472,842</b>

### TAX RATE SUMMARY -- FISCAL 2018

Total estimated receipts and other revenue sources	\$34,661,534.13
Net amount to be raised by taxation	<u>\$63,465,827.09</u>
Total amount to be raised	\$98,127,361.22

### REAL ESTATE VALUATION

<u>Class</u>	<u>Tax Rate</u>	<u>Levy by Class</u>	<u>Valuation</u>
Residential	\$11.58	42,402,766.91	3,661,724,258.00
Commercial	\$24.58	15,563,485.38	633,176,785.00
Industrial	\$24.58	3,459,891.25	140,760,425.00
Personal Property	\$24.58	<u>2,039,683.55</u>	<u>82,981,430.00</u>
<b>Totals</b>		<b><u>63,465,827.09</u></b>	<b><u>4,518,642,898.00</u></b>



**PERSONAL PROPERTY VALUATION**

Personal Property - Fiscal 2017	86,216,710.00
Personal Property - Fiscal 2018	82,981,430.00
TOTAL VALUE DECREASE	3,235,280.00

**TOTAL REAL PROPERTY VALUATION**

Real Estate - Fiscal 2017	4,075,352,739.00
Real Estate - Fiscal 2018	4,435,661,468.00
TOTAL VALUE INCREASE	360,308,729.00

**COMPARISON OF MOTOR VEHICLE EXCISE**

Year	Number of Bills	Valuation	Amount
2017	29,520	207,896,200.00	4,474,900.17
2018	30,246	219,188,890.00	4,580,866.08

**COMPARISON OF BOAT EXCISE**

Year	Number of Bills	Valuation	Amount
2017	113	418,100	4,181.00
2018	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)	19
Elderly (Clause 41C)	43
Widows (Clause 17D)	32
Veterans (Clause 22)	122
Veterans (100% Disabled)	74
Veterans (Paraplegic)	4
Veterans (Clause 22A, B, C, & D)	18
Deferred Taxes	4
Total Exemptions	319

Total Tax Amount of Exemptions	\$281,062.32
State Reimbursement	\$174,746.98

### **LOCAL EXPENDITURES**

Appropriations		94,118,433.46
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	32,486.00	
Revenue Deficit	0.00	
Snow & Ice Deficit	0.00	
Other	0.00	
Total Expenditures		32,486.00
State & County Cherry Sheet Charges		3,371,870.00
Overlay (Allowance for Abatements & Exemptions)		604,571.76
Total Amount to be Raised		98,127,361.22

### **ESTIMATED RECEIPTS**

Estimated Receipts from State	10,080,046.00
Massachusetts school building authority payments	0.00
Estimated Receipts from Local	9,657,063.00
Enterprise funds	11,239,516.65
Revenue Appropriated for Particular Purposes	2,850,000.00
Other Available Funds	834,908.48
Total Estimated Receipts	34,661,534.13

### **BREAKDOWN OF LOCAL ESTIMATED RECEIPTS**

Motor Vehicle Excise	4,585,763.00
Other Excise	639,000.00
Meals	955,000.00
Penalties & Interest on Taxes & Excise	277,000.00
Payments in Lieu of Taxes	67,000.00
Fees	370,000.00
Rentals/Boards	271,000.00
Departmental Revenue-Libraries	0.00
Departmental Revenue-Cemetery	105,000.00
Other Departmental Revenue	0.00
Licenses & Permits	1,665,000.00
Special Assessments	47,000.00
Fines & Forfeits	145,000.00
Investment Income	155,000.00
Medicaid Reimbursement	175,300.00
Miscellaneous Recurring	200,000.00
Miscellaneous Non-Recurring	000,000.00
Total	9,657,063.00



**Saugus Community Television, Inc.  
1 Pearce Memorial Dr.  
Saugus, Ma 01906**

**February 25, 2019**

**To Whom It May Concern,**

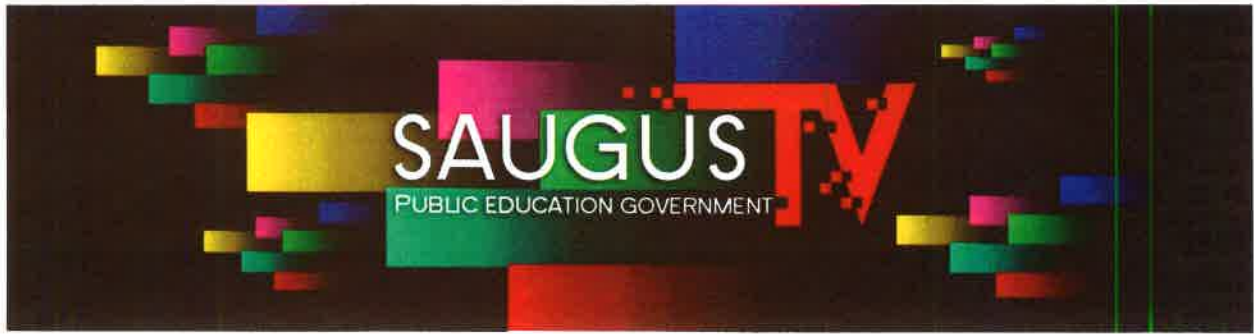
**It is my pleasure to share with you the 2018 Annual Report for SCTV. Attached you will find a report including a list of the current Board of Directors and their offices, Staffing, Equipment Inventory, Programming Summary, Press, Community Outreach Summary, and a summary of Future Goals.**

**SCTV will continue to pursue delivery of excellence in programming to the viewing audience with our highly creative and skilled staff, as well as the growing Saugus community volunteer members.**

**Sincerely,**

**Bryan Nadeau  
Executive Director,  
Saugus Community Television, Inc.**

**\*\*Saugus Community Television, Inc. (SCTV) operates and oversees the PEG (Public, Educational, and Government) access channels on the Comcast television system in Saugus, Massachusetts. These channels can presently be seen on Comcast channels 8, 9 and 22. SCTV operates out of Saugus High School, located at 1 Pearce Memorial Drive, at the rear of the building. SCTV wishes to provide our viewing public, our citizens, and institutions, located in Saugus, the equipment, training, and cable broadcast time necessary to communicate programming of interest.\***



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

# **SCTV Annual Report 2018**

**January 1, 2018 – December 31, 2018**



**Saugus TV is a DOUBLE 2018 Telly Award Winner**

**Silver Winner: Veteran's Appreciation Day**  
**Bronze Winner: Saugus TV's Teen TV Workshop**

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

Al DiNardo – President  
Donna Sordello – Vice President  
Fatima Allan – Treasurer  
Bill Williamson – Assistant Treasurer  
Sue Palomba – Board Member

### **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:**

- 21 Board of Selectmen Meetings
- 20 School Committee Meetings
- 3 Annual Town Meetings
- 2 Special Town Meeting

Total: 46

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

- 12 Planning Board Meetings
- 10 Board of Health Meetings
- 11 Zoning Board of Appeals Meetings
- 8 Library Board of Trustees Meetings
- 12 Finance Committee Meetings
- 6 SHS School Project Building Committee Meetings
- 1 School Budget Workshop

Total: 60

**Grand Total: 106 Meetings Covered in 2018**

### **Special Events Coverage:**

- Founders Day
- Saugus High School Graduation
- Belmonte Middle School Moving On Ceremony
  - Christmas Tree Lighting
- Memorial Day Parade & Services
  - Veterans Day Ceremony
- World Series Park Dedication
- Saugus River Water Shed Annual Meeting
  - SBEC Unsung Heroes
  - SBEC Taste for Education
- Saugus Garden Club Annual Meeting
  - Historical Society presentations
  - Public Forums
- Wellness Committee Meetings & Forums
  - State Election Results
- Books in Bloom @ Saugus Public Library
  - Community Trail Public Forum
- New Middle/High Project Groundbreaking Ceremony
- Economic Development Committee Meeting
  - Healthy Teens, Healthy Saugus
  - Breakheart Fall Festival
  - SHS Sports Hall of Fame
- Hammersmith Quilters Guild Quilt Show
  - Rail Trail Public Forum
- Class of 1918 Premiere at M.E.G. Building
  - Incineration Forum





## Saugus High School Sports Coverage:

### Fall Sports

- 9 Boys Soccer
- 11 Girls Soccer
- 6 Field Hockey
- 7 Volleyball
- 10 Football

### Winter Sports

- 10 Hockey
- 6 Boys Basketball
- 5 Girls Basketball
- 4 Wrestling

### Spring Sports

- 6 Baseball
- 5 Softball
- 10 Girls Lacrosse
- 5 Boys Lacrosse

## Grand Total: 94 Sports Games Covered in 2018

### Member Productions:

- Cliftdale 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 2 – Alex Colon
- Catholic Shepherd – Rick DeSanctis
- Class of 1918 – Janice Jarosz

### 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
- Rumney Marsh – Fae Saulenas
- Coller Chronicles – Michael Coller



### **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
  - Arts and Ideas – Worcester
- The Good Food Project – Framingham
  - In the Toy Box – New Bedford
  - Toy Talk - Ipswich
- Chef's Table Series - Boston
  - Money Talk – Danvers
  - Physician Focus - Hopkinton
- Steve Katsos Show – Arlington
  - Ooma's Cookie Jar – Spencer
- Rita's Delicious Dishes – Marshfield
  - Tae Kwon Do – Dracut
  - 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
- 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).

All programming created at SCTV by staff and members are uploaded to our Vimeo page at [www.vimeo.com/saugustelelevision](http://www.vimeo.com/saugustelelevision) 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 third “Teen TV Workshop” over the summer of 2018. We taught Stop-Motion Animation again and the students created a short program that aired on both the Public Channel, and the Educational Channel.

SCTV held a tour for American Training, Inc.

Saugus Resident Lexi Losano completed her semester-long internship for Endicott College with Saugus TV from September to December.

Students Carlos Colon, Arianna Sargent, Bobby Dooley and Zach Spilman were recognized at the June 14<sup>th</sup> School Committee Meeting for winning a Bronze Telly award for their Stop-Motion Animation project during the Teen TV workshop held over the summer of 2017.

### **Future Projects:**

**New Location for Station:** The Board of Directors and the Executive Director are actively researching and obtaining bids to renovate 30 Main St. (Saugus Historical Society) for our new home. We are hoping to secure a contractor and start work in Spring of 2019.

When the station moves to its 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.



## 2018 Press & Correspondence

# The Daily Item

SERVING THE NORTH SHORE SINCE 1877

itemfive.com

FRIDAY, JUNE 1, 2018



From left, Carlos Colon, Zach Spilman, Bobby Dooley, and Arianna Sargent set up some props for their stop-motion animation piece under a camera.

ITEM PHOTO | OWEN O'ROURKE



## Saugus High plays show and Telly

By Bridget Turcotte  
ITEM STAFF

SAUGUS — A group of Saugus teens are responsible for one of the two Telly Awards Saugus TV just took home.

Creators of the public access television studio are celebrating a bronze and silver award just announced by the 39th Annual Telly

Awards for two separate pieces. One was created during a two-week summer program offered to middle-high schoolers last year.

The Telly Awards was founded in 1979 to honor excellence in local, regional, and cable television programming with non-broadcast video.

SAUGUS, A7

## Saugus High plays show and Telly

SAUGUS  
From A1

Works are judged by a group of more than 200 people who have worked in the industry and previously won the Telly Awards' highest honor.

The teens took home bronze in the General Student for Television category for their stop-motion animation piece, which combined object animation, 2D animation, claymation, and pixelation.

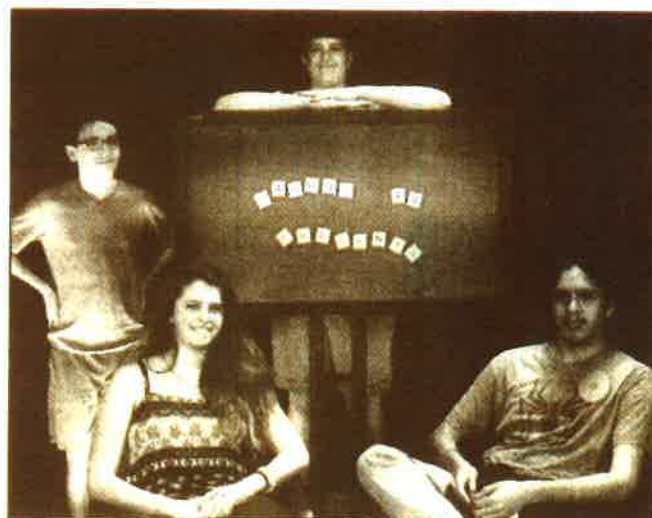
Bobby Dooley, Carlos Colon, Arianna Sargent, and Zach Spilman spent two weeks learning the basics of stop-motion animation and creating their own masterpiece last summer.

Using construction paper, tiles, Legos, and clay, the teens turned their imaginations into a cartoon world where carts can do karate and a game of Tetris or Donkey Kong can be played with construction paper.

"I've been collecting Legos since I was 8 years old and at 5 years old I was building with cups (Legos)," said Dooley, 15. "As a kid, I would move them around myself and now that I can see more than one move around at a time, it's like seeing the actions come to life."

None of the students had significant previous experience working in animation but all had an interest.

The two older teens, Sar-



ITEM PHOTO | OWEN O'ROURKE

Members of the Saugus TV team that won bronze for their stop-motion animation piece at the 39th Annual Telly Awards, from left, Arianna Sargent, sitting, Carlos Colon; standing, Zach Spilman and Bobby Dooley.

gent and Colon, have since moved on to study related fields in college.

Sargent said she has always had a passion for drawing and eventually discovered YouTube and fell in love with animated movies. Being involved in the summer program gave her a strong foundation for the classes she took in her first semester of college.

"It gave me an advantage," said Sargent, a

dual major in animation and illustration at Lesley University. "The first semester we did stop-motion animation and I had a leg up on that."

Saugus TV also won a silver Telly Award in the General-Live Events for Television category for its coverage of Veteran's Appreciation Day on Sept. 16, 2017 at World Series Park by employees Michelle Madar and John Prudent.

"Saugus TV is pushing the boundaries for video and television innovation and creativity at a time when the industry is rapidly changing," said Sabrina Dridge, managing director of the Telly Awards, in a statement. "These awards are a tribute to the talent and vision of its creators."

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

7/31/2018

Workspace Webmail :: Print

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Subject: World Series Park

From: Bob & Carolyn Davis <maandumpy@yahoo.com>

Date: Mon, Jul 30, 2018 12:10 pm

To: "b.nadeau@saugustv.org" <b.nadeau@saugustv.org>

Hi Brian, Thanks for covering our Wall of Fame dedication. Anthony was great. Thanks! Bob

Copyright © 2003-2018. All rights reserved.

## NOTES

11-9-18

Dear Bryan

I HAD TO WRITE  
AND PUT IT ON THE  
RECORD. THANK YOU  
FOR YOUR HARD WORK  
IN HELPING PUT THE  
BACK TO SAUGUS.

THE PRODUCTION OF  
CLASS OF 1918 WAS  
OUTSTANDING AND I  
HOPE THE MANY CABLE  
WATCHERS WILL ENJOY  
YOUR WORK

THANK AGAIN  
Curtis Livingston



Dear Mr. [unclear]

Dear Mr. [unclear]

I have been thinking of you  
very much lately and wondering  
how you are getting on. I hope  
you are well and happy. I have  
been very busy lately but I  
thought I would write you a  
few lines. I have been thinking  
of you very much lately and  
wondering how you are getting  
on. I hope you are well and  
happy. I have been very busy  
lately but I thought I would  
write you a few lines. I have  
been thinking of you very much  
lately and wondering how you  
are getting on. I hope you are  
well and happy. I have been  
very busy lately but I thought  
I would write you a few lines.

Very sincerely,  
[unclear]

# The class of 1918 and the war effort

Documentary on WWI  
unveiled at the MEG  
Foundation



Pictured at the premiere of "The Saugus High School Class of 1918 Class Book" documentary are Rachel Baugman, Saugus TV Executive Director Bryan Nadeau, John Prudent, Janice Jarosz, Michelle Madar and Lexi Losano. (COURTESY PHOTO)

## History comes alive at the MEG

*By Chris DeGusto*



Nearly a century after Saugus High School's class of 1918 walked across the stage in the hall of the former Saugus High School, located at Winter and Central Streets, the presence of those students still echoes in town. On Thursday, a documentary directed by Bryan Nadeau and produced by Janice Jarosz, was unveiled at the MEG Foundation and first publicly aired on Saugus TV on Veteran's Day.

As the United States takes specific time this week to honor military veterans, the timing of this documentary release is no surprise. In 1918, young Americans' lives were intertwined with the atmosphere of WWI; students at SHS were no outlier.

The documentary explained that the class of 1918 consisted of 47 graduates, six percent of the country's students to receive a high school diploma that year. In comparison to the roughly 150 students that complete their secondary school education each year at SHS these days, this number appears small. As discussed in the film, the number of 1918 graduates would have been 48, had a young Winslow Hodgson not been a casualty of WWI.

Wartime efforts proved to be a theme of the film, which showed how the students' sense of pride and desire for justice and freedom at the time translated into the fibers of their creative energy.

The class book from 1918 given to Janice Jarosz over 20 years ago, was displayed at the MEG during the film's showcase. It highlighted this sense of pride, which started with the class motto, "Success is based on Honor."

This book was utilized as a main foundational component of the documentary. Sections of the text, including the class poem, ode, and essay were included as part of the narration. Current Saugonians provided the voices behind not only these works, but the voices of the 1918 students and prominent military and political figures of the era. This added a level of authenticity which drew an immediate connection to the audience.

Over the course of the hour-long film showing, black and white scenes appeared on screen in front of a full room of guests and those who had worked tirelessly over the course of six months to put this project together. The dedication and time taken on this documentary was apparent in the cohesion of the film's theme and tributary fashion.

"The honor of their country was at stake," the class of 1918's salutatorian Alice Phillips was quoted to have said. Students portrayed in this film mirrored Phillips sentiment. All three of the literary works that were recounted weighed heavy on the theme of patriotism and dedication to their country. These coupled with pictures of military personnel from the war laced throughout the film's imagery.

As the documentary was near its conclusion, pictures of the graduates flashed across the screen. Narrators read each student's section of the 1918 class will, which provided a lighter note to an otherwise serious-toned film. These students commonly 'gifted' their classroom seats, humorous and flirtatious mannerisms and other various items to their younger SHS friends.

Patrons in attendance followed up the film by reciting the Pledge of Allegiance, a fitting homage to the servicewomen and men that have given their time to this country.

In a time where the youth of the United States is vital for the progress of the country, the class of 1918 can be heard loud and clear in the film. Pride and responsibility, action and determination for change are elements that have not been lost amongst the younger generations of Americans, whether they are members of the 1918 class of SHS graduates, or 2018.

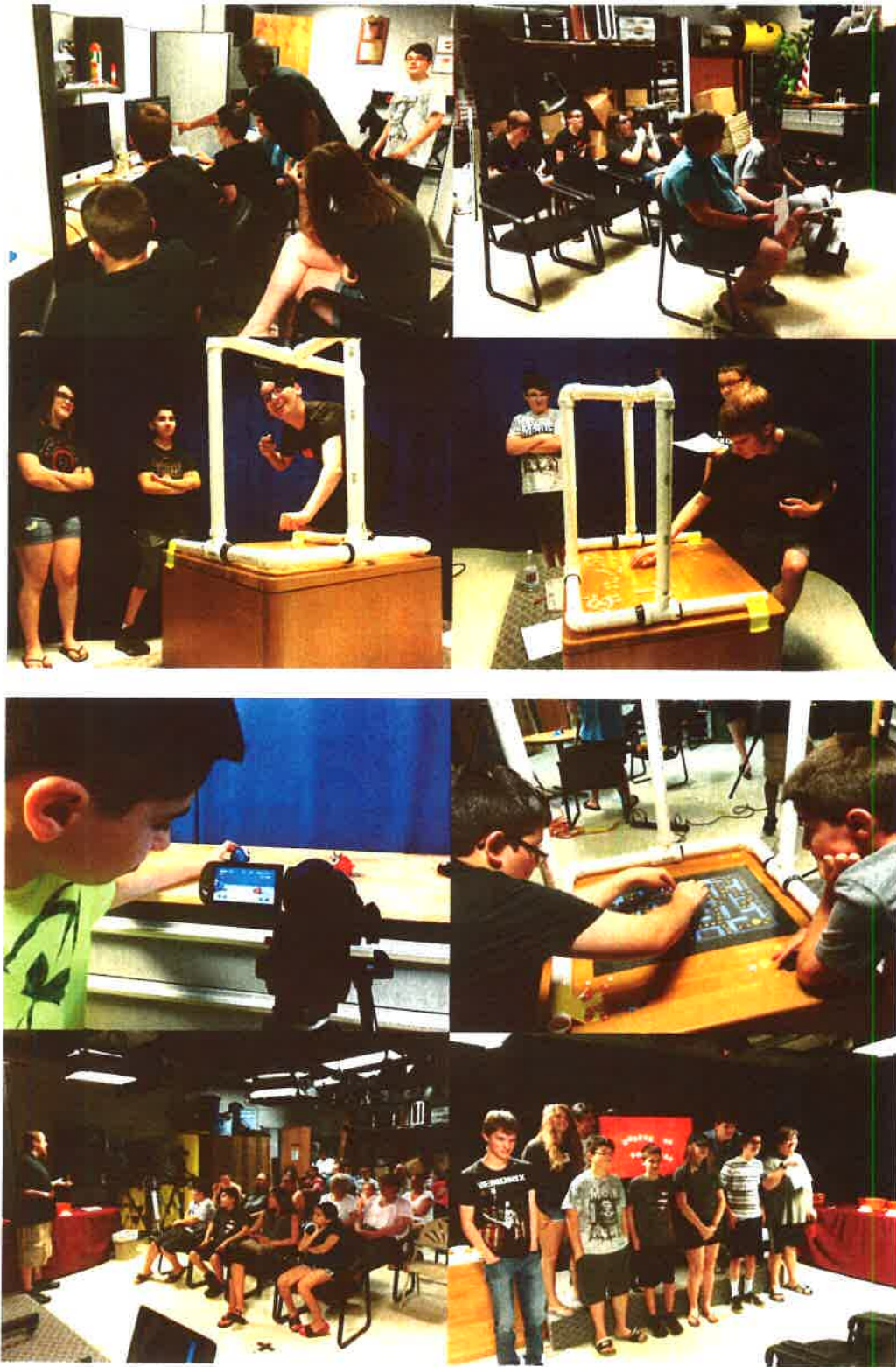
*Chris DeGusto graduated from Saugus High School in 2014, Suffolk University in 2018 and is a documentation specialist at Tufts Healthcare. In his spare time, he is writing a book that will be published this winter. (Chris can be reached at [chrisdequsto@gmail.com](mailto:chrisdequsto@gmail.com))*

## Founders Day 2018





## Teen TV Workshop



Last Name	First Name	Address	Phone	Email	Membership Type	Notes	Membership Date	Active
Bujinri	Kalimbro				Organization	JCGN	9/9/18	*
Carabineris	Jimmie				Individual	Starship Wrestling	9/9/18	*
Carney	Michael				Student	-	9/8/18	
Carvalho / Thrasher	Andrea Carvalho & Jared Thrasher				Family	-	8/15/18	
Castle	Jack				Student	Teen TV	6/18/18	
Colly	Curtis & Mira				Family	-	6/8/18	
Colon	Alex				Student	-	9/8/18	*
Colon	Carlos				Individual	-	9/9/18	
Demarco	James				Individual	-	8/3/18	*
DeSanctis	Rick				Individual	Catholic Shepherd	11/27/18	*
DiPaolo	Santino				Student	-	9/12/18	
Dooley Family	Bobby, Michayla & Bonnie				Family	-	9/9/18	*
Dos Reis	Felipe				Student	-	9/8/18	*
Doto	Chris				Student	-	1/10/19	*
Duong	Steven				Student	-	9/8/18	*
Fisher	Bankole				Individual	-	11/20/18	*
Fitzpatrick	Meaghan				Student	-	9/8/18	*
Fox	John				Individual	The Pilch	9/8/18	*
Glover	Gerard				Student	Teen TV	6/18/18	*
Gouvalaris	John				Senior	Learning The Bible	12/18/17	*
Graham	Aidan				Student	Teen TV	07/22/18	*
Jaros	Janice				Senior	-	7/23/18	*
Johnson	Arianna				Student	Teen TV	6/18/18	
Jones	Nicholas				Student	-	1-21-19	*
Kowalsky	Richard				Individual	CCC	9/9/18	*

Losano	Alexi				Individual	Intern	9/9/18	*
Lusso	Ron				Individual	Sports	12-11-18	*
Lyons	Nichole				Student	-	9/9/17	
Madar	Michelle				Individual	Employee	9/8/18	*
Manning	Keith				Individual	Sports	2/27/18	
Monaco	Duncan				Student	Teen TV	9/8/18	*
Moody	Dylan				Student	-	9/8/18	*
Nelson	Ashley				Student	-	9/12/08	
Nguyen	Jack				Individual	Street Ninja	4/10/18	
Ortiz	Alisia				Student	-	9/8/18	*
Sargent	Arianna				Individual	-	6/28/17	
Smith	Wayne				Individual	Street Ninja	5/8/18	
Spilman	Zachary				Student	Teen TV	9/8/18	*
Spaine	Tyler				Student	-	7/20/18	
Williamson	Bill				Individual	BOD	9/9/17	*
Wlodyka	James				Individual	-	9/9/17	*

Total Current Members :	45	Total Active Members :	26
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Total Individual :	16
Total Student :	19
Total Family :	3
Total Senior :	2
Total Organization :	1

Key:	Individual
	Student
	Family
	Senior
	Organization



**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 2018**

**Town Clerk's Staff:**  
**Ellen J. Schena, Town Clerk**  
**Stephanie Hardy, Assistant Town Clerk**

**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.

- **OPEN MEETING LAW**

The Town Clerk has the responsibility of complying with The Open Meeting Law which mandates that the Town Clerk is required to maintain records, assuring that every municipal employee receives an updated copy of the Opening Meeting Law Summary. OML was revised as part of the 2009 Ethics Reform Bill, and now centralizes responsibility for statewide enforcement of the law in the Attorney General's Office. G.L. c. 30A, § 19(a). To help public bodies understand and comply with the law, the Attorney General has created the Division of Open Government.

- **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:**

April 9, 2018 (1<sup>st</sup> Session)  
April 23, 2018 (2<sup>nd</sup> Session)

**Annual Town Meeting Dates:**

May 7, 2018 (1<sup>st</sup> Session)  
May 21, 2018 (2<sup>nd</sup> Session)  
June 4, 2018 (3<sup>rd</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) 2018.

<b>Birth to Residents:</b>	<b>275 Total</b>
<b>Death of Residents:</b>	<b>328 Total</b>
<b>Marriage Licenses:</b>	<b>116 Total</b>

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 2018:

**Clerk's**

Salaries Full Time	\$ 77,652.91
Educational Incentive	\$0.00
Board Members	\$1499.68
Salaries & wages Part Time	\$0.00
Rep & Maintenance Office Equipment	\$0.00
Printing/Reproduction	\$640.35
Professional & Tech Education & Training	\$670.43
Professional & Technical Technology	\$1,200.00
Book Binding	\$679.68
Constable Services	\$360.00
General Supplies	\$352.46
Association Dues	\$150.00
Bonds	\$100.00
<b>Total:</b>	<b>\$83,305.51</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 FY15</u>	<u>Year End FY16</u>	<u>Year End FY 17</u>	<u>Year End FY 18</u>
RESIDENT LISTINGS	\$300.00	\$335.00	\$323.00	<b>\$300.00</b>
MARRIAGE INTENTIONS	\$3,630.00	\$3,785.00	\$3,990.00	<b>\$4,000.00</b>
CERTIFIED COPIES	\$22,649.20	\$26,284.20	\$28,273.00	<b>\$30,000.00</b>
BUSINESS CERTIFICATES	\$6,660.00	\$5,855.00	\$5,635.00	<b>\$6,500.00</b>
BUS. CERT/DISCONTINUANCE	\$250.00			
GASOLINE STORAGE PERMITS	\$1,200.00	\$1,150.00	\$950.00	<b>\$1,000.00</b>
POLE & CONDUIT FEES	\$1,200.00			
MISCELLANEOUS (Raffle Permits, Poles & Conduits, Discontinuance Fees, Ramp Passes and Miscellaneous charges)	\$965.07	\$2,393.52	\$3,190.96	<b>\$3,500.00</b>
RAFFLE PERMITS	\$700.00			
RAMP PASSES	\$125.00			
TOWN CLERK FINES	\$2,550.00	\$1,125.00	\$1,100.00	<b>\$1,500.00</b>
DOG LICENSES	\$19,388.00	\$18,090.00	\$20,490.00	<b>\$20,500.00</b>
DOG LATE FEES	\$510.00	\$2,954.00	\$1,365.00	<b>\$1,500.00</b>
<b><u>TOTALS</u></b>	<b><u>\$62,887.27</u></b>	<b><u>\$62,971.52</u></b>	<b><u>\$65,317.96</u></b>	<b><u>\$68,800.00</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 2018**

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

**ELECTIONS and REGISTRATION**

The Elections Department held three elections in FY '18.

- **FY 18 Election Dates:**

**November 7, 2017 – Local Election**

**February 6, 2018 – Special State Primary Election**

**March 6, 2018 – Special State 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 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:**

Marcia A. Pollack, Chairman (Democrat)  
Ellen J. Schena, Town Clerk (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 30, 2018, there were **17,292 Registered Voters in the Town of Saugus**, broken down as follows:

<b>Democratic Party</b>	<b>4774</b>
<b>Green Party USA</b>	<b>0</b>
<b>Conservative</b>	<b>5</b>
<b>Green Rainbow Party</b>	<b>11</b>
<b>Constitution Party</b>	<b>2</b>
<b>Libertarian Party</b>	<b>57</b>
<b>MA Independent Party</b>	<b>9</b>
<b>American Independent Party</b>	<b>6</b>
<b>Inter 3<sup>rd</sup> Party</b>	<b>10</b>
<b>We The People</b>	<b>2</b>
<b>Republican Party</b>	<b>1787</b>
<b>United Independent Party</b>	<b>158</b>
<b>Unenrolled</b>	<b>10467</b>
<b>ALL OTHERS</b>	<b>4</b>
<b>Total Registered Voters:</b>	<b>17292</b>

- **CENSUS**

Approximately 12,500 Town Census were mailed to Saugus households in December 2017 and data for returned forms were processed in the State VRIS (Voter Registration Information System). **At the time of Census our population figure was 24,018**  
All census forms were processed by July 1, 2018.



**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>\$60,126.49</b>
<b>Board Members</b>	<b>\$900.00</b>
<b>Overtime</b>	<b>\$1,381.07</b>
<b>Temporary Positions</b>	<b>\$29,876.92</b>
<b>Police/Elections</b>	<b>\$22,527.00</b>
<b>Custodians/Elections</b>	<b>\$3,770.44</b>
<b>Education incentive</b>	<b>\$1,126.08</b>
<b>Voting Machine</b>	
<b>Maintenance</b>	<b>\$3,593.00</b>
<b>Printing/Reproduction</b>	<b>\$8,447.49</b>
<b>Office Supplies</b>	<b>\$207.31</b>
<b>Census Forms</b>	<b>\$4,585.39</b>
<b>Professional &amp; Technical</b>	<b>\$400.70</b>
<b>Educational Expenses</b>	<b>\$258.94</b>
<b>Resident Listing</b>	<b>\$1,994.85</b>
<b>Miscellaneous</b>	<b>\$340.41</b>
<b>Total:</b>	<b>\$139,581.09</b>

# TOWN OF SAUGUS - UNOFFICIAL ELECTION RESULTS - NOVEMBER 7, 2017

<b>Board of Selectmen (two years)</b>	<b>Pct 1</b>	<b>pct 2</b>	<b>pct 3</b>	<b>pct 4</b>	<b>pct 5</b>	<b>pct 6</b>	<b>pct 7</b>	<b>pct 8</b>	<b>pct 9</b>	<b>pct 10</b>	<b>TOTAL</b>
<b>Blanks</b>	573	552	408	264	656	541	579	571	405	642	5191
MICHAEL COLLER	99	91	89	59	131	110	99	124	95	98	995
MICHAEL J. SERINO	164	129	155	108	188	142	143	179	152	249	1609
CORINNE R. RILEY	167	185	165	95	206	187	150	186	149	156	1646
MARK D. MITCHELL	180	150	173	88	218	190	156	193	146	168	1662
JEFFREY V. CICOLINI	221	191	206	123	246	235	199	213	184	237	2055
DEBRA C. PANETTA	267	195	219	135	313	248	233	242	196	266	2314
ASSUNTA A. PALOMBA	126	88	80	67	128	106	106	102	106	75	984
SCOTT A. BRAZIS	218	163	178	107	277	244	162	211	180	198	1938
JENNIFER E. D'EON	223	187	197	114	242	232	178	209	147	206	1935
<b>Others</b>	4	3	0	1	2	2	4	3	2	2	23
<b>Totals:</b>	<b>2242</b>	<b>1934</b>	<b>1870</b>	<b>1161</b>	<b>2607</b>	<b>2237</b>	<b>2009</b>	<b>2233</b>	<b>1762</b>	<b>2297</b>	<b>20352</b>

<b>School Committee (two years)</b>	<b>Pct 1</b>	<b>pct 2</b>	<b>pct 3</b>	<b>pct 4</b>	<b>pct 5</b>	<b>pct 6</b>	<b>pct 7</b>	<b>pct 8</b>	<b>pct 9</b>	<b>pct 10</b>	<b>TOTAL</b>
<b>Blanks</b>	784	697	633	408	955	695	734	787	609	927	7229
ARTHUR GRABOWSKI	145	133	149	77	181	169	155	145	117	171	1442
JEANETTE E. MEREDITH	234	239	207	136	280	261	206	240	199	250	2252
LINDA N. GAIESKI	243	184	211	116	265	245	218	241	184	217	2124
LISA M. MORGANTE	210	175	163	113	214	211	165	197	187	183	1818
MARC C. MAGLIOZZI	256	170	161	105	264	197	181	219	189	178	1920
CAMERON JUDE POND	145	122	139	86	177	156	135	160	95	129	1344
ELIZABETH ANN MARCHESE	220	211	207	119	269	266	207	241	180	235	2155
<b>Others</b>	1	5	1	3	4	1	1	3	2	2	23
<b>Totals:</b>	<b>2238</b>	<b>1936</b>	<b>1871</b>	<b>1163</b>	<b>2609</b>	<b>2201</b>	<b>2002</b>	<b>2233</b>	<b>1762</b>	<b>2292</b>	

<i>Housing Authority (four years)</i>	<i>Pct 1</i>	<i>pct 2</i>	<i>pct 3</i>	<i>pct 4</i>	<i>pct 5</i>	<i>pct 6</i>	<i>pct 7</i>	<i>pct 8</i>	<i>pct 9</i>	<i>pct 10</i>	<i>TOTAL</i>
<i>Blanks</i>	87	77	66	60	98	84	87	90	71	122	842
WILLIAM B. STEWART	242	201	228	109	271	249	177	218	161	237	2093
JAMES N. LIBERATO, SR.	118	108	80	63	152	107	137	138	120	99	1122
<i>Others</i>	1	0	0	2	1	0	0	1	2	1	8
<b>Totals:</b>	<b>448</b>	<b>386</b>	<b>374</b>	<b>234</b>	<b>522</b>	<b>440</b>	<b>401</b>	<b>447</b>	<b>354</b>	<b>459</b>	

### Town Meeting Precinct 1

<i>Town Meeting (two years)</i>	<i>Pct 1</i>
<i>PCT 1</i>	
<i>Blanks</i>	958
JOYCE C. RODENHISER	218
SHERRI RAFTERY	168
SUSAN C. DUNN	240
RONALD W. WITTEN	194
F. ANN DEVLIN	236
CHRISTOPHER R. JONES	216
<i>Others</i>	5
<b>Totals:</b>	<b>2235</b>

### Town Meeting Precinct 2

<i>Town Meeting (two years)</i>	<i>PCT 2</i>
<i>PCT 2</i>	
<i>Blanks</i>	802
ROBERT JAMES CAMUSO, SR.	191
CHRISTINE M. MORESCHI	198
JOSEPH JAMES BEATTY	114
STEPHEN D. SWEEZEY	188
THOMAS A. FALASCA	214
PETER A. ROSSETTI, JR.	223
<i>Others</i>	1
<b>Totals:</b>	<b>1931</b>

### Town Meeting Precinct 3

<i>Town Meeting (two years)</i>	<i>PCT 3</i>
<i>PCT 3</i>	
<i>Blanks</i>	850
STEVEN W. MURPHY	213

PHILIP J. RANDO	214
WILLIAM B. STEWART	212
ARTHUR DAVID CONNORS, JR.	193
RICHARD E. THOMPSON	189
<i>Others</i>	0
<b>Totals:</b>	<b>1871</b>

### Town Meeting Precinct 4

	<i>PCT</i>
<b>Town Meeting (two years)</b>	<b>4</b>
<i>PCT 4</i>	<i>Blanks</i>
	433
GEORGE EUGENE FALARDEAU, III	62
ALBERT J. DINARDO	128
MAUREEN E. WHITCOMB	87
STEPHEN N. DOHERTY	117
KEITH ALLEN MCCABE	83
WILLIAM L. LEUCI	126
PATRICIA M. MCLAUGHLIN	124
<i>Others</i>	0
<b>Totals:</b>	<b>1160</b>

### Town Meeting Precinct 5

	<i>PCT</i>
<b>Town Meeting (two years)</b>	<b>5</b>
<i>PCT 5</i>	<i>Blanks</i>
	1038
LAURA Z. GROARK	259
BERNADETTE B. GANINO	192
PAMELA J. GOODWIN	344
BRENTON H. SPENCER	261
RONALD MARK WALLACE	251
KARLI M. BRAZIS	260
<i>Others</i>	0
<b>Totals:</b>	<b>2605</b>

### Town Meeting Precinct 6

	<i>PCT</i>
<b>Town Meeting (two years)</b>	<b>6</b>
<i>PCT 6</i>	<i>Blanks</i>
	887
MATTHEW A. CANTERBURY	200

WILLIAM A. MARCHAND, JR.	210
ALBERTO VITO MORGANTE	135
JEAN M. BAROLO	256
KEVIN D. CURRIE	159
WILLIAM S. BROWN	199
ALLEN V. PANICO	155
<i>Others</i>	1
<b>Totals:</b>	<b>2202</b>

### Town Meeting Precinct 7

<i>Town Meeting (two years)</i>	<b>PCT</b>	
	<b>7</b>	
<i>PCT 7</i>	<i>Blanks</i>	872
PATRICIA A. PRIZIO		182
MICHAEL J. PAOLINI		192
STEPHEN F. MCCARTHY		181
J. BRIAN COSTIN		170
KIMBERLY A. POLITANO		227
RICHARD PATRICK LAVOIE		178
<i>OTHERS</i>		0
<b>Totals:</b>		<b>2002</b>

### Town Meeting Precinct 8

<i>Town Meeting (two years)</i>	<b>PCT</b>	
	<b>8</b>	
<i>PCT 8</i>	<i>Blanks</i>	819
ARTHUR GRABOWSKI		116
THOMAS E. TRAVERSE		182
WILLIAM KRAMICH, JR.		126
JOAN I. FOWLER		214
JOIA C. CICOLINI		229
STEPHEN M. HORLICK		165
ANTHONY J. LOPRESTI		229
MATTHEW P. RILEY		150
<i>OTHERS</i>		
<b>Totals:</b>		<b>2230</b>

## Town Meeting Precinct 9

		<i>PCT</i>
<i>Town Meeting (two years)</i>		<i>9</i>
<i>PCT 9</i>	<i>Blanks</i>	955
	JOHN S. COTTAM	191
	PAUL R. SULLIVAN	183
	JUDITH A. WORTHLY	243
	DANIEL M. KELLY	192
	RYAN P. FISHER	14
	<i>OTHERS</i>	13
<i>Totals:</i>		<b>1791</b>

## Town Meeting Precinct 10

		<i>PCT</i>
<i>Town Meeting (two years)</i>		<i>10</i>
<i>PCT 10</i>	<i>Blanks</i>	808
	STEVEN C. DIVIRGILIO	176
	JOHN F. COBURN	187
	MELISSA FERRARO	150
	MARTIN J. COSTELLO	160
	KATIE MARIE GUARINO	145
	DARREN S. RING	135
	TANYA DIGIROLAMO	159
	JAMES A. TOZZA	101
	MCIAHEL J. SERINO	276
	<i>OTHERS</i>	
<i>Totals:</i>		<b>2297</b>



## Election Results – Special State Primary February 6, 2018

Precincts Reported: 10 of 10 (100.00%)

Registered Voters: 281 of 18,695 (1.50%)

Ballots Cast: 281

### **SENATOR IN GENERAL COURT - DEMOCRATIC (Vote for 1) DEM**

Precincts Reported: 10 of 10 (100.00%)

		Total	
Times Cast		239 / 18,695	1.28%
Blanks		18	
Candidate	Party	Total	
BRENDAN P. CRIGHTON		221	100.00%
Total Votes		221	
		Total	
Unresolved Write-In		13	

### **SENATOR IN GENERAL COURT - REPUBLICAN (Vote for 1) REP**

Precincts Reported: 10 of 10 (100.00%)

		Total	
Times Cast		41 / 18,695	0.22%
Blanks		6	
Candidate	Party	Total	
Michael Walsh		14	
Total Votes			
		Total	
Unresolved Write-In		21	

### **SENATOR IN GENERAL COURT - LIBERTARIAN (Vote for 1) LIB**

Precincts Reported: 10 of 10 (100.00%)

		Total	
Times Cast		1 / 18,695	0.01%
Blanks		1	
Candidate	Party	Total	
Total Votes		0	

	Total
Unresolved Write-In	0

## Election Summary Report

General Election

SAUGUS

March 06, 2018

Summary for: All Contests, All Precincts, All Counting Groups

Unofficial Results March 6, 2018 Special State Election

Precincts Reported: 10 of 10 (100.00%)

Registered Voters: 342 of 18,719 (1.83%)

Ballots Cast: 342

### SENATOR IN GENERAL COURT (Vote for 1)

Precincts Reported: 10 of 10 (100.00%)

		Total	
Times Cast		342 / 18,719	1.83%
Blanks		43	
Candidate	Party	Total	
BRENDAN P. CRIGHTON		299	100.00%
Total Votes		299	
		Total	
Unresolved Write-In		34	



JOHN A. FALASCA III  
SUPERINTENDENT

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

TELEPHONE:  
(781) 231-4170

**Annual Report  
Fiscal Year 2018  
July 1, 2017 – June 30, 2018  
Cemetery Department**

The following information is for the Fiscal Year 2018.

Staffing:

John A. Falasca III is the Superintendent of the Cemetery Department. For the fiscal year 2018 the Cemetery Department had a staff of two full time employees and one part time senior clerk. We had one part-time helper this year that worked 32 hours per week May – August and 14 hours per week the rest of the year. All employees reported directly to the Superintendent. Also, our senior clerk helped out at the DPW office from December 2017– May 2018 while the DPW was in the process of hiring new office staff.

Cemetery Commission:

The Cemetery Commissioners who are appointed by the Board of Selectmen as of April 1, 2018 are as follows: Co-Chairpersons- David Ferraro and Vincent LoRusso; Members- Richard Thompson. In April, William Marchand and Joseph Giordano were appointed by the Board of Selectman to the commission. In April, David Ferraro resigned from his position as Co-Chair and in May, Vincent LoRusso resigned his position as Co-Chair. In June, Richard Thompson was appointed the Interim Chairperson until such time as new members are appointed and a vote to appoint a new chairperson can take place. In June the Board of Selectman appointed John Zirpolo to the commission.

Land Sales and Perpetual Care:

The Cemetery Department sold 17 double graves and 9 columbarium niches (includes Veterans).

Interments:

There were 66 full burial interments, 35 cremation burials and 8 inurnments in the columbarium for a total of 109 interments.

Foundations and Markers:

There were 20 foundations poured, 6 flat markers installed, 4 plaque settings completed and 22 Veteran markers installed. The department also issued 13 etching permits for stone work.

Work Orders:

We completed 60 work orders, 34 stone repairs and filled 133 sinking plots with loam. Also, we removed 1 shrub per plot owner's requests and replanted 1 shrub to replace the one removed.

Plot Ownership Transfers/Burial Rights

The department processed 5 plot ownership transfers and 2 burial rights requests.

*Continued →*



JOHN A. FALASCA III  
SUPERINTENDENT

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

TELEPHONE:  
(781) 231-4170

**Annual Report**  
**Fiscal Year 2018**  
**July 1, 2017 – June 30, 2018**  
**Cemetery Department**  
**Page 2**

Genealogy Research:

The department received 11 requests for genealogy research.

Equipment Issues:

The 2006 pickup truck and 2004 dump truck are in desperate need of replacement. Town meeting voted to replace town vehicles that are in need of replacing in the Fiscal Year 2019 and we are working with Seth Hatch and Brendan O'Regan from the D.P.W. to co-ordinate the purchase of a new pickup truck and the reassignment of a newer dump truck to the department.

Veteran's Sections:

Volunteer Gordon Sheppard is still coordinating the efforts to complete the restoration of the Civil War section in the cemetery. The expected completion date is sometime in the fall of 2018.

Cemetery Space Issues:

The department continues to receive requests for pre-buys (43 pre-buy inquiries received) for cemetery lots. 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 79 double lots are available. Double lots are being sold to Saugus residents only as they are needed. We are pre-selling double niches in the north and south columbarium towers. Currently there are 30 double niches left in the north and south columbarium towers available for sale. The department has presented to the Cemetery Commission a need to install an additional Veterans columbarium in the cemetery. The current Veterans columbarium is over half full with only 35 double niches remaining. Veteran niches are assigned on an as needed basis when the Veteran passes away and will be inurned. To qualify the Veteran either has to be a resident of Saugus at the time of passing or have entered and been discharged while living in Saugus.

FY18 Receipt Totals:

Interments	\$ 96,125.00
Land Sales	\$ 21,500.00
Columbarium Sales	\$ 3,900.00
Perpetual Care	\$ 25,150.00
Foundations	\$ 8,362.50
Fees	\$ 610.00
Sub-Total	\$155,397.50
*Reimbursement	\$ (0.00)
YEAR END TOTAL	\$155,397.50

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

## Annual Report 2018

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 2018.

The Commission held 18 public meetings during the past Fiscal Year. At these meetings there were 24 Public Hearings, most of which were continued for at least one meeting and in some cases several months of hearings. One of the most interesting public hearings, this year, was for the filing of the new High School/Middle School. In early February representatives from Samiotes, HMFH Architects and PMA Consultants came to open their public hearing with the information on all that was to be accomplished to build the new school. They answered questions from the Commission, about many items one of which was snow storage, as well as the concerns of the many neighbors that arrived to listen and discuss the project. A further discussion and answers to questions was held in the beginning of March and subsequently, an Order of Conditions for the project was voted on and approved at the March 28, 2108 meeting. The Commission was visited by Jim Comeau of DCR and Vanessa Johnson-Hall of Greenbelt to discuss the possibility of them getting Lynn Woods put under conservation restriction to forever protect it. They wanted to discuss this with the Commission as components of this has Saugus elements.

The Commission heard a request for a Determination of Applicability, which was deemed negative, and did not require a further filing. There were, also, two requests for extensions on Orders of Conditions. The Commission reviewed and did allow the extensions. 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 thirty-two Orders of Conditions and twenty 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.

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, Eric Devlin, Earle Bertrand and a welcome to our newest member Samantha Hardy.

Stephanie A. Puracchio, Clerk – March 18, 2019



Adrianna Trigueros Morales, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade





## Annual Report

Fiscal Year 2019

Congratulations! You have successfully submitted your 2019 Annual Report on behalf of the Saugus Cultural Council. You may print this page, but this information will also always be available to view online.

You may now send approval letters to successful applicants. You can export applicant contact information under Grant History.

**No changes may be made to this report because it has already been submitted to Mass Cultural Council.**

Council Name: Saugus Cultural Council  
Date annual report completed: 12/17/2018

### LCC Account Form

Submitted on: 10/8/2018  
Municipal fiscal officer: Donna Matarazzo  
Council representative: Michael P. Sullivan

Account Balance Beginning of Period (7/1/2017):	\$5,894.19
State Revenue (FY2018 Allocation):	\$7,200.00
Other Revenues:	\$0.00
Total Revenues:	\$7,227.74
Total Expenditures:	\$5,773.51
Account Balance End of Period (6/30/2018):	\$7,348.42
Local Revenue/Interest in Account Balance:	\$0.00

### Amount Available for Granting

Account Balance End of Period (6/30/2018):	\$7,348.42
Total Expenditures from 7/1/2018 to 10/8/2018:	\$3,050.00
Total Pending Expenditures (Encumbered funds):	\$2,989.00
Additional Local Revenue/Interest 7/1/2018 to: N/A	\$0.00
Available Remaining Balance:	\$1,309.42
Locally Raised Funds/Interest:	\$0.00
Administrative Funds for 2019:	\$354.59
FY2019 Allocation:	\$8,400
Amount Available for Granting in FY2019:	\$9,354

Voting Meeting: 11/13/2018

Voting Meeting Attendance:

Jennifer Migliore	Absent
Judy Wothley	Present
Katherine Morelli	Present

Kenneth Scourtas	Present
Michael Sullivan	Present
Val Kappa	Present
William Ferringio	Present

**Denial Letter Postmark:** 11/28/2018

**Last date of Community Input:** 6/8/2016

**Total granted in FY2019 :** \$9,354

**Approved Grants:** Please visit Grant History to view, export, or print grant information.

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Your session will time out after 60 minutes of inactivity, at 2/10/2019 2:33:31 PM. (Current time is 2/10/2019 1:33:31 PM.)



## Grant History

[Export to Text File](#)

Use this page to sort applications, find information quickly regarding a specific application, view a past year(s)' funding decisions, and/or create a summary sheet for your council's next meeting.

Once you select criteria for the applications you want you can export that specific set of application data into an Excel-friendly format using the "Export to Text File" link above. Use export can be useful for mail merges, contact lists, etc.

If you have questions, call your Mass Cultural Council staff contact Mina Kim, at 800/232-0960 x.

Fiscal Year 2019 to 2019 Show approved applications

Search for

Go

Sort by Fiscal year

Applicant	Project Title	App #	Year	Type	Decision
Saugus Public Library	<a href="#">Tide Pools Alive! New England Aquarium</a>	20140	2019	Standard	\$577
Saugus Public Library	<a href="#">Stephen the Magician</a>	20153	2019	Standard	\$350
Saugus Public Library	<a href="#">Stop-Motion Animation</a>	20365	2019	Standard	\$225
Saugus Public Library	<a href="#">Electronic Music Production</a>	20394	2019	Standard	\$225
Saugus Public Library	<a href="#">Fairy Tale Players</a>	20411	2019	Standard	\$150
Delvena Theatre Company	<a href="#">The Incredible Mae West</a>	20744	2019	Standard	\$550
Delvena Theatre Company	<a href="#">Salem Witch Hysteria</a>	20752	2019	Standard	\$550
Veterans Kindergarten Team	<a href="#">Curious George and the golden Meatball NSMT</a>	21050	2019	Standard	\$480
Veterans Memorial School	<a href="#">So-FISH-ticated Learning- Tide pools</a>	21512	2019	Standard	\$570
Veterans Memorial School	<a href="#">Field Trip to the Museum of Science</a>	22008	2019	Standard	\$925
Saugus Public Library	<a href="#">Lindsay and her Puppet Pals</a>	22407	2019	Standard	\$310
Saugus Public Library	<a href="#">Mike the Bubble Man</a>	22420	2019	Standard	\$495
The Fairy Tale Players Children's Theater	<a href="#">The Fairy Tale Players Theatre Performance</a>	22473	2019	Standard	\$350
Veterans Memorial School	<a href="#">Boston Tea Party Reinactment</a>	22733	2019	Standard	\$850
Doucette, Denise	<a href="#">Musical Programs for Seniors</a>	23125	2019	Standard	\$750
New Repertory Theatre	<a href="#">Classic Repertory Company</a>	24490	2019	Standard	\$434
Leventhal, Rona	<a href="#">Goblins and Giggles</a>	26440	2019	Standard	\$380
TrueVine Church	<a href="#">Community Events</a>	28036	2019	Standard	\$433
Donna Gould	<a href="#">Saugus Friendship Club Holiday Dances</a>		2019	Standard	\$750

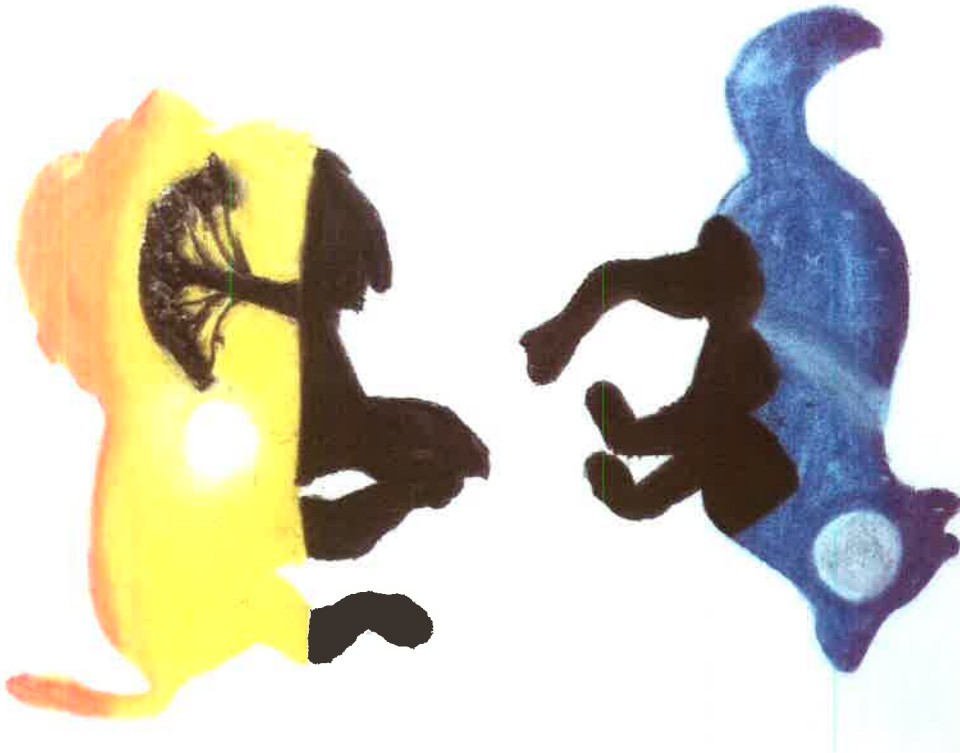
Items per Page: 25

Displaying 19 of 19 records matching your search criteria

page 1 of 1

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Your session will time out after 60 minutes of inactivity, at 2/11/2019 4:24:09 PM. (Current time is 2/11/2019 3:24:09 PM.)



Sarah McLaughlin, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade

SAUGUS FIRE  
DEPARTMENT/EMERGENCY  
MANGEMENT  
ANNUAL REPORTS 2018





To: Honorable Board of Selectman

From: Chief Michael Newbury

Date: January 29, 2019

**SAUGUS FIRE DEPARTMENT/EMEGENCY MANAGEMENT 2018 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 fire 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 4892 emergency calls during 2018.

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. 18 members are First Responders, 33 are EMT-Basic's and 2 are EMT-Paramedics.

Fire Prevention: is responsible for hazard abatement enforcement, approval of building plans, public education, environmental protection and fire safety inspections. Saugus Fire inspectors conducted 1256 scheduled fire inspections of both residential and commercial properties.

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. We make every effort to bring in private industry and other agencies to conduct training. Mass Fire Academy Impact Training on site. Varied training in all aspects of Firefighting and EMS.



During the calendar year 2018 the Saugus Fire Department responded to 4892 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. We expect these numbers to increase over the next 3-5 years.

**Personnel:** This year the following employees were promoted: William Cross promoted to Lieutenant, Damian Drella to Lieutenant. Fire Fighter Paul Eaves to Acting Lieutenant. I look forward to working with these individuals in their new capacities for years to come.

The following 5 Probationary Firefighters were hired in July 2018: Robert Johnson, Derek Lanzillo, Mario Long, Dario Picozzi and Robert Roberto. I want to wish them all a long and healthy career at the Saugus Fire Department.

**Grants:** We were awarded a Grant from the Commonwealth of Massachusetts for \$50,000.00 for the purchase of rescue extrication equipment. The Saugus Fire Department also received a grant for Narcan through the Department of Public Health. The Student Awareness Fire Education and Senior S.A.F.E. grants has been approved for funding S.A.F.E. Education in the amount of \$4,354.00 and S.A.F.E. Senior has been funded in the amount of \$2,600.00.

**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 multiple flowing incidents most notably three (3) major Nor' Easters during Winter 2018.

**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 2018 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 12/2018**

<b>Chief</b> <b>Deputy Chief</b> <b>Fire Prev.- 2 Captains</b> <b>Administrative Assistant</b> <b>Department Mechanic</b>			
<b>GROUP 1</b>	<b>GROUP 2</b>	<b>GROUP 3</b>	<b>GROUP 4</b>
Captain #7996	Captain # 1413	Captain #7596	Captain #2080
Lieutenant #2563	Lieutenant # 7998	Lieutenant # 1014	Lieutenant # 1023
Fire Fighter #4400	Fire Fighter #7997	Fire Fighter # 2753	Fire Fighter # 7995
Fire Fighter #10670	Fire Fighter #10303	Fire Fighter # 1784	Fire Fighter #1258
Fire Fighter #4404	Fire Fighter # 2741	Fire Fighter # 10179	Fire Fighter #3103
Fire Fighter #10430	Fire Fighter #1301	Fire Fighter #2553	Fire Fighter #2481
Fire Fighter #10668	Fire Fighter #4399	Fire Fighter, # 10432	Fire Fighter #10428
Fire Fighter #7029	Fire Fighter #4403	Fire Fighter, # 10666	Fire Fighter #10667
	Fire Fighter #10669		
Lieutenant #7017 (INJURED)			
	<b><u>ESSEX FIRE STATION</u></b>		
Lieutenant #7018	Lieutenant #4396	Captain #1299	Lieutenant #7851
Fire Fighter, #10181	Fire Fighter #3164	Fire Fighter #2246	Fire Fighter #1417
Fire Fighter #4402	Fire Fighter #3794	Fire Fighter #2751	Fire Fighter #10177
Fire Fighter #2422	Fire Fighter #10183	Fire Fighter #10426	Fire Fighter #2875

2018 FIRE DEPARTMENT SURVEY TOTAL RUNS: 4892			
<b>FIRES AND EXPLOSIONS</b>			
STRUCTURE FIRES	40		
OUTSIDE OF STRUCTURE	29		
VEHICLE FIRES	06		
REFUSE FIRES			
FIRE, BRUSH, GRASS (not classified)	16		
TOTAL:	91		
<b>RESCUE CALLS</b>			
EMERGENCY MEDICAL CALLS	2887		
<b>HAZARDOUS CONDITIONS</b>			
OTHER HAZARDOUS CONDITIONS	276		
<b>MUTUAL AID</b>			
MUTUAL AID OR ASSISTANCE	19		
<b>FALSE ALARMS</b>			
Malicious or unintentional false calls, malfunction, bomb scares	654		
<b>OTHER RESPONSES</b>			
Smoke scares, lock-outs, details, etc.	965		

# TOWN OF SAUGUS SCHEDULE OF PAYMENTS TO TOWN TREASURER

## FISCAL 2019 UP UNTIL 12/31/18

<u>Account</u>	<u>Total Receipts</u>
Blasting Permit	\$ 300.00
Fire Alarm Permit	\$ 2,450.00
Ammunition Storage	\$ 150.00
Fire Reports	\$ 30.00
Wood Pellet Stove	\$ 100.00
Flammable Permit	\$ 4,450.00
Occupancy Permit	\$ 6,575.00
Oil Burner Permit	\$ 1,350.00
Plan Review	\$ 4,225.00
Propane Installation	\$ 4,050.00
Smoke Detector Certificate	\$ 25,150.00
Sprinkler Permit	\$ 1,950.00
Tank Install	\$ 3,000.00
Tank Removal	\$ 2,250.00
Welding Permit	\$ 1,950.00
Truck Inspection	\$ 850.00
Wood Pellet Stove	\$ 100.00
Radio Box	\$ 22,000.00
 GRAND TOTAL	 \$ 77130.00

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# *TOWN OF SAUGUS BOARD OF HEALTH ANNUAL REPORT FY18*

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**JULY 1, 2017 – JUNE 30, 2018**

## **Board of Health**

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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 | ➤ Shawn Ayube   |
| ➤ Joia Cicolini            | ➤ Maria Tamagna |
| ➤ Lena DeMiles             |                 |

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**

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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.

Significant staff changes in FY18 include the hiring of the Stephen Casey as Health Inspector to manage and enforce Board of Health Regulation, Article 29, Grease Trap Requirements for Food Establishments.

## Department Staff

Name	Title	Telephone
David J. Greenbaum, RS	Director of Public Health	781-231-4120
Stephen Casey	Health Inspector	781-231-4115
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>	



<b>FY 2018 Inspections and Activities</b>			
<b>Type</b>	<b>Number</b>	<b>Type</b>	<b>Number</b>
Animal Keepers	35	Ice Skating Rinks	3
Body Art Establishment	0	Lead Paint Determinations	0
Body Art Practitioner	0	Meetings	50
Clinics/HHW/Other	4	Motel Inspections	0
Court Hearings	0	Mobile Home Inspections	0
Environmental Complaints	11	Mobile Unit/Push Cart	0
Food Complaints	19	Recreational Camps	6
Food Borne Illness Investigations	4	Retail Food Discussions	7
Food Service Discussions	62	Retail Food Inspections	77
Food Service Inspections	315	Retail Food Re-Inspections	2
Food Service Re-Inspections	65	Rodent Complaints	30
General Nuisance Investigations	80	Seminars	26
Grease Trap Inspections	155	Swimming Pools	23
HACCP plan verification	11	Septic/Soil/Title V	6
Housing Inspections	44	Tanning Inspections	0
Housing re-inspections	13	Temporary Food Inspections	15
Illegal Dumping	2	Trash Complaints	89
<b>Total Inspections</b>		<b>1,154</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
Calicivirus norovirus	CONFIRMED	3
Campylobacteriosis	CONFIRMED	13
Cryptosporidium	CONFIRMED	1
Cyclosporin	CONFIRMED	1
Giardiasis	CONFIRMED	1
Group A streptococcus	CONFIRMED	2
Group B streptococcus	CONFIRMED	3
Hepatitis B	CONFIRMED	1
Hepatitis C	CONFIRMED	19
Influenza	CONFIRMED	128
Lyme Disease	CONFIRMED	1
Norovirus	CONFIRMED	1
Legionnaire's Disease	CONFIRMED	1
Salmonellosis	CONFIRMED	7
Streptococcus pneumoniae	CONFIRMED	3
TB-LTBI – ACTIVE	CONFIRMED	2
TB-LTBI – LATENT	CONFIRMED	24
Varicella (chickenpox)	SUSPECT	2
<b>TOTAL DISEASE SURVEILLANCE</b>		<b>213</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 Policy Program FY18 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.

#### **New Grant Funds Awarded:**

In October 2018, the North Shore/Cape Ann Tobacco Policy Program was awarded a new four-year collaborative grant, for FY19 with the possibility of three, two-year extensions. The new grant covers sixteen municipalities including Saugus. These funds allow the Town of Saugus and collaborative communities to continue and advance the over two decades of work on tobacco control and prevention strategies.

Strategies include surveillance of the retail environment, enforcement of local and state policies, retailer education to support compliance, providing assistance to municipalities seeking to adopt tobacco-related policies and promote smoke-free environments, as well as support for other public health initiatives as applicable.

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

#### **Compliance Checks:**

<b>Date</b>	<b>No. of Establishments Checked</b>	<b>Compliance Achieved</b>
8/1/2017	27 establishments were checked	100% rate was achieved

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

In addition to the compliance checks, the North Shore/Cape Ann Tobacco 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.

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#### **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**

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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:**

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



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***Revenues Collected:***

Revenue/Permit Type	FEE
ANIMAL PERMIT	1,571
BODY ART FACILITY	800
BODY ART PRACTITIONER	23,750
BURIAL PERMIT	1,355
CATERING PERMITS	350
FILL/LANDFILL PERMIT	300
FOOD PLAN REVIEW FEE	900
FOOD SERVICE PERMIT	32,200.31
FROZEN DESSERTS PERMIT	960
FUNERAL DIRECTOR PERMIT	400
HEALTH FINES	600
ICE CREAM PERMIT	610
ICE RINK	100
MEDICARE REIMBURSEMENTS	1,721.22
MILK PERMITS	1,050
MISCELLANEOUS (432000 & 445000)	0
MOBILE FOOD PERMITS	200
MOTEL CABIN PERMIT	3,375
RECREATIONAL CAMP PERMIT	200
RETAIL FOOD PERMITS	10,578
SEPTIC HAULER PERMIT	3,600
SEPTIC INSTALLER PERMIT	0
SOIL TEST PERMIT	0
STATE INSPECTION FEE	0
SWIMMING POOL/SPA PERMIT	1,700
TANNING SALON PERMIT	250
TOBACCO PERMIT	3,000
WASTE HAULER PERMIT	3,600
	<b>\$93,169.53</b>

**FY2018 Revenues Collected: \$93,169.53**

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



Melisa Behremovic, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade

## **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 Five-member Board of Commissioners, three 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 Commissioners, who are also residents of the Housing Authority, are recommended to the Board of Commissioners after an election is held by the Tenant Association on the Federal side.

From July 1, 2017 through June 30, 2018 the Board of Commissioners was comprised of: John Cannon, Chairman; Dottie Bockus, Treasurer; Maureen Whitcomb, Commissioner; Peter DePlacido, State Appointee and Assistant Treasurer, and William Stewart, Vice Chairman.

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, 2017 was \$45,980.

## **Capital Work Performed**

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

Annually, Saugus Housing Authority receives grant money from the Department of Housing and Urban Development (HUD) as part of the “Capital Fund Program”. The money is to be used to perform Capital Replacements/Improvements to the property. In 2017, Saugus Housing Authority received \$116,334 from HUD as part of this program. The money was used for construction costs to replace all of the buildings 100 sliding patio glass doors for energy cost savings.

### **State Public Housing**

Annually, Saugus Housing Authority receives formula funding money from the Department of Housing and Community Development (DHCD) to be used to perform Capital Replacements/Improvements to the property. Currently, there are two ongoing projects in the beginning phases. Both projects are expected to be completed by the end of 2019.

**Laurel Gardens 667-1 & 2** – The project consists of replacing the bathroom exhaust fans in all of the 85 units.

**Laurel Towers 667-3** – The project consists of replacing the bedroom windows in all of the 100 units.

### **State Chapter 689 Housing**

In December of 2017, the Department of Housing and Community Development (DHCD) funded a roof replacement project for this building. The project began in December 2017 and the certificate of final completion occurred on the project in May 2018.

### **Anticipated changes to State Public Housing Applications**

Over the course of several years, the State of Massachusetts has been considering making changes to the current State Public Housing Application. The purpose of the change, is to centralize the public housing wait list with a universal application for all applicants. The new application called CHAMP is expected to be on line in mid-2019. CHAMP stands for “Common Housing Application for Massachusetts Public Housing”. All Massachusetts Housing Authorities will be required to use the CHAMP application. Please refer to the following link which provides additional information on the CHAMP application.

**<https://publichousingapplication.ocd.state.ma.us/>**

In closing, Saugus Housing Authority continues to advocate for Public Housing and educate the public as to the difference 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 for Federal Housing are available on our website [www.saugusha.com](http://www.saugusha.com). The CHAMP application will be uploaded to Saugus Housing Authorities web site upon final approval by the State.



# Human Resources

## FY18 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 have brought in a Walking class where individuals can walk around town with an instructor, we also have a new yoga class available to both town and school employees. We try to bring new, innovative ways to get moving while at work. 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.

# Statistics

## *Summary of Health Insurance Enrollment (June 2018 Data)*

# of active employee enrolled in Town sponsored insurance plans	386
# of individual plans vs family plans	117/269
# of retired Town Employees and Retired Teachers enrolled in Town sponsored plans (includes spouse and survivor policies)	636

## *Summary of Life Insurance Enrollment (June 2018 Data)*

# of active employees enrolled in Life Insurance	309
# of retired Town and School employees enrolled in Life Insurance	347



**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, 2017 – JUNE 30, 2018**

**BUILDING PERMITS**

**RESIDENTIAL**

<u>MONTH</u>	<u>NUMBER OF PERMITS</u>	<u>AMOUNT OF FEES</u>
<b>July 2017</b>	<b>74</b>	<b>13276.00</b>
<b>August 2017</b>	<b>86</b>	<b>17611.54</b>
<b>September 2017</b>	<b>60</b>	<b>8108.00</b>
<b>October 2017</b>	<b>58</b>	<b>13709.44</b>
<b>November 2017</b>	<b>49</b>	<b>8255.59</b>
<b>December 2017</b>	<b>45</b>	<b>7800.49</b>
<b>January 2018</b>	<b>22</b>	<b>6375.00</b>
<b>February 2018</b>	<b>46</b>	<b>13883.53</b>
<b>March 2018</b>	<b>47</b>	<b>10730.45</b>
<b>April 2018</b>	<b>81</b>	<b>19128.00</b>
<b>May 2018</b>	<b>78</b>	<b>23908.90</b>
<b>June 2018</b>	<b>90</b>	<b>15616.84</b>
<b>GRAND TOTAL</b>	<b>736</b>	<b>158,403.78</b>

**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 PERMITS**

**COMMERCIAL**

<b>MONTH</b>	<b>NUMBER OF PERMITS</b>	<b>AMOUNT OF FEES</b>
July 2017	6	23269.00
August 2017	10	15722.36
September 2017	5	10273.00
October 2017	9	10928.63
November 2017	4	15816.00
December 2017	9	1760.00
January 2018	5	15064.00
February 2018	3	16544.00
March 2018	24	158,932.42
<b>GRAND TOTAL</b>	<b>75</b>	<b>268,309.41</b>
<hr/>		
<b>TOTAL RESIDENTIAL REVENUE</b>	<b>736</b>	<b>158,403.78</b>
<b>TOTAL COMMERCIAL REVENUE</b>	<b>75</b>	<b>268,309.41</b>
<b>TOTAL NEW CONST. RESIDENTIAL</b>	<b>16</b>	<b>197,994.00</b>
<b>TOTAL NEW CONST. COMMERCIAL</b>	<b>7</b>	<b>907,587.00</b>



**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, 2017 – JUNE 30, 2018**

**BUILDING DEPARTMENT**

**NEW CONSTRUCTION**

**RESIDENTIAL**

<u>MONTH</u>	<u>NUMBER OF PERMITS</u>	<u>AMOUNT OF FEES</u>
August 2017	1	3367.00
September 2107	1	3005.00
October 2017	1	2580.00
November 2017	1	3385.00
December 2017	1	3500.00
January 2018	1	2400.00
February 2018	1	4800.00
March 2018	4	159,156.00
April 2018	1	2501.00
May 2018	2	7700.00
June 2018	2	5600.00
<b>TOTAL</b>	<b>16</b>	<b>197,994.00</b>

**NEW CONSTRUCTION**

**COMMERCIAL**

December 2017	4	806,033.00
January 2018	3	101,554.00
<b>TOTAL</b>	<b>7</b>	<b>907,587.00</b>

**TOWN OF SAUGUS**  
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SAUGUS, MASSACHUSETTS 01906

*Fred Varone*  
*Building Commissioner/ Zoning Officer*

*Telephone: (781) 231-4116*

**PLUMBING & GAS**

Fiscal Year

Annual Report July 1, 2017 –June 30, 2018

Plumbing	\$42,828.00
Gas	\$28,874.00
Sewer Connection	\$271,700.00
Sheet Metal	\$12,583.00
Drain Layer	\$4000.00
Back Flow	\$750.00



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*Fred Varone*  
*Building Commissioner/ Zoning Officer*

*Telephone: (781) 231-4116*

<b>ELECTRICAL PERMITS</b>			
<b>ANNUAL REPORT</b>		<b>JULY 1 2017-JUNE 30 2018</b>	
	<b>DATE</b>	<b># PERMITS</b>	<b>PERMIT FEES</b>
1	July 1, 2017	61	22,435.00
2	August 1, 2017	66	6,298.00
3	September 1, 2017	44	4,812.00
4	October 1, 2017	53	6,794.00
5	November 1, 2017	52	3,774.00
6	December 1, 2017	49	5,121.00
7	January 1, 2018	50	5,275.00
8	February 1, 2018	42	6,448.00
9	March 1, 2018	48	5,931.00
10	April 1, 2018	74	7,891.00
11	May 1, 2018	71	39,601.00
12	June 1, 2018	67	4,465.00
		677	118,845.00

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

*Fred Varone*  
*Building Commissioner/ Zoning Officer*

*Telephone: (781) 231-4116*

Sealer of Weights and Measures

I hereby submit my fiscal year report as Sealer of Weights and Measures for the Town of Saugus from 7-1-2017 to 6-2-2018. I have inspected, sealed, and adjusted or condemned a total of 326 measuring units.

Below is a detailed summery

Respectfully submitted

Leonard Rose

Sealer of Weights and Measures

Town Of Saugus

Devices over 10,000lbs 7 were tested and sealed

Devices 5000-10,000lbs 2 were tested and sealed

Devices 1000-5000lbs 0 were tested and sealed

Devices 100-1000lbs 12 were tested and sealed

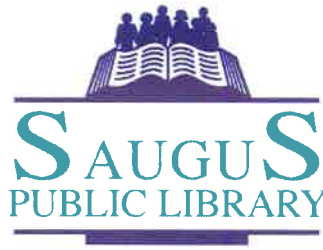
Devices under 100lbs 133 were tested and sealed

Gas dispensing units 126 were tested and sealed

Reverse vending units 9 were tested and sealed

Metric weights units 20 were tested and sealed

Apothecary weight Units 15 were tested and sealed



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

TO: Saugus Board of Selectmen  
DATE: February 28, 2019  
SUBJECT: Fiscal Year 2018 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 2018 the library spent a total of \$625,067 in municipal operating funds. The total salaries expenditure was \$484,263. The total expenditure for all print and digital collections, NOBLE network membership and library supplies was \$149,152. The library spent a total of \$90,611 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 100,837 in FY2018, including 6,499 downloads of eBooks and digital audiobooks and 12,427 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 10,306 items throughout the year. Library visits totaled 91,048 this year and the SPL increased the number of cardholders by 4.6% to 15,164. Saugus patrons continue to use the library as an Internet hub with our public computer stable averaging 217 uses in a typical week. Additionally, our free WiFi service during open hours to our patrons.

Our facility Community Room, a multipurpose meeting space continues to be a valued and much-used asset to the community. The space was used 1,661 times during FY 2018 for library programs and by governmental, civic, and private groups. Among the room's uses was a twice-weekly homework help session for elementary school students conducted by members of the Belmonte Middle School's Junior National Honor Society as well as informational events by a number of civic groups and private users.

The facility hosted 622 ongoing library programs and special events for children, teens, and adults in FY 2018, with 11,418 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, a knitting group, book discussion group meetings, and special programs on home safety, New England Lighthouses, New England General Stores, birds of prey, fitness/nutrition, local anthropology, and theatrical performances. Young adults enjoyed programs on graphic novel design, 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.

The Saugus Public Library is served by a staff of 18, including seven professional librarians, four of whom were full-time. The library benefited from the generosity of 27 community volunteers who donated 1,168 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 generous 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 2018 with Chair Debra Dion Faust, Vice Chair Laura Flynn, Secretary Roseann Luongo, Naomi Handler, Gail Murray, and Michael Sullivan.

The Saugus Public Library is your library and we are proud to serve this community.

Respectfully Submitted,

Alan Thibeault, Library Director

**TOWN OF SAUGUS PARKING VIOLATIONS  
FISCAL YEAR 2018**

Violation Code	Violation Description	# issued	# paid	Violations Issued	Violations Paid
0	00-Voided Tickets	89	87	\$ -	\$ -
1	01-Meter Violation	0	0	\$ -	\$ -
03	03-Overtime-No Meter	0	1	\$ -	\$ 25.00
04	04-No In Marked Space	3	3	\$ 75.00	\$ 85.00
5	05-Over 12 inches from curb	1	1	\$ 50.00	\$ 85.00
06	06-Wrong Direction	2	3	\$ 50.00	\$ 50.00
07	07-Parked Over 48 Hours	4	3	\$ 100.00	\$ 50.00
08	08-Restricted	112	129	\$ 2,760.00	\$ 3,575.00
09	09-Block Driveway	3	3	\$ 75.00	\$ 110.00
10	10-<20Ft Intersection	14	13	\$ 350.00	\$ 320.00
11	11-Bus Stop	6	4	\$ 150.00	\$ 105.00
13	13-<10Ft Hydrant	2	4	\$ 100.00	\$ 430.00
14	14-Block Traffic	4	2	\$ 100.00	\$ 50.00
15	15-Double Parking	0	0	\$ -	\$ -
16	16-Fire Lane	90	82	\$ 4,490.00	\$ 4,275.00
17	17-Street Cleaning/Snow	40	27	\$ 4,000.00	\$ 2,785.00
18	18-Permit Parking	3	5	\$ 75.00	\$ 175.00
19	19-Snow Emergency	17	14	\$ 1,700.00	\$ 1,285.00
20	20-Crosswalk	1	1	\$ 50.00	\$ 85.00
21	21-Sidewalk	57	45	\$ 2,750.00	\$ 2,275.00
22	22-Handicap Ramp	3	3	\$ 400.00	\$ 400.00
23	23-HP/DV Parking	228	220	\$ 30,155.00	\$ 19,685.00
24	24-Other \$25.00	2	3	\$ 50.00	\$ 100.00
25	25-Other \$50	8	5	\$ 400.00	\$ 265.00
		<b>689</b>	<b>658</b>	<b>\$ 47,880.00</b>	<b>\$ 36,215.00</b>



Sarah McLaughlin, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade





# 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 2019

### MEMORANDUM FOR SAUGUS TOWN MANAGER, SCOTT CRABTREE

SUBJECT: Fiscal Year 2018 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 2017-2018

Peter A. Rossetti, Jr. Chairman	term expires: December 31, 2019
Lawrence A. Shaver, Vice Chairman	term expires: December 31, 2020
Philip A. Silvani	term expires: December 31, 2017
Dennis Moschella	term expires: December 31, 2016
Dorothy Poppe	term expires: December 31, 2018
Joseph Attubato, Associate Member	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

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)

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Nancy Stead, *Clerk*

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

February 2019

To: Town Manager, Board of Selectmen, Town Moderator

From: Peter A. Rossetti, Jr., Chairman

Subject: 2018 Annual Report

As required by M.G.L. Chapter 41, Section 81C, the Planning Board is submitted the following report of its activities in 2018.

### **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 2017 – June 2018**

#### **Number of Homes**

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



# Town of Saugus, Massachusetts

## PLANNING BOARD

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e-mail: [nstead@saugus-ma.gov](mailto:nstead@saugus-ma.gov)

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

February 2019

### Saugus Planning Board 2018 Annual Report Continued

III. Public Hearings for New Definitive Subdivision Approval July 2017 – June 2018  
Total 0

IV. Public Hearings for Completed Subdivisions Conveyed to the Town – Form K  
July 2017 – June 2018  
Total 1

Stonecliffe Heights Estates

V. Public Hearings for New Site Plan Review Permit Approvals July 2017 – June 2018  
Total 1

127 Broadway, McDonald's Corp.

VI. Public Hearings on Zoning Articles – Recommendation to the Annual and Special  
Town Meeting July 2017 – June 2018  
Total 2

Rezoning Article 42-61 Eagle Road  
Amend Zoning Bylaw – Article III DEFINITIONS, Marijuana Establishment  
Amend Article V- REGULATIONS adding SECTION 5.8 – MARIJUANA  
ESTABLISHMENT

VII. Public Hearings to Return to the Board of Appeals Repetitive Petitions July 2017 –  
June 2018  
Total 0



# Town of Saugus, Massachusetts

## PLANNING BOARD

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e-mail: [nstead@saugus-ma.gov](mailto:nstead@saugus-ma.gov)

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DENNIS MOSCHELLA  
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DOROTHY POPPE  
Joseph Attubato, *Associate Member*

February 2019

### Saugus Planning Board 2018 Annual Report Continued

VIII. Public Hearings to Return to the Board of Selectmen Repetitive Petition July 2017 – June 2018

Total 0

IX. Public Hearings for Hillside Protection Special Permit Approvals July 2017 – June – 2018

Total 1

15 Great Woods Road

X. Amendments to the Planning Board Operating Procedures July 2017 - June 2018

Total 0

XI. Amendments to the Planning Board Subdivision Rules and Regulations July 2017 – June 2018

Total 0

XII. Approval Not Required Plans - ANR - July 2017 - June 2018

Total 5

McNaught Lane  
38 Bisbee Road  
Bond Place  
63 Altamount Avenue  
6 Johnson Street

XIII. Master Plan Proposal - July 2017 - June 2018

Total 0



# Saugus Police Department

## Annual Report

01/01/18 – 12/31/18

During the year 2018, the Saugus Police Department responded to 24,157 calls. The following is a breakdown of these calls:

Accidents	1431
Alarms	1282
Crimes Against Persons	279
Crimes Against Society	3870
Crimes Against Property	705
Services	11914
All Other	4676

The Police Department initiated **1721 incident Reports**, made **350 Arrests**, applied for **448 Hearings**, Summonses or Warrants. They served **138 Restraining Orders** and investigated **524 Motor Vehicle Accidents**. The department also received **731** pieces of property to be logged into records as evidence, found property or property held for safe keeping.

There were 2222 traffic citations issued:

Civil Violations	788
Warnings	753
Verbal Warnings	13
Citation Arrests	191
Criminal Citations	477

The fine total for these citations prior to court settlement was **\$96,895.00**.

There were 526 parking tickets issued for fines totaling **\$56,945.00**

There was 1 fatal motor vehicle accident noted in Saugus during the year 2018

There were 49 arrests / complaints made for O.U.I. (Operating Under the Influence of Alcohol or Drugs) and 26 people placed into Protective Custody

The Saugus Police Department also arrested a total of 3 Juveniles during 2018.

The following is a breakdown of serious crimes or frequent crimes during the year 2018.

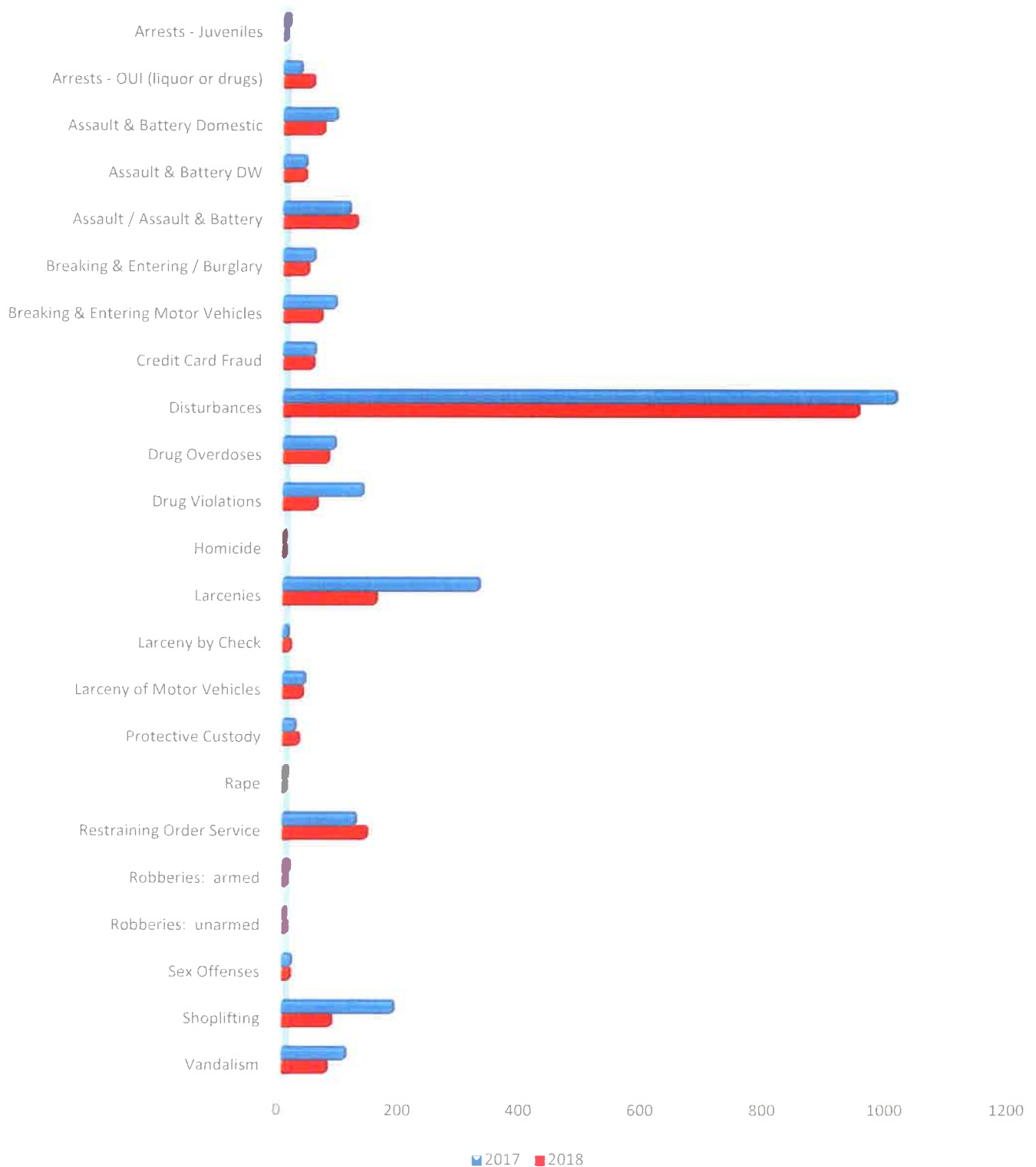
Assault / Assault & Battery	120
Assault & Battery Domestic	66
Assault & Battery with a Dangerous Weapon	36
Breaking & Entering / Burglary	40
Breaking & Entering Motor Vehicles	62
Credit Card Fraud	49
Disturbances	943
Drug Overdose (includes 2 deaths)	74
Drug Violations	55
Homicide	0
Larcenies	153
Larceny by Check	12
Larceny of Motor Vehicles	32
Rape	4
Restraining Order Service	138
Robberies: armed (6) / unarmed (5)	11
Sex Offenses	12
Shoplifting	80
Vandalism	73

*This report was prepared by Detective John Daigle, Crime Analysis Division of the Saugus Police Department on February 12th, 2019.*



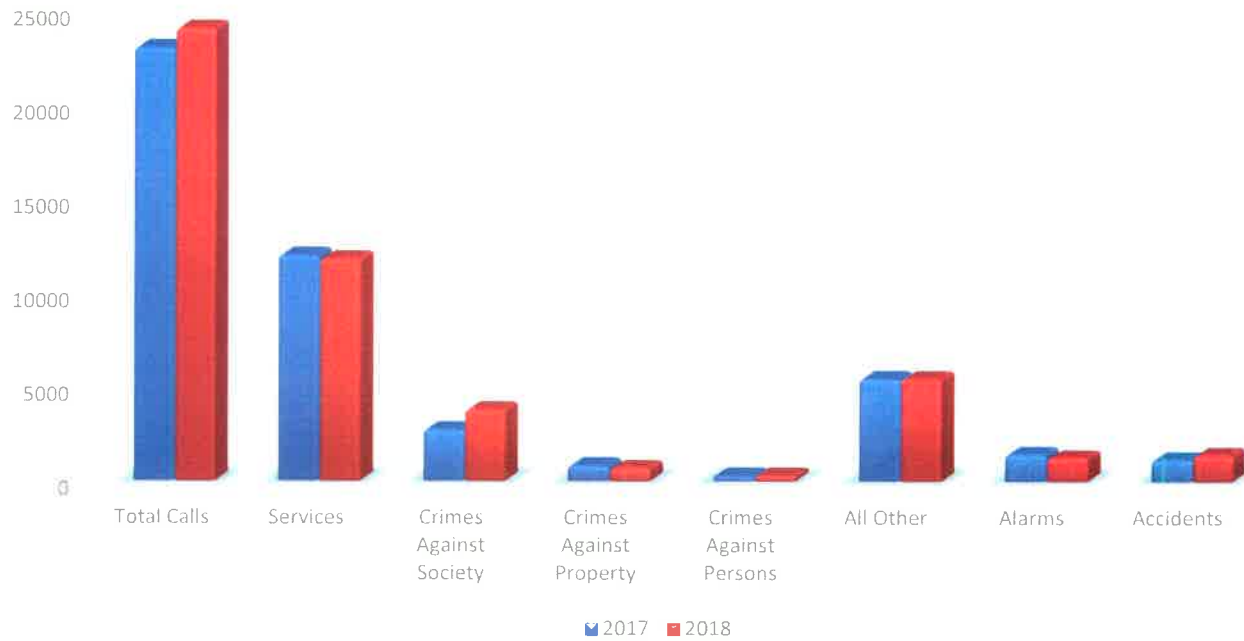
## 2-Year Comparison Chart (2017-2018)

### *Service Calls – Specific*

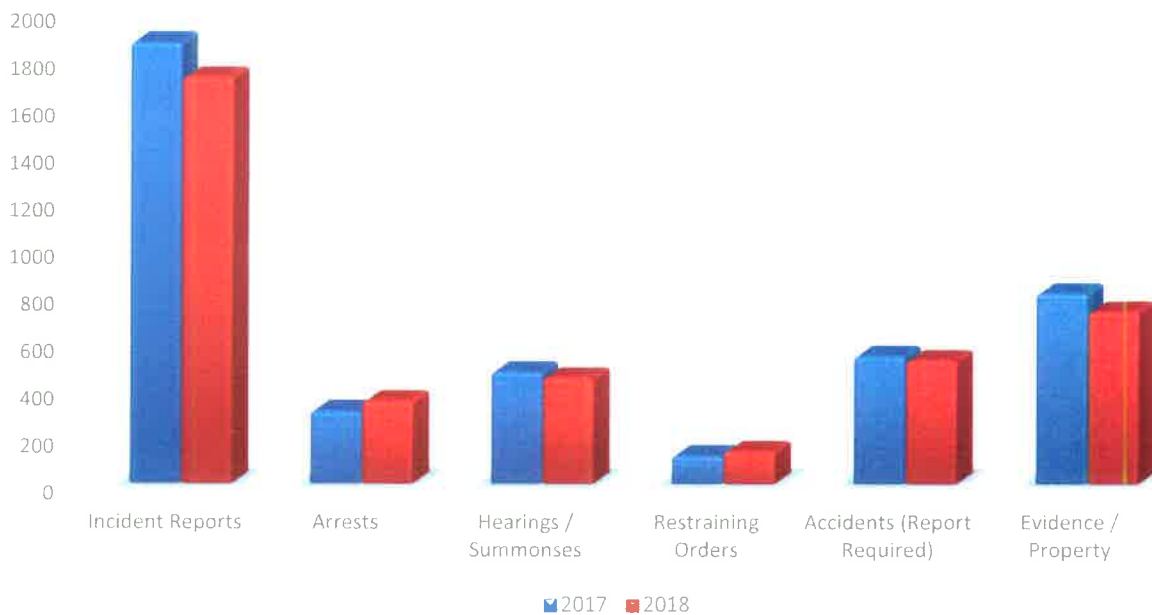


## 2-Year Comparison Chart (2017-2018)

### *Service Calls – General*

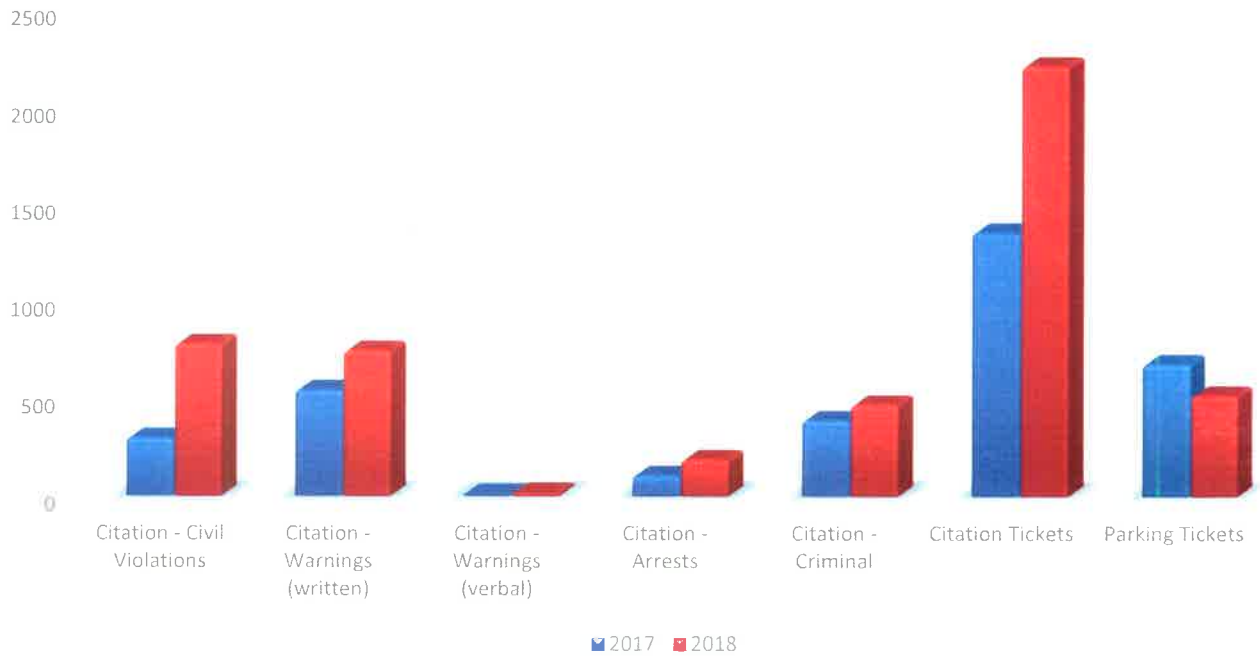


### *Report Activity*

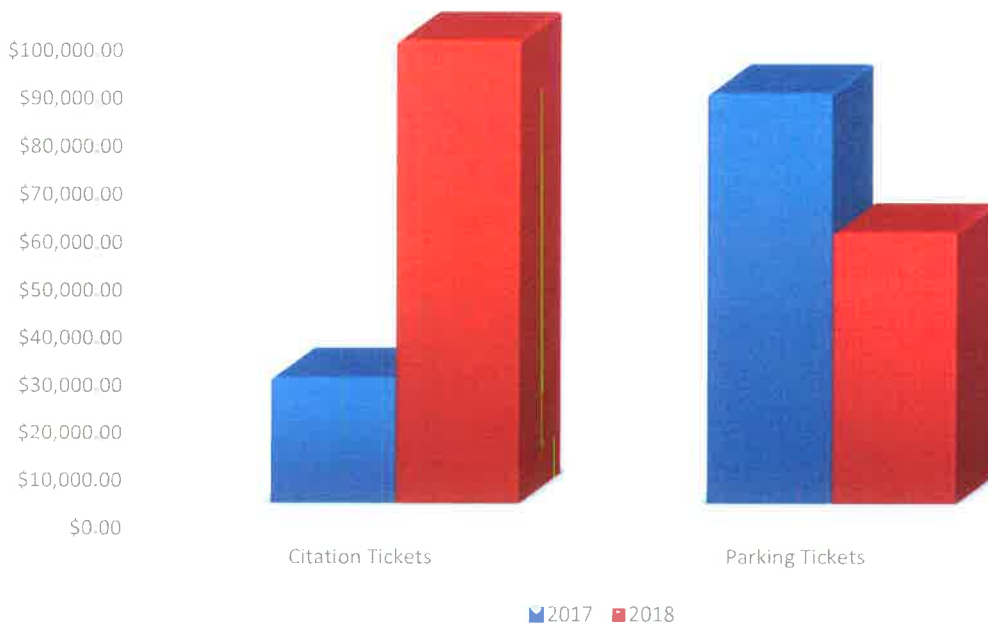



## 2-Year Comparison Chart (2017-2018)

### *Tickets – Quantity*



### *Tickets – Fines (Issued)*



A close-up photograph of two hands, one from a person with darker skin and one from a person with lighter skin, joined at the fingers to form a heart shape. The hands are positioned against a light-colored, textured background. The lighting is soft, highlighting the skin tones and the texture of the background.

Strong Alone, Stronger Together

Alix Georges  
Saugus High School

SAUGUS CONTRIBUTORY RETIREMENT BOARD  
25R MAIN STREET  
TOWN HALL ANNEX  
SAUGUS, MASSACHUSETTS 01906

Telephone: 781-558-2903  
Telephone: 781-558-2892

Fax: 781-666-3218

Email: [scrs@saugusretirement.org](mailto:scrs@saugusretirement.org)  
Website: [www.saugusretirement.org](http://www.saugusretirement.org)

The Saugus Retirement System (System) administers the defined benefit plan for the Saugus Housing Authority and most Town of Saugus employees, apart from teachers and school administrators whose 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, 2018, there were 729 members, who comprise of 348 active members, 293 retired members or their beneficiaries and 88 inactive members. During 2018 the Board voted to grant 12 Superannuation retirement allowances and 2 Option C Pop Up Benefits. The Board did approve 21 refunds, 2 rollovers and 17 transfers of member accounts. The System recorded the deaths of 8 retiree and 4 beneficiaries.

In 2018, 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, 2018.

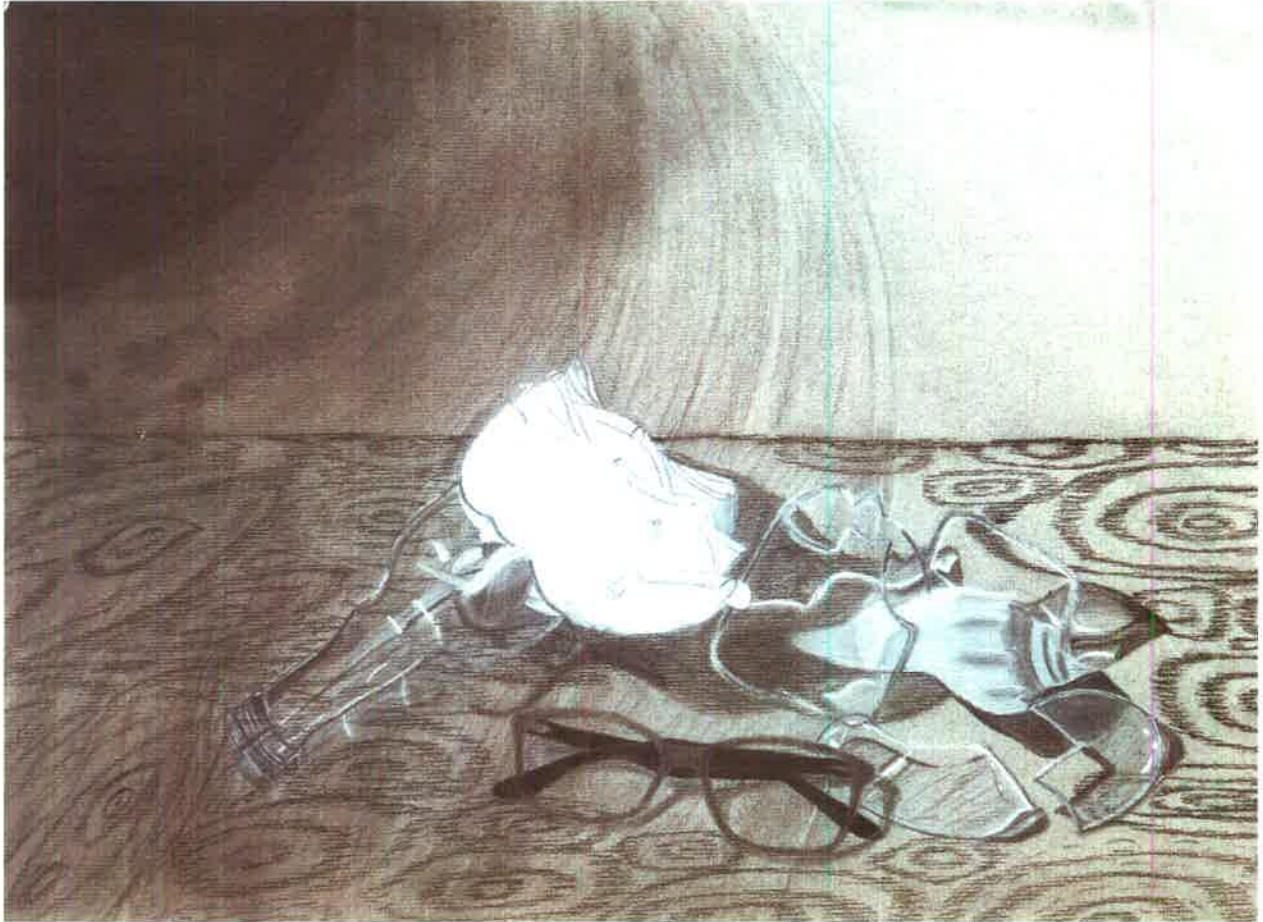
The Retirement Board staff is comprised of Ann C. Quinlan, Board Administrator and Theresa F. Richards, Administrative Assistant. The staff is responsible for all financial transactions, reporting of investment activity, comprehensive pre and post retirement counseling to employees and their families 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 \$99,768,828.48 million as of December 31, 2018. 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.



Sarah McLaughlin, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade



Sarah McLaughlin, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade



# ***TOWN OF SAUGUS***

DEPARTMENT OF PUBLIC WORKS  
515 MAIN STREET  
SAUGUS, MASSACHUSETTS 01906

*Brendan B. O'Regan  
Director of Public Works*

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

## **MEMORANDUM**

TO: Saugus Board of Selectmen

FROM: Brendan B. O'Regan, DPW Director

SUBJECT: FY2018 Department of Public Works Annual Town Report

DATE: February 20, 2019

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 2018, covering July 1, 2017 to June 30, 2018.

The FY2018 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 (up to December 2017)  
Donna Brady, Principal Clerk (up to December 2017)  
Temporary Admin staff from December 2017 to May 2018  
Jamie Uva, Lead Administrative Assistant (starts May 2018)  
April Spelta, Administrative Assistant (starts May 2018)

### **Highway:**

Kevin Vater, Highway Foreman  
Richard Salerno  
Daniel Schena - Out from 12/17 to 8/18  
Kevin MacTaggart  
Andrew Caron

### **Parks:**

Derek Donachie, Parks Foreman  
Nicholas Taylor

**Forestry:**

Tim Wendell, Tree Warden  
Michael Dockery

**Motor Pool:**

Seth Hatch, Motor Pool Foreman

**Water:**

Charles McLaughlin, Water Foreman  
Jeffrey Natalucci  
Christopher Howard  
Out from 5/18 to 7/18

**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, sewer and drainage 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 development projects; manage all public shade trees for pruning, planting and/or removal; cleaning of town squares; installation and watering of seasonal flowers; banners and holiday lights efforts; repair and maintenance of town owned streetlights and traffic signals; provide services for other Town departments when requested; set up voting booths and equipment; National Grid efforts; 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 a significant portion of FY18 with the remainder of the FY spent on training activities for the new employee. Most of the Assistant Director duties were performed by the Director.

The Administrative Assistants 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. They 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. They also maintain employee payroll and department budget/ billing records. All invoice payments, requisitions and purchase orders are also facilitated by the administrative staff. Permit fees and Chapter 90 reimbursements are also performed.

The Director also was needed to address many of these issues and inquiries due to department turnover. DPW responded to over 8,000 inquiries in FY 2018. The director performed several tasks previously performed by consultants. This as well as the selection of other more cost effective consultants for certain projects saved the Town well over \$100,000.

Some of the efforts completed by the Administrative staff included:

- Repaving/Reconstruction of 11 roadways throughout the Town.
- Elm Street Drainage Project Construction.
- Construction of Water Street Bridge with \$500,000 Grant from MassDOT.
- New Hire processes.
- Reconstruction of unaccepted roads such as Seminole Ave.
- Manage \$10 million of Capital projects.
- Completion of Construction of 2016 Utility Improvements project which included sewer replacement, water gate valve replacement and drain manhole frame and cover repairs.
- Construction 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 and construction efforts, \$2.3 million.
- 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.
- Stormwater Bylaw approved by Town Meeting April 2018.
- Assist with various Playgrounds Capital Improvements Project.
- Review over 25 development submittals / issues.
- Twice per year Street Sweeping efforts
- Clean 2/3 of town wide catch basins.

- Director O'Regan recognized by NEWEA with 25 year Operator Award.
- Generation of over 10 RFB's / RFP's.
- Landfill inspections.
- FY17 Annual Report to Selectmen.
- FY18 and FY19 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 FY18, the DPW cleaned 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 FY18 with Chapter 90 funds:

- Vine Street (Essex St to Adams Ave)
- Adams Ave (Vine St to approx. Elmwood Ave)
- Parsons Ave
- Stockade Road
- Reservoir Ave
- Aberdeen Ave (Hs no 31 to deadend)
- Horton Street (approx. 400 feet)
- Oakwood Ave (Carol Drive to Summer St)
- Appletone Street
- A portion of Seminole Ave
- A portion of Herbert Ave

The DPW continued with its work on Capital sidewalk improvements. Asphalt Sidewalks work was performed by outside forces at 16 separate areas and approximately 500 linear feet of work.

Sidewalk work performed by DPW staff included repairs at over 40 separate locations and approximately 1,500 linear feet of work. This was a significant increase over FY17 work.

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, many done twice/year.
- 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, many done twice/year.
- Create various RFBs and manage various vendors to perform various DPW projects.

### **PARKS DEPARTMENT:**

This department maintained thirteen parks and playgrounds which include:

Stackpole Field	Prankers Pond	Anna Parker	Bristow
Stocker	Evans	Golden Hills	Oaklandvale School
Middle School	High School	Waybright School	Lynnhurst School
Veterans Memorial School			

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 completion of approximately \$2 million in parks improvements at the Middle School, Veteran's Memorial School and Bristow Park.

Field and Playground improvements included:

- Stackpole Field Improvements
- Waybright Softball Infield Improvements,
- Replace various playground equipment.
- Various fence repairs,
- Brush cut and Tree trim at parks, fields and Rail Trail
- Pick up leafs at all parks, fields and public areas.
- Work with School Department to determine other areas to us during HS/MS project

### **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 banners and banner locations were added in FY18. They also were responsible for hanging and removing all of the Christmas and Holiday decorations in town. FY18 saw a significant increase in the amount and location of Holiday lights with an associated significant increase in effort by the DPW. The resulting pageantry of the display was a significant benefit to the Town.

This division also raising and lower flags for memorial observations and places the flowers in Saugus Center and Clifondale 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 Parks Department and the Highway Department.

#### **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.

Seth Hatch was recognized by the New England Chapter of the American Public Works Association with the Service Award for Outstanding Service in Public Works.

#### **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.

28 water main / services connection breaks / leaks were repaired in FY2018. All repairs were made by DPW staff. 8 fire hydrants have been replaced, as well as numerous repairs to the hydrants.

This division performs annual maintenance tasks such as water main flushing to maintain the quality of the water in the distribution system, valve exercising, and hydrant winterization.



Addition efforts were performed by staff to obtain proper State licenses. In addition, vehicles approved in the Fiscal Year 17 budget were received by this department in FY18.

The FY18 annual leak detection program located (13) thirteen leaks. The estimate of leakage was 187,000 GPD. All leaks were repaired.

The locations were:

Jones Drive	301 Lincoln Ave	36 Walden Ave	94 Howard Street
7 Hammersmith Drive	Square One Mall (2)	54 Pearson Road	10 Maple Street
Veterans Memorial School	23 Endicott Street	19 Intervale Ave	9 Whitney Street

The CY2017 Water Improvement Program resulted in the replacement of gate valves in 12 different locations and 3 hydrants repairs or replacements as well as replacement of a portion of the water main on Walden Ave.

The Annual Statistical Report (ASR) was submitted to DEP in April 2018. The Consumer Confidence Report (CCR) was submitted to MWRA in March 2018.

Finally, the Water Division continued its program to better understand the water assets. The valve and hydrant location project was completed other than final map generation. In an attempt to determine how all water resources are being consumed, a District Metering Analysis (DMA) program was undertaken, resulting in the distribution system being split into 6 sub areas. Each sub area was isolated to identify those areas with the largest overall leakage and leaks were repaired. Every leak that was eliminated is a cost not borne from our water supplier which 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 2017 and April 2018. Significant efforts were undertaken to maintain and clean cross country easements along which various sewers are located.

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.

CDMSmith completed the design of improvements to the Lincoln Ave lift station that will include construction of a bypass, valve replacements and new stand by comminuter installation. Construction began in June 2018.

Construction of the replacement of the Morris Place lift station and upgrade to the Bristow Street lift station was completed in FY18. Sewer Department personnel also assisted the Water Department and Highway Department with catch basin, brook issues and water system repairs. In FY18, the Director provided training to Sewer Division staff of the Operation and Maintenance manual developed by CDMSmith in 2005.

The comprehensive sewer system rehabilitation is ongoing. Work done in FY18 included:

**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

***Evaluation of I/I Removal Rates from 3 projects listed above***

Preliminary information indicated the benefit of continuing with the Service Connection lateral liner efforts.

***Service Connection Lateral Liners – Bidding Phase***

This project was initiated at the end of FY18.

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

A handwritten signature in black ink, reading "Brendan B. O'Regan". The signature is fluid and cursive, with the first name "Brendan" and last name "O'Regan" clearly legible.

Brendan B. O'Regan  
Director



Sarah McLaughlin, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade

Saugus Board of Selectmen  
Annual Report  
July 1, 2017 – June 30, 2018

The Saugus Board of Selectmen: Chairman Debra Panetta, Vice Chairman Scott Brazis, Jeffrey Cicolini, Jennifer D'Eon and Mark Mitchell. All were reelected at the November 2017 local election to serve through November 2019. At their organizational meeting, Debra Panetta was elected as Chairman and Jeffrey Cicolini was elected Vice Chairman.

The Board of Selectmen held 28 public meetings in FY 2018.

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; 3 Cordials & Liqueurs Permits; 2 Beer & Wine Package Store; 7 Club All Alcoholic; and 1 Seasonal Beer & Wine License.

The Board also renewed 1 Class I, 20 Class II and 3 Class III auto dealer's licenses; 47 coin operated devices; 54 Entertainment Licenses; 26 Extended Hours of Operation Permits; 1 Fortune Teller; 4 Juke Box; 1 Rink; 2 Transient Vendors; 9 Valuable Used Goods Licenses; and 99 Common Victualer's Licenses.

New Licenses issued included: 1 Class II Auto Dealer's; 3 coin operated devices; 3 Entertainment; 4 Extended Hours of Operation Permits; 1 juke box; and 9 Common Victualer's Licenses. The Board also issued a Temporary 2 day Beer & Wine License for the Annual Portuguese Feast; and approved one day Extended Hours of Operation Permits at three locations for Black Friday events.

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 of Taxes.

The Selectmen received 16 applications for Special Permits (S-2) and approved pet care; personal fitness establishments; massage therapy, barbershop; and salons; and approved a six month extension for quarry operations at Aggregate Industries. The Board denied application for place of amusement at the Square One Mall; and a motion to allow place offering tattoo at Saugus Center failed to pass.

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

The Selectmen approved utility pole and conduit locations for utility companies; approved the use of new voting equipment; set the residential & commercial tax rates; voted a new sewer rate; and amended the Traffic Rules & Regulations upon several requests. The Board approved bond anticipation notes for HS/MS Project, and general obligation bonds for HS/MS Project, for a fire engine, Elm Street drainage and Lincoln Avenue pump station as authorized by Town Meeting.

Saugus Board of Selectmen  
Annual Report  
July 1, 2017 – June 30, 2018

The Board voted to send letters to DEP in opposition to Wheelabrator application on uncapping / expansion of landfill; and letter to MA Housing in opposition to a proposed 40B development abutting Prankers Pond.

The Selectmen heard from many citizens regarding accidents, traffic & parking issues and requested the Manager work with the Police Dept. on addressing the issues.

The Board made many appointments to various boards and commissions including Affordable Housing Trust Board of Trustees, Cemetery Commission, Cultural Council, Library Board of Trustees, Board of Registrars, and Zoning Board of Appeals. The Board also reappointed the Canine Officer, constables, MAPC Representative, poll workers, sworn weighers, Traffic Hearings Officer, and Veterans Graves Officer.

The Saugus Cable TV Board of Directors did appear before the Board on a couple of occasions to give update and get direction re: relocation of the cable studio.

The Board of Selectmen successfully negotiated an extension of the Town Manager's contract to expire August 24, 2022.

The Selectmen recognized many citizens with citations: Joshua Whiting & Philip Duffy III for attaining the rank of Eagle Scout; Michael Zellen for completing 1 year term as Grand Exalted Ruler, National President of the Benevolent and Protective Order of Elks of the USA; Founder's Day Man & Woman of the Year Robert Long & Ruth Berg; Julie Liuzza on her dedication, generosity & hard work on behalf of needy homeless veterans; 150<sup>th</sup> anniversary of William Sutton Lodge; Softball Little League All Star Team on winning the District 16 Championship and winning the Section 2 and finishing 2<sup>nd</sup> in the State; Pop Warner Scholars; Joan LeBlanc in recognition of 17 years of service as Executive Director of Saugus River Watershed Council; Yousef Tuffaha for receiving 2<sup>nd</sup> place award in MWRA Poster Contest; and National Junior Honor Society Homework Helpers.

The Selectmen issued proclamations including: Arbor Day; Student Government Day; and ADA Day.

The Selectmen accepted gifts to the Town including: to the Senior Center from the Estate of Leona Payson; and Friends of the Senior Center for Senior Center van.

Wendy L. Reed, Clerk  
Saugus Board of Selectmen



## TOWN OF SAUGUS

### SCHEDULE OF PAYMENTS TO TOWN TREASURER

DEPARTMENT:  
RECEIPT #:

**BOARD OF SELECTMEN**  
**TOTAL DEPOSITS FY18**

DATE July 1, 2017 through June 30, 2018  
as of June 31, 2018

[illegible]

Through June 30, 2018

[illegible]

		Chair	Board	Clerk	Office	Legal	Printing	Supplies	Assoc.	Legal
		Members			Machine	Ads.			Dues	Books
FY18	Budget	3,000	11,200	30,729	300	1,000	200	950	625	3,000
	Actual	3,000	11,200	24,960	0	405	0	480	0	3,859
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	3412
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

RETURNS TO THE TOWN  
Unexpended funds

FY18 7,100  
FY17 6,981.16  
FY16 7,114.24  
FY15 6,105  
FY14 2,865.89

# **SAUGUS COUNCIL ON AGING**



## **Annual Report 2018**

**Joanne Olsen**

# Executive Director

## **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 2018, census figures indicate a **current total of approximately 7,436 residents, age 60 and older.**

## SAUGUS COUNCIL ON AGING – 2018 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 7,000, most of who still own and maintain their own homes. We have served approximately 4,800 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
- Manicurist
- Seamstress

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  
Kenneth Strom

### **NEW MEMBER TO OUR BOARD OF DIRECTORS IN 2018**

**Kenneth Strom**

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

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



Debbie Alphonse  
Attorney Nelson Chang  
Louise D'Eon  
Janette Fasano  
Ellen Proodian

### **3 NEW MEMBERS TO “FRIENDS” BOARD IN 2018**

Jean Bruno  
Patricia McMahon  
Walter Johnson

### **HIGHLIGHTING SERVICES IN 2018**

#### **Nutrition Services:**

- Approximately 120 Saugus seniors received Meals on Wheels each day.
- 14,776 congregate meals served at noon at the Senior Center (estimate)

#### **Volunteer Assistance:**

- 154 Volunteers service the Senior Center throughout the year
- Approximately 59,200 Volunteer Hours per year
- \$850,000 is the estimated total value of Volunteer services

#### **Outreach:**

- Estimated 4,500 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, Legal Services, Podiatrist, Blood Pressure, Shine Representative, Tax Preparation, Professional Speakers, Health Fairs

- Approximately 6,250 year

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

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

- Approximately 5,600 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 124 seniors with Medical Insurance issues

**COUNCIL ON AGING  
TRANSPORTATION SERVICE**

**2 VANS**

**VAN #1**

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

Lynn	Saugus	Stoneham
Salem	Peabody	Wakefield
Lynnfield	Melrose	

- **WE NOW GO TO MGH - DANVERS**

**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 – 50 - 60 trips throughout Saugus –  
Brought to the Senior Center and returned home –  
Weekly shopping to Stop & Shop, Mall and we **now go to Market Basket in Lynn once a week.** Also assists with medicals.

### **HOURS**

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

### **TRANSPORTATION SERVICE**

Our transportation has increased dramatically in 2018. We are back to having 2 drivers.

### **2018**

- **1,257** units of medical transportation for Saugus elders and/or disabled to
- **2,911** 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

- 36 appointments were made and taxes prepared

### **THANKSGIVING/CHRISTMAS DINNER**

- 18 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 160 seniors for our Thanksgiving Luncheon.
- 18 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 180 seniors for our Christmas Luncheon.

### **NEW SERVICES/ACTIVITIES IN 2018**

- Additional Exercise Equipment
- Manicurist
- Additional Chair Yoga Class
- Transportation to Market Basket in Lynn
- Added MGH Danvers to the list of City and Towns that we transport to medical appointments

## **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.

### ***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***

***THE TRIAD COMMITTEE MEET THE SECOND MONDAY OF EACH MONTH FROM 9:30 TO 10:30 AT THE SENIOR CENTER. ALWAYS WELCOMING NEW MEMBERS.***

## **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*).

	<b><u>HOURS PER WK</u></b>	<b><u>SOURCE OF INCOME</u></b>
<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) 1 Part Time (Jack Doherty)	34 25	Town Town
<b><u>CLERICAL STAFF</u></b> 1 Part Time Receptionist (Joanne Genzale)	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) 1 PREP COOK (Anne Marie Swanson) 1 PREP COOK (Seasonal) 1 DISHWASHER (Paul Watts)	19.5 12 7.5 18	Formula Grant Formula Grant Formula Grant Formula Grant



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

(2) ART CLASS  
ALZHEIMER'S SUPPORT (TWICE A MONTH)  
ATTY SPANO  
BILLIARDS  
BIBLE STUDY  
BINGO  
BLOOD PESSURE (3 TIMES A MONTH)  
CARDS  
(2) CHAIR YOGA  
EXERCISE CLASSES  
EXERCISE ROOM/EQUIPMENT  
FALUN GONG  
FRIDAY MOVIE  
FURNITURE REFINISHING  
GYM  
HEALTH FAIR  
KNIT & CROCHET  
LINE DANCING (MON)  
LINE DANCING (THURS)  
LINE DANCING (FRI)  
MAH JONGG  
OIL PAINTING  
MANICURIST  
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 2018....***

We were pleased to inform the Town Manager and the Selectmen that the Saugus Council on Aging received the final gift in the amount of \$9,943.80 from the Estate of Leona L. Payson. Leona was an active senior at our Center, and had made it clear that she loved the Saugus Senior Center.

This check was deposited into the Senior Center Gift Account.

### **NEW VAN**

In July of 2018 the Friends of the Saugus Senior Center purchased a new 2018, 10 passenger bus for our Center. This vehicle was desperately needed, and we are enormously grateful to the Friends for this acquisition! As you all know, our transportation services are an essential service which we offer to our senior community. We rely on the Friends to provide our Center with so many important expenditures which are not compensated for by the Town budget. We are very grateful to have the Friends of the Saugus Senior Center.

### **SAUGUS FIRE DEPARTMENT**

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.

### **INTERGENERATIONAL PROGRAMS**

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, walk up during our Lunch Program to visit with songs, poems and cards, written especially for our seniors.

The second grade students from the Waybright School made special holiday placements for our Thanksgiving and Christmas Luncheon. These beautiful placemats were enjoyed by all seniors that attended.

Students from the Saugus High School Life Skills & Post Graduate program, supervised by teachers and school nutritionist, prepared and delivered sandwiches to our seniors three weeks

in a row, during their summer program. They made and delivered 25 sandwiches each time. Our seniors enjoyed this very much.

On May 31<sup>st</sup>, an intergenerational program took place at the Senior Center with approximately 20 Veteran's School students and our seniors. It was a painting of bird house project. It was overseen by teachers and Saugus School Superintendent, Dr. David DeRuosi.

### **STARRY NIGHT PROM FOR SENIORS– Hosted by the Saugus High School National Honor Society – Here at the Saugus Senior Center**

On Thursday, April 26th from 4:00 – 7:00 p.m., the Saugus High School National Honor Society once again, hosted a “Starry Night” PROM for *OUR* Seniors, here at the Senior Center. Dancing, Pizza, pastry, refreshments, prom photos, music DJ'd by the National Honor Society and crowning of King and Queen, were all a part of this wonderful event.

### **COMMUNITY SERVICE**

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 23 students performing community service.

### **SAUGUS CULTURAL COUNCIL**

Once again, with the help and support of the Saugus Cultural Council, we were awarded funds through the Cultural Council grant for three different events to take place, free to our seniors in 2018:

April 20<sup>th</sup> – Entertainer Denise Doucette

June 15<sup>th</sup> – Delvena Theatre Company - Performed Julia Child

September 21<sup>st</sup> – Delvena Theatre Company - Truly Eleanor

### **FORMULA GRANT 2018**

By applying and receiving the State Formula Grant we were able to pay for:

*SALARIES: Partial Bookkeeper, 2 Prep Cooks, Dishwasher,*

*Senior Center Security System*

*Monthly Comcast Bills*

*Annual Fee for My Senior Center Computer Program \$1,000.00*

*Office Supplies*

*Postage*

*Yearly Fitness Equipment Repairs*

*Landscaping*

*Sprint = Dispatcher/Van Driver radios*

*Misc. Van/Bus Repairs*

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.

## **SOLID WASTE/RECYCLING DEPARTMENT** **ANNUAL REPORT FY'18**

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 2018, the rubbish tonnage was 8787.86 and the recycling tonnage was 2041.54.

### **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 \$10,400.00 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.





TOWN OF  
**SAUGUS**  
MASSACHUSETTS

SAUGUS VETERANS' SERVICES  
JAY PINETTE - VSO  
Saugus Town Hall  
298 Central St.  
Saugus, MA 01906  
(781) 231 - 4010  
jpinette@saugus-ma.gov

DATE: February 21, 2019  
FROM: Jay Pinette, Veterans' Service Officer, Town of Saugus  
TO: Board of Selectmen, Town of Saugus  
SUBJ: FY 2018 Saugus Veterans' Services Office Annual Report

The Mission of the Saugus Veterans' Service Office is to provide direct financial assistance to eligible Veterans and their dependents pursuant to Massachusetts General Law Chapter 115. Our office also provides direction and support for those seeking guidance and assistance with applicable/available federal, state and local Veterans benefits. Our office works collaboratively within the Melrose-Wakefield-Saugus (MWS) Veterans Services District. The district was formed in 2012.

The Veterans' Service Office in Saugus is manned during town hall operating hours by VSO Jay Pinette (starting February 12, 2018) and Clerk/Admin Nancy Stead. The VSO position in Saugus is a part-time position of 18 hours a week. The VSO is a City of Melrose employee and Saugus reimburses the city for the VSO salary and a portion of the Veterans' Service Director's salary. Ms. Stead provides office support for both the Veterans' Services Office and Planning Board.

According to a data extraction provided by the Town Clerk's office, there appear to be over 1,100 households in Saugus that have identified a resident as a Veteran in the 2018 census. We do not expect that these data represent all Veterans in Saugus. It should also be noted that spouses, dependent children and parents of veterans may also be eligible for benefits provided by the Veterans' Services Office.

The following serve as examples of the services provided by the Saugus Veterans' Services Office.

- Chapter 115 benefits
- Assistance with and applications for U.S. Veterans Affairs health Care, disability, pension, education, home loan and burial benefits
- Assistance with local property tax abatements
- Alternative benefit assistance to include Social Security, SSI/SSP and Mass Health
- Coordination with outreach through local Veterans organizations, including the Saugus veterans Council, VFW, American Legion and DAV
- Communications through local media outlets to provide insight in to local Veterans activities and benefits
- Assist with military record research in coordination with the MA Military Records Branch
- Management of the Saugus Veterans Relief Fund
- Veterans Food Market held monthly at the Saugus Senior Center

As of February 22<sup>nd</sup>, there are 32 active Chapter 115 clients being serviced by the Saugus Veterans' Services Office. This number has remained fairly constant throughout FY 2018. To be eligible for these benefits, clients must meet asset and income limits set forth by the MA Department of Veterans' Services. The Town of Saugus provided in excess of \$207K in Chapter 115 benefits in 2018. These benefits are eligible to be reimbursed by the MA Department of Veterans' Services at a rate of 75%. One goal of our office is to minimize the financial impact to the Town of Saugus of our services. We strive to meet this goal by aggressively managing our client caseload, through the proper application of the Code of Massachusetts Regulations 108 and Chapter 115.

Our office received over 700 public contacts, either through office "drop-ins" or telephone contacts, in 2018. Many of these contacts are informational and don't necessarily result in claims submissions for Chapter 115 or the VA. Our outreach efforts in the community have resulted in an increase in "traffic" over the last half of 2018. Feedback received from local fraternal organizations has been positive. The office had experienced some turnover in the last few years and a regular presence in the office has been recognized and appreciated.

The office has submitted and/or assisted in processing over 30 VA disability claims for local veterans and their dependents. We have also coordinated support for local Veterans with the VA Medical Centers in Lynn and Bedford MA.

There was a great deal of local publicity regarding a "homeless" Veteran who has been panhandling along local highways and near local shopping plazas. The VSO has contacted this Veteran personally along Route 1, as well as other local service organizations and concerned citizens in an effort to provide support and/or services for the Veteran. We believe that this individual has a bit of a checkered history, as far as taking advantage of support/services provided and offered. We will continue to monitor this situation going forward.

Efforts have begun to add definition and structure to the Saugus Veterans Relief Fund. A local volunteer committee has been in place to assist the VSO in fundraising for the fund. The committee has been dormant for some time, but have begun to hold regular meetings geared towards defining roles and responsibilities for the committee. Funds were utilized in 2018 in order to provide support for a local Veteran whose motorized scooter was inoperable. The plan for 2019 is to undertake "public relations" activities to increase local awareness of the fund and ultimately increase donations to the fund.

Activities planned for FY 2019 include more formalized outreach activities in the community. The office has been approached to explore the possibility of providing information sessions at our senior housing complexes. The MWS district has identified a need for a more robust/formal social media presence. Our current client demographic is largely confined to senior citizens. We have begun working with our local service organizations to conceptualize social media campaigns targeting the "Post 9/11" Veteran population.



## Saugus Youth & Recreation

Annual Report: Date Range - July 1, 2017 – June 30, 2018

Fiscal year 2018 saw continued success in our programs and our department overall. I continue to be the lead municipal person for the DPH/BSAS MOAPC grant and the SAPC 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. I have secured the SAPC Grant (Substance Abuse Prevention Collaboration), which is through the Department of Public Health and with the same working group as the WROC. This is also a long-term grant through the DPH. Through this grant we have hired a youth substance abuse prevention specialist. He works directly with students at Belmonte Middle School and Saugus High School. He has started a youth empowerment group involving many students in the Saugus school system.

On September 26, 2017, we held a meeting to discuss the Youth Risk Behavior Survey. This is a survey given to all students in grades 6-12. It was developed by the United States Centers for Disease Control and Prevention to monitor high-risk and health behaviors among middle school and high school students. It discusses potential risky behavior partaken by our youth. We reported the findings to the community during this meeting. This information can also be found on our website at <http://www.saugusyouthandrec.org/yrbs.htm>

Our annual summer camp continued to run at Belmonte Middle School and was very successful. We had over 100 campers and employed 15 high-school and college aged counselors. We planned weekly field trips and celebrated special 'camp holidays'. This is one of our largest and most successful programs. The feedback from parents is always very positive and encouraging.

Summer of 2017 saw the return of a popular program, Teen Challenge. This is a 6-week summer program for middle school aged students. Students participated in community service, life experience events, and fun field trips. The program was met with positive reception, from students and parents.

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 eighth 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 2017- June 2018:

#### **S.A.L. Street Hockey: June – August 2017**

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.

#### **Summer Parks Program: July – August 2017**

Daily camp activities provided for children in grades K – 5, for 6 weeks. 100 children attended throughout the summer. We provided jobs for 15 high school and early college aged students.

#### **Summer Teen Challenge: July – August 2017**

Daily activities provided for students in grades 6-8, for 6 weeks. Community service, life experience events, and fun field trips were offered. 20 students participated, and we provided jobs to 3 college students.

#### **Track Camp: July – August 2017**

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 23 children participated.

#### **Catcher's Clinic: August & September 2017**

8-week clinic run by a former baseball player & physical education teacher. Helped baseball catchers with technique, tips and practices. 12 players participated.

#### **Founder's Day: September 9, 2017**

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

#### **S.A.L. Flag Football: September – October 2017**

Free program for children in grades 1 – 8, with high school volunteers; over 80 children participated with their parents. Parents and high school students act as volunteer coaches, all whom have been CORIed.

#### **Elementary Afterschool Club: September 2017 – June 2018**

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. 28 children participated.

#### **Elementary Halloween Party: October 27, 2017**

Free party for elementary aged children and their parents. Over 100 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.

#### **Wizard of OZ Theatre Program: October 2017 – January 2018**

A weekly theatre class was held, which culminated in 2 performances of the play, "The Wizard of OZ". The plays were performed on January 21, held at the Senior Center. 43 children participated.

#### **Town Team Basketball League: November 2017 – March 2018**

Saugus boys & girls participate. Total of 295 students in grades 1 – 12. Weekly practices and games.

**Boys Travel Basketball: November 2017 – March 2018**

54 boys, in grades 5 – 8, participated. Weekly practices and games against other towns.

**Girls Travel Basketball: November 2016 – March 2017**

60 girls, in grades 5 – 8, participated. Weekly practices and games against other towns.

**Christmas Tree Lighting: December 1, 2017**

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, 2017**

Assisted in planning the annual Parade. Distributed flyers, issued press-releases and helped coordinate and confirm logistics with McGarvey Towing.

**Youth Wrestling: January 2018 – March 2018**

20 boys, in grades 3 - 6, participate. High school wrestlers are hired as coaches, along with a director.

**Peter Rabbit Movie Day: February 20, 2018**

Discounted movie tickets were provided to families of Saugus. 75 people attended.

**Disney on Ice Family Field Trip: February 22, 2018**

Tickets were sold along with a bus ride to and from the TD Garden. 40 people attended.

**Scavenger Hunt: March 2, 2018**

Friday night event for middle school aged children. 45 students attended.

**S.A.L. Baseball Program: March – April 2018**

Free program for children in t-ball – AAA baseball, with high school volunteers; over 20 children participated.



**Peter Pan Theatre Program: March 2018 – June 2018**

A weekly theatre class was held, which culminated in 1 performance of the play, “Peter Pan”. The play was performed on June 24, held at the Senior Center. 35 children participated.

**Belmonte Open Gym: April – June 2018**

Free open gym for Middle School Students. Met once per week, 30 students participated.

**Lazer Tag Field Trip: May 11, 2018**

Friday night field trip offered to Middle School students.

**Take a Kid Fishing Day: June 2, 2018**

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



Sarah McLaughlin, Pioneer Charter School of Sciences II, 12<sup>th</sup> grade



**TOWN OF SAUGUS  
ZONING BOARD OF APPEALS  
SAUGUS, MASSACHUSETTS 01906  
781-231-4030**

**FY 18 ANNUAL REPORT  
JULY 1, 2017 through JUNE 30, 2018**

The Saugus Board of Appeals consists of Five (5) regular members and Five (5) alternate members (Only two are currently appointed at this time) along with a part-time clerk. The Board members meet on the Fourth (4<sup>th</sup>) Thursday of each month, normally at the Saugus Public Library, when available.

The Current Members are: Bernard Sturniolo, Chairman  
Tom Traverse, Vice-Chairman  
Kevin Olsen  
Christopher Finn  
David Vasapolli

The Alternate Members are: Richard Mauro  
Hamed Barak

During the aforementioned fiscal year, The Board held Eleven (11) Public Hearings. There were no applications filed in August 2017.

During the Public Hearings, there were:

33 petitions submitted and hearings held for residential properties.

19 petitions submitted and hearings held for commercial properties.

2 additional petitions were submitted and hearings held for accessory dwelling units.

Some of the hearings were tabled and discussed at more than one Public Hearing.

Respectfully submitted,

Bernard Sturniolo, Chairperson  
Stephanie Puracchio, Clerk  
February 28, 2019