

Town of Saugus

FY16 Annual Report

July 1, 2015 – June 30, 2016



Nicholas Thompson Age 7



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

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

State of the Town

March 20, 2017

Dear Fellow Saugonian:

I am pleased to report to you that Saugus is continuing to move forward in a positive direction. Under the direction of our Town Manager, Scott Crabtree, we have made much progress in our Town this year.

Financially, the Town is in the best position it has been in many years. S&P Global Ratings gave Saugus a AA+ long-term rating and stable outlook for 2016 general obligation bonds and existing debt. This increase of three grades brings the Town to its highest rating ever. The upgraded bond rating coupled with improved interest rates will translate to an estimated \$320,000 in savings for the Town over the life of the new bonds for the Town's immediate borrowing obligation. If in June the taxpayers vote a debt exclusion for a new school, the savings would be approximately \$6 million over the term due to the favorable increase in the bond rating.

We are excited that Saugus has been accepted by the Massachusetts School Building Authority into the next module of the Saugus Middle-High School Project, the Schematic Design Phase. This was determined by a unanimous vote by the MSBA Board of Directors during a meeting last month, during which time the Board also voted unanimously to support a grades 6-12 facility to be built on the existing high school site. We are thrilled to move into this next phase of the project and continue working towards bringing our facilities and education into the 21st century.

We are proud to support and prioritize the Town's continued investments in public safety. As part of the Fiscal Year 2017 budget, the Town invested in a new fleet of seven 2017 Ford Police Interceptor Explorers and a new F750 Tree Truck with 75-foot Aerial Boom for the Department of Public Works. The new Police cruisers have replaced vehicles in the fleet that had exceeded the recommended 100,000 miles, and the Tree Truck replaced a 1989 model that had exceeded its lifespan. It's essential that the Town's public safety vehicles are up-to-date and fully functioning in order to continue to put the safety of our residents and community first.

The Town has also been investing in our parks and playgrounds for our children and families. Veteran's Memorial Elementary School Playground and Bristow Street Park have both been completely renovated and now have state-of-the-art, ADA compliant play equipment, which will ensure the safety and inclusion of all of our Saugus children. The tennis courts at the Belmonte Middle School have also been completely reconstructed. These dramatic improvements have generated great excitement with young families and grandparents that bring their children/grandchildren to these areas. These are great investments in our community and the residents of Saugus.

We also continue to focus on economic development in Saugus, especially with the building of Essex Landing (Collins Ave.) and the Avalon Bay purchase of the Hilltop property. It is important that we have sustainable growth in our Town, which will improve our tax base. We will work to ensure that these projects do not hinder the quality of life our residents.

The Board of Selectmen has worked, and will continue to work, with all members of our community to ensure that Saugus remains a great place to live and raise a family. We are proud of our accomplishments, and pledge to continue to look after your best interests to keep Saugus special.

Sincerely,

Debra Panetta
Chairman, Board of Selectmen

Accounting

Treasurer

Public Schools

Affordable Housing Trust Board of Trustees

Animal Control / Animal Inspector

Assessors

Cemetery

Clerk

Conservation

Cultural Council

Fire Department

Health Department / Board of Health

Historical Commission

Housing Authority

Human Resources

Inspectional Services

Library

Parking & Traffic Enforcement

Planning Board

Planning & Development

Police Department

Public Works

Retirement Board

Selectmen

Senior Center / Council on Aging

Solid Waste / Recycling

Veterans Services

Youth & Recreation

Town of Saugus

Town Hall
298 Central Street
Saugus, MA 01906

Donna Matarazzo
Town Accountant

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

ACCOUNTING DEPARTMENT

2016 Annual Report

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

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

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

The following Accounting reports to be incorporated into the 2016 Annual Town Report are attached:

Combined Balance Sheet

Balance Sheet Water/Sewer

Activity Schedules for All Special Revenue Funds

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

Donna Matarazzo
Town Accountant

Town of Saugus
 Combined Balance Sheet
 June 30, 2015

	Governmental		Proprietary		Fiduciary	General	
	General	Special Revenue	Capital Projects	Enterprise	Trust & Agency	Long-Term Obligations	Total
Assets							
Cash and Investments	\$ 5,851,902.42	\$ 4,811,362.87	\$ 4,158,761.60	\$ 2,986,324.66	\$ 6,616,804.64		\$ 24,425,156.19
Petty Cash							\$ -
Receivables				\$ 604,147			\$ 604,147
Real Estate Taxes	\$ 474,717						\$ 474,717
Personal Property Taxes	\$ 362,074						\$ 362,074
Deferred Property Taxes	\$ 26,395						\$ 26,395
Overlay	\$ (441,479)						\$ (441,479)
Tax Liens	\$ 851,304						\$ 851,304
Departmental	\$ 269,739	\$ -			\$ 348,563		\$ 618,302
Excises	\$ 835,760						\$ 835,760
Other Departmental receivables	\$ 373,141	\$ -					\$ 373,141
Due From Other Funds							\$ -
Amount to be provided for BAN						\$ 3,995,163	\$ 3,995,163
Amount to be Provided for retirement of GLTDO						\$ 38,270,627	\$ 38,270,627
	\$ 8,603,552	\$ 4,811,363	\$ 4,158,762	\$ 3,590,471	\$ 6,965,368	\$ 42,265,790	\$ 70,395,305

Liabilities and Fund Equity

Liabilities							
Warrants/Accounts Payable	\$ 250,730	\$ -	\$ 73,345	\$ 24,489	\$ -		\$ 348,564
Deferred Revenue - Property Taxes	\$ 421,706						\$ 421,706
Deferred Revenue - Other	\$ 2,329,938	\$ -		\$ 604,147	\$ 348,563		\$ 3,282,647
Notes Payable							\$ -
Accrued Payroll/withholdings	\$ 280,358	\$ -	\$ 3,995,163			\$ 3,995,163	\$ 7,990,326
Due To Other Funds	\$ -	\$ -					\$ 280,358
Other Liabilities Tailings	\$ 27,756						\$ 27,756
Landfill Closure							\$ -
Bonds Payable							\$ -
Total Liabilities	\$ 3,310,488	\$ -	\$ 4,068,508	\$ 628,636	\$ 348,563	\$ 42,265,790	\$ 50,621,985.16

Fund Equity

Retained Earnings	\$ 846,563	\$ -	\$ 2,189,442	\$ 469,067	\$ -		\$ 3,505,072
Reserved for Encumbrances	\$ 130,603	\$ 25,239			\$ 28,196		\$ 184,038
Continued Appropriations	\$ 674,254						\$ 674,254
Reserved for Special Purposes	\$ 3,641,244	\$ 4,786,124	\$ (2,099,188)	\$ 2,492,768	\$ 6,588,608		\$ 15,409,556
Unreserved	\$ 400						\$ 400
Reserved for Petty Cash							\$ -
Designated for Deficits							\$ -
Total Fund Equity	\$ 5,293,063	\$ 4,811,363	\$ 90,253	\$ 2,961,835	\$ 6,616,805	\$ -	\$ 19,773,320

Total Liabilities and Fund Equity

	\$ 8,603,552	\$ 4,811,363	\$ 4,158,762	\$ 3,590,471	\$ 6,965,368	\$ 42,265,790	\$ 70,395,305
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	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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FUND: 6100 SEWER ENTERPRISE FUND /

FUND: 6100 SEWER ENTERPRISE FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS		
61001040 100001		2,065,052.15
61001310 131009	516,614.82	1,026.88
61001310 131014	.00	547.54
61001310 131015	.00	3,285.80
61001310 131016	.00	191,993.21
61001330 133000	.00	15,770.96
61001330 133100	.00	192.52
61001330 133200	.00	1,754.57
TOTAL ASSETS	516,614.82	2,279,623.63
LIABILITIES		
61002010 201000	-230.82	-15,249.89
61002655 265101	.00	-196,853.43
61002655 265301	.00	-17,718.05
61002720 272000	-516,384.00	.00
TOTAL LIABILITIES	-516,614.82	-229,821.37
FUND BALANCE		
61003200 320011	-283,683.12	-70,524.49
61003200 320012	283,683.12	70,524.49
61003200 320040	-283,683.12	-283,683.12
61003200 320042	90,000.00	.00
61003590 350090	554,262.20	-1,766,119.14
61003800 380010	-3,590,057.00	.00
61003800 380030	4,547,756.54	.00
61003800 380090	-957,699.54	.00
61003900 390010	3,590,892.51	.00
61003900 390030	-3,951,471.59	.00
TOTAL FUND BALANCE	.00	-2,049,802.26
TOTAL LIABILITIES + FUND BALANCE	-516,614.82	-2,279,623.63

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

FUND: 6200 WATER ENTERPRISE FUND /

FUND: 6200 WATER ENTERPRISE FUND

ASSETS	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
62001040 100001	3,740.45	921,272.51
62001310 131009	.00	1,529.04
62001310 131014	.00	3,885.78
62001310 131015	.00	355,349.82
62001310 131016	.00	24,325.65
62001320 132000	.00	195.52
62001330 133000	.00	2,864.17
62001330 133100	.00	
62001330 133200	.00	
TOTAL ASSETS	3,740.45	1,310,847.55
LIABILITIES		
62002010 201000	-3,740.45	-9,239.43
62002656 265102	.00	-361,330.35
62002656 265302	.00	-27,385.34
62002656 265600	.00	-859.35
TOTAL LIABILITIES	-3,740.45	-398,814.47
FUND BALANCE		
62003200 320011	-185,384.17	.00
62003200 320012	185,384.17	.00
62003200 320040	-185,384.17	-185,384.17
62003590 350090	107,366.95	-726,648.91
62003800 380010	-5,871,000.00	.00
62003800 380030	6,185,749.67	.00
62003800 380090	-315,749.67	.00
62003900 390010	5,982,878.91	.00
62003900 390030	-5,904,861.69	.00
TOTAL FUND BALANCE	.00	-912,033.08
TOTAL LIABILITIES + FUND BALANCE	-3,740.45	-1,310,847.55

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

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

Fiscal Year 2016

SAUGUS
City / Town / District

Account Number	Item Description	Amount
	<u>A. Taxes</u>	
4110	Personal Property Taxes	2,058,015
4120	Real Estate Taxes	56,967,314
4150	Excise Taxes	3,958,787
4179	Penalties and Interest	362,515
4180	In Lieu of Taxes	64,183
4191	Other Taxes - Hotel/Motel	1,594,588
4198	Urban Redevelopment Excises	
4199	Other Taxes	17,258
	A. TOTAL TAXES (NET OF REFUNDS)	65,022,660
	<u>B. Charges for Services/Other Departmental Revenues</u>	
4211	Water Charges	
4212	Other Utility Charges	
4229	Other Charges	
4243	Parking Charges	
4244	Park and Recreation Charges	
4246	Sewerage Charges	
4247	Trash Collection Charges	
4248	Transit Charges	
4370	Other Department Revenue	802,975
	B. TOTAL CHARGES FOR SERVICES/OTHER DEPARTMENTAL REVENUES	802,975
	<u>C. Licenses, Permits and Fees</u>	
4322	Fees Retained from Tax Collection	
4400	Licenses and Permits	1,134,296
	C. TOTAL LICENSES, PERMITS AND FEES	1,134,296
	<u>D. Federal Revenue</u>	
4540	Unrestricted - Direct	
4580	Unrestricted - Through the State	
	D. TOTAL FEDERAL REVENUE	
	<u>E. Revenues From State</u>	
4600	State Revenue	9,531,103
	E. TOTAL REVENUES FROM STATE	9,531,103
	<u>F. Revenues From Other Governments</u>	
4695	Court Fines	
4720	Received From the County for Services Performed	
4730	Received From Other Municipalities for Services Performed	
	F. TOTAL REVENUES FROM OTHER GOVERNMENTS	
	<u>G. Special Assessments</u>	
4750	Special Assessments	47,873
	G. TOTAL SPECIAL ASSESSMENTS	47,873
	<u>H. Fines, and Forfeitures</u>	
4770	Fines and Forfeitures	147,770
	H. TOTAL FINES, AND FORFEITURES	147,770
	<u>I. Miscellaneous Revenues</u>	
4800	Miscellaneous Revenues	632,750
4820	Earnings on Investments	32,055
	I. TOTAL MISCELLANEOUS REVENUES	664,805
	TOTAL GENERAL FUND REVENUES	77,351,482
	<u>J. Other Financing Sources</u>	

Account Number	Item Description	Amount
4990	Other Financing Sources	
	J. TOTAL OTHER FINANCING SOURCES	
	TOTAL GENERAL FUND REVENUES AND OTHER FINANCING SOURCES	77,351,482
	<u>K. Interfund Operating Transfers</u>	
4972	Transfers from Special Revenue Funds	
4973	Transfers from Capital Projects Funds	
4975	Transfers from Enterprise Funds	915,620
4976	Transfers from Trust Funds	
4977	Transfers from Agency Funds	
	K. TOTAL INTERFUND OPERATING TRANSFERS	915,620
	TOTAL GENERAL FUND REVENUES, OTHER FINANCING SOURCES, AND INTERFUND OPERATING TRANSFERS	78,267,102

NOTE : The information has not been Approved and is subject to change.

SCHEDULE A
Part II General Fund Expenditures and Other Financing Uses (Fund 01)

Fiscal Year 2016

SAUGUS
City / Town / District

General Government (100)

Account Number	Item Description	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		353,227	233,678		240,391	56,367		175,204	117,375	192,169	50,865	44,380	
5700	Expenditures		324,225	113,706		58,880	314,592		102,005	309,822	29,306	12,755	7,389	
5800A	Construction													
5800B	Capital Outlay													
	TOTAL		677,452	347,384		299,271	370,959		277,209	427,197	221,475	63,620	51,769	

Public Safety (200)

Account Number	Item Description	Police	Fire	Emergency Medical Services	Inspection	Other
5100	Salary and Wages	5,732,433	3,781,051		207,010	811,131
5700	Expenditures	380,444	226,909		3,922	45,110
5800A	Construction					
5800B	Capital Outlay					
	TOTAL	6,112,877	4,007,960		210,932	856,241

Education (300)

Account Number	Item Description	Education	Regional School Assessment 1	Regional School Assessment 2	Regional School Assessment 3	Regional School Assessment 4
5100	Salary and Wages	23,288,848				
5700	Expenditures	4,328,513	2,997,583	447,362	39,612	
5800A	Construction					
5800B	Capital Outlay	151,902				
	TOTAL	27,770,263	2,997,583	447,362	39,612	

Public Works (400)

Account Number	Item Description	Highway / Streets Snow and Ice	Highway / Steets Other	Waste Collection and Disposal	Sewer Collection and Disposal	Water Distribution	Parking Garage	Street Lighting	Other
5100	Salary and Wages	302,570	331,169	79,416					738,183
5700	Expenditures	769,305	12,170	1,268,767				619,096	706,649
5800A	Construction								
5800B	Capital Outlay	15,550							
	TOTAL	1,087,425	343,339	1,348,183				619,096	1,444,832

Human Services (500)

Account Number	Item Description	Health Services	Clinical Services	Special Program	Veterans Services	Other
5100	Salary and Wages	133,403		237,630		
5700	Expenditures	17,404		339,984		
5800A	Construction					
5800B	Capital Outlay					
	TOTAL	150,807		577,614		

Culture and Recreation (600)

Account Number	Item Description	Library	Recreation	Parks	Historical Commission	Celebrations	Other
5100	Salary and Wages	417,111	109,625	67,752			
5700	Expenditures	139,787	14,594	110,224			14,591
5800A	Construction						
5800B	Capital Outlay						
	TOTAL	556,898	124,219	177,976			14,591

Debt Service (700)

Account Number	Item Description	Retirement of Debt Principal	Interest on Long Term Debt	Interest on Short Term Debt	Other Interest
5900	Debt Service	1,850,000	669,432	6,247	
	TOTAL	1,850,000	669,432	6,247	

Unclassified (900)

Account Number	Item Description	Workers Compensation	Unemployment	Health Insurance	Other Employee Benefits	Court Judgements	Other Insurance	Intergovernmental Assessments	Retirement	Other
0001	Unclassified	321,167	122,680	11,385,915	597,315		702,791	2,939,800	5,622,097	
	TOTAL	321,167	122,680	11,385,915	597,315		702,791	2,939,800	5,622,097	

Transfers/Other Financing Uses (0001)

Account Number	Item Description	
5960	Transfers to Other Funds	1,696,800
5990	Other Financing Uses	
	TOTAL	1,696,800

Total All General Fund Expenditures

Account Number	Item Description	
	Expenditures	
5100	Salary and Wages	37,700,988.00
5700	Expenditures	13,755,706.00
5800A	Construction	
5800B	Capital Outlay	167,452.00
5900	Debt Service	2,525,679.00
0001	Unclassified	21,691,765.00
	TOTAL GENERAL FUND EXPENDITURES	75,841,590.00
	Other Financing Uses	
5960	Transfers to Other Funds	1,696,800.00
5990	Other Financing Uses	
	TOTAL TRANSFERS AND OTHER FINANCING USES	1,696,800.00
	TOTAL GENERAL FUND EXPENDITURES AND OTHER FINANCING USES	77,538,390.00

NOTE : The information has not been Approved and is subject to change.

SCHEDULE A
Part III Special Revenue Funds and Expenditures

Fiscal Year 2016

SAUGUS
City / Town / District

Federal Grants(FG01)

Account Number	Item Description	General Government	Public Safety	Public Works	Education	FEIMA	Culture and Recreation	Community Development Block	Other Housing and Urban Development	Other	Total
	<u>Revenues</u>										
4100	Taxes and Excises										
4200	Charges for Services				5,575						5,575
4500	Federal Revenue		634,200		1,926,640						2,560,840
4600	State Revenue										
4800	Miscellaneous Revenues										
4820	Earnings on Investments		19								19
	TOTAL REVENUES		634,219		1,932,215						2,566,434
	<u>Other Financing Sources</u>										
4910	Bond Proceeds										
4970	Transfers From Other Funds										
4990	Other Financing Sources										
	TOTAL OTHER FINANCING SOURCES										
	TOTAL REVENUES AND OTHER FINANCING SOURCES		634,219		1,932,215						2,566,434
	<u>Expenditures</u>										
5100	Salary and Wages		507,060		764,060						1,271,120
5700	Expenditures		145,359		1,019,501						1,164,860
5800A	Construction										
5800B	Capital Outlay										
5900	Debt Service										
	TOTAL EXPENDITURES		652,419		1,783,561						2,435,980

Federal Grants(FG01)

Account Number	Item Description	General Government	Public Safety	Public Works	Education	FEMA	Culture and Recreation	Community Development Block	Other Housing and Urban Development	Other	Total
	Other Financing Uses										
5960	Transfers to Other Funds										
5990	Other Financing Uses										
	TOTAL OTHER FINANCING USES										
	TOTAL EXPENDITURES AND OTHER FINANCING USES		652,419		1,783,561						2,435,980
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)		-18,200		148,654						130,454
0002	Fund Balance Beginning of Year		-32,453		530,545			1			498,093
0003	Adjustments										
0004	Fund Balance End of Year		-50,653		679,199			1			628,547

Other Special Revenue(OS01)

Account Number	Item Description	Water	Sewer	Education	School Lunch	Adult Education	Professional Development	Community Preservation Act	MWPAT	Title V	Gifts and Donations	Other	Total
	Revenues												
4100	Taxes and Excises												
4200	Charges for Services				376,683						13,799	69,067	459,549
4500	Federal Revenue												
4600	State Revenue				401,229								401,229
4800	Miscellaneous Revenues			1,500							51,432	738,663	791,595
4820	Earnings on Investments												
	TOTAL REVENUES			1,500	777,912						65,231	807,730	1,652,373
	Other Financing Sources												
4910	Bond Proceeds												
4970	Transfers From Other Funds										46,800		46,800
4990	Other Financing Sources												
	TOTAL OTHER FINANCING SOURCES										46,800		46,800
	TOTAL REVENUES AND OTHER FINANCING SOURCES			1,500	777,912						112,031	807,730	1,699,173
	Expenditures												
5100	Salary and Wages			1,500									
5700	Expenditures				283,980						5,074	24,913	315,467
5800A	Construction				512,410						163,285	195,634	871,329
5800B	Capital Outlay												
5900	Debt Service												
	TOTAL EXPENDITURES			1,500	796,390						168,359	220,547	1,186,796
	Other Financing Uses												
5960	Transfers to Other Funds												
5990	Other Financing Uses												
	TOTAL OTHER FINANCING USES												
	TOTAL EXPENDITURES AND OTHER FINANCING USES			1,500	796,390						168,359	220,547	1,186,796

Other Special Revenue(OS01)

Account Number	Item Description	Water	Sewer	Education	School Lunch	Adult Education	Professional Development	Community Preservation Act	MWPAT	Title V	Gifts and Donations	Other	Total
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)				-18,478						-56,328	587,183	512,377
0002	Fund Balance Beginning of Year			73	28,406	89		102,020			281,806	1,819,355	2,231,749
0003	Adjustments												
0004	Fund Balance End of Year			73	9,928	89		102,020			225,478	2,406,538	2,744,126

Receipts Reserved for Appropriation(RA01)

Account Number	Item Description	Education	Waterways Improvement	Wetlands Protection	Parking Meters	Ambulance	Insurance Reimb. over \$20,000	Sale of Real Estate	Sale of Cemetery Loss	Other	Total
	Revenues										
4100	Taxes and Excises										
4200	Charges for Services			1,427					23,650		25,077
4500	Federal Revenue										
4600	State Revenue										
4800	Miscellaneous Revenues										
4820	Earnings on Investments										
	TOTAL REVENUES			1,427					23,650		25,077
	Other Financing Sources										
4910	Bond Proceeds										
4970	Transfers From Other Funds										
4990	Other Financing Sources										
	TOTAL OTHER FINANCING SOURCES										
	TOTAL REVENUES AND OTHER FINANCING SOURCES			1,427					23,650		25,077
	Expenditures										
5100	Salary and Wages										
5700	Expenditures			1,250							1,250
5800A	Construction										
5800B	Capital Outlay										
5900	Debt Service										
	TOTAL EXPENDITURES			1,250							1,250
	Other Financing Uses										
5960	Transfers to Other Funds										
5990	Other Financing Uses										
	TOTAL OTHER FINANCING USES										

Receipts Reserved for Appropriation(RA01)

Account Number	Item Description	Education	Waterways Improvement	Wetlands Protection	Parking Meters	Ambulance	Insurance Reimb. over \$20,000	Sale of Real Estate	Sale of Cemetery Loss	Other	Total
	TOTAL EXPENDITURES AND OTHER FINANCING USES			1,250							1,250
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)			177					23,650		23,827
0002	Fund Balance Beginning of Year		6,237	140,219			759		72,535		219,750
0003	Adjustments										
0004	Fund Balance End of Year		6,237	140,396			759		96,185		243,577

Revolving Funds(RFD1)

Account Number	Item Description	Education	Athletic	Parks and Recreation	Ch 44 53 E 1/2	Other	Total
	Revenues						
4100	Taxes and Excises						
4200	Charges for Services	1,069,034	212,374	144,427	61,160	654	1,487,649
4500	Federal Revenue			16,000			16,000
4600	State Revenue						
4800	Miscellaneous Revenues	47,426	30,120			66,406	143,952
4820	Earnings on Investments						
	TOTAL REVENUES	1,116,460	242,494	160,427	61,160	67,060	1,647,601
	Other Financing Sources						
4910	Bond Proceeds						
4970	Transfers From Other Funds						
4990	Other Financing Sources						
	TOTAL OTHER FINANCING SOURCES						
	TOTAL REVENUES AND OTHER FINANCING SOURCES	1,116,460	242,494	160,427	61,160	67,060	1,647,601
	Expenditures						
5100	Salary and Wages	707,174	24,334	37,826	32,840		802,174
5700	Expenditures	270,239	160,568	60,723	28,108	38,693	558,331
5800A	Construction						
5800B	Capital Outlay	5,368	30,069				35,437
5900	Debt Service						
	TOTAL EXPENDITURES	982,781	214,971	98,549	60,948	38,693	1,395,942
	Other Financing Uses						
5960	Transfers to Other Funds						
5990	Other Financing Uses						
	TOTAL OTHER FINANCING USES						
	TOTAL EXPENDITURES AND OTHER FINANCING USES	982,781	214,971	98,549	60,948	38,693	1,395,942

Revolving Funds(RF01)

Account Number	Item Description	Education	Athletic	Parks and Recreation	Ch 44 53 E 1/2	Other	Total
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	133,679	27,523	61,878	212	28,367	251,659
0002	Fund Balance Beginning of Year	574,069	21,708	82,496	106,202	20,017	804,492
0003	Adjustments						
0004	Fund Balance End of Year	707,748	49,231	144,374	106,414	48,384	1,056,151

State Grants(SG01)

Account Number	Item Description	General Government	Public Safety	Public Works	Education	MEMA	Culture and Recreation	Council on Aging	Library	Other	Total
	Revenues										
4100	Taxes and Excises										
4200	Charges for Services										
4500	Federal Revenue										
4600	State Revenue		160,984		3,000		58,670		32,852	7,500	263,006
4800	Miscellaneous Revenues										
4820	Earnings on Investments						13		46		59
	TOTAL REVENUES		160,984		3,000		58,683		32,898	7,500	263,065
	Other Financing Sources										
4910	Bond Proceeds										
4970	Transfers From Other Funds										
4990	Other Financing Sources										
	TOTAL OTHER FINANCING SOURCES										
	TOTAL REVENUES AND OTHER FINANCING SOURCES		160,984		3,000		58,683		32,898	7,500	263,065
	Expenditures										
5100	Salary and Wages		65,538				46,959		3,505		116,002
5700	Expenditures		64,084		3,169		12,060			4,160	83,473
5800A	Construction										
5800B	Capital Outlay										
5900	Debt Service										
	TOTAL EXPENDITURES		129,622		3,169		59,019		3,505	4,160	199,475
	Other Financing Uses										
5960	Transfers to Other Funds										
5990	Other Financing Uses										
	TOTAL OTHER FINANCING USES										

State Grants(SG01)

Account Number	Item Description	General Government	Public Safety	Public Works	Education	MEMA	Culture and Recreation	Council on Aging	Library	Other	Total
	TOTAL EXPENDITURES AND OTHER FINANCING USES		129,622		3,169		59,019		3,505	4,160	199,475
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)		31,362		-169		-336		29,393	3,340	63,590
0002	Fund Balance Beginning of Year	5,000	-43,735		5,012		10,870	4,875	93,853	4,574	80,449
0003	Adjustments										
0004	Fund Balance End of Year	5,000	-12,373		4,843		10,534	4,875	123,246	7,914	144,039

Total All Special Revenue Funds and Expenditures

Account Number	Item Description	
	Revenues	
4100	Taxes and Excises	
4200	Charges for Services	1,977,850.00
4500	Federal Revenue	2,576,840.00
4600	State Revenue	664,235.00
4800	Miscellaneous Revenues	935,547.00
4820	Earnings on Investments	78.00
	TOTAL REVENUES	6,154,550.00
	Other Financing Sources	
4910	Bond Proceeds	
4970	Transfers From Other Funds	46,800.00
4990	Other Financing Sources	
	TOTAL OTHER FINANCING SOURCES	46,800.00
	TOTAL REVENUES AND OTHER FINANCING SOURCES	6,201,350.00
	Expenditures	
5100	Salary and Wages	2,504,763.00
5700	Expenditures	2,679,243.00
5800A	Construction	
5800B	Capital Outlay	35,437.00
5900	Debt Service	
	TOTAL EXPENDITURES	5,219,443.00

<u>Other Financing Uses</u>		
5960	Transfers to Other Funds	
5990	Other Financing Uses	
	TOTAL OTHER FINANCING USES	5,219,443.00
	TOTAL EXPENDITURES AND OTHER FINANCING USES	981,907.00
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	3,834,533.00
0002	Fund Balance Beginning of Year	
0003	Adjustments	
0004	Fund Balance End of Year	4,816,440.00

NOTE : The information has not been Approved and is subject to change.

SCHEDULE A
Part VI Trust Funds
Fiscal Year 2016

SAUGUS
 City / Town / District

Non-Expendable/Expendable Trusts (NE01)

Account Number	Item Description	Non-Expendable Trust	Workers Compensation	Pension Reserve	Stabilization	Health Claims - City/Town Share	Health Claims - Employee Share	Conservation Trust Fund	OPEB Trust Fund	Other	Total
	<u>Revenues</u>										
4100	Taxes and Excises										
4200	Charges for Services										
4500	Federal Revenue										
4600	State Revenue										
4800	Miscellaneous Revenues	23,650									89,622
4820	Earnings on Investments				42,235			68	176	13	42,492
	TOTAL REVENUES	23,650			42,235			68	176	65,985	132,114
	<u>Other Financing Sources</u>										
4910	Bond Proceeds										
4970	Transfers From Other Funds				1,500,000				150,000		1,650,000
4990	Other Financing Sources										
	TOTAL OTHER FINANCING SOURCES				1,500,000				150,000		1,650,000
	TOTAL REVENUES AND OTHER FINANCING SOURCES	23,650			1,542,235			68	150,176	65,985	1,782,114
	<u>Expenditures</u>										
5100	Salary and Wages										
5700	Expenditures										
5800A	Construction									56,826	56,826
5800B	Capital Outlay										
5900	Debt Service										
	TOTAL EXPENDITURES									56,826	56,826

Non-Expendable/Expendable Trusts (NE01)

Account Number	Item Description	Non-Expendable Trust	Workers Compensation	Pension Reserve	Stabilization	Health Claims - City/Town Share	Health Claims - Employee Share	Conservation Trust Fund	OPEB Trust Fund	Other	Total
	<u>Other Financing Uses</u>										
5960	Transfers to Other Funds										
5990	Other Financing Uses										
	TOTAL OTHER FINANCING USES										
	TOTAL EXPENDITURES AND OTHER FINANCING USES										
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	23,650			1,542,235			68	150,176	9,159	1,725,288
0002	Fund Balance Beginning of Year	1,162,482			2,668,605			67,197		1,031,465	4,929,749
0003	Adjustments									-38,232	-38,232
0004	Fund Balance End of Year	1,186,132			4,210,840			67,265	150,176	1,002,392	6,616,805

Total All Trust Funds (Non expendable/expendable trusts)

Account Number	Item Description	
	Revenues	
4100	Taxes and Excises	
4200	Charges for Services	
4500	Federal Revenue	
4600	State Revenue	
4800	Miscellaneous Revenues	89,622
4820	Earnings on Investments	42,492
	TOTAL REVENUES	132,114
	Other Financing Sources	
4910	Bond Proceeds	
4970	Transfers From Other Funds	1,650,000
4990	Other Financing Sources	
	TOTAL OTHER FINANCING SOURCES	1,650,000
	TOTAL REVENUES AND OTHER FINANCING SOURCES	1,782,114
	Expenditures	
5100	Salary and Wages	
5700	Expenditures	56,826
5800A	Construction	
5800B	Capital Outlay	
5900	Debt Service	
	TOTAL EXPENDITURES	56,826

	<u>Other Financing Uses</u>	
5960	Transfers to Other Funds	
5990	Other Financing Uses	
	TOTAL OTHER FINANCING USES	56,826
	TOTAL EXPENDITURES AND OTHER FINANCING USES	1,725,288
	Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	
0002	Fund Balance Beginning of Year	4,929,749
0003	Adjustments	-38,232
0004	Fund Balance End of Year	6,616,805

NOTE : The information has not been Approved and is subject to change.

SCHEDULE A
Part VII Agency Funds
Fiscal Year 2016

SAUGUS
 City / Town / District

Account Number	Item Description	Balance July 1, 2,015	Additions	Deductions	Balance June 30, 2016
	Assets				
0005	Cash	86,821	1,705,375	1,790,621	1,575
0006	Accounts Receivable				
	TOTAL ASSETS	86,821	1,705,375	1,790,621	1,575
	Liabilities				
0007	Police Outside Detail	-105,213	1,670,925	1,763,974	-198,262
0008	Fire Off Duty Detail				
0009	Tax Due State				
0010	Meals Tax Due State				
0011	Licenses Due State	-7,437	25,182	24,645	-6,900
0012	Due County/Retirement Systems				
0013	Guarantee Bid Deposits	196,377	9,193	2,002	203,568
0014	Unclaimed Items				
0015	Other Liabilities	3,094	75		3,169
	TOTAL LIABILITIES	86,821	1,705,375	1,790,621	1,575
	NOTE : Total Assets Must Equal Total Liabilities				

NOTE : The information has not been Approved and is subject to change.

**TOWN OF SAUGUS
COLLECTOR/TREASURER
FISCAL 2016**

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

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

In addition, during Fiscal 2016 the Town Collector recorded tax takings (liens) on 86 parcels. Tax Title collections were received in the amount of \$1,058,749.00. One (1) parcel was acquired thru foreclosure proceedings.

During Fiscal 2016, the Treasurer's Office is responsible for receiving, recording, and investing approximately \$120m in funds resulting from the collection of taxes, water/sewer charges as well as other various types of fees collected by other Town offices. Those may include but are not limited to state receipts, grants, licensing and permitting fees, filing fees, violations, school lunch receipts, scholarships, or donations. The Treasurer reports all cash received to the Town Accountant who then uses that information in preparation of the Town's operating budget.

The following report outlines the total amount collected during Fiscal 2016 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, 2016 (rounded to the next whole dollar).

PROPERTY TAXES RECEIVABLE:

Current year's tax levy - FY 2016	\$456,735.00
Prior year's levies	\$192,021.00
Water/Sewer Liens added to taxes	\$45,106.00
Income and Expense Lien added to taxes	\$2,625.00
Tax Title	\$851,304.00
Tax Deferral	\$26,395.00
Tax Foreclosures	\$370,516.00

OTHER RECEIVABLES:

Motor Vehicle Excise	\$793,405.00
Boat Excise	\$42,472.00
Water Charges	\$362,914.00
Sewer Charges	\$197,379.00
Parking Violations	\$52,236.00
Total Accounts Receivable	\$3,393,108.00

The following collections were received for the fiscal year ended June 30, 2016 (rounded to the next whole dollar):

Property taxes, net	\$57,978,756.00
Water /Sewer Liens added to taxes	\$491,330.00
Income and Expense Lien added to taxes	\$48,123.00
Tax Title	\$1,058,749.00
Tax Foreclosure	\$17,258.00
Motor Vehicle Excise	\$3,953,276.00
Boat Excise	\$4,208.00
Water Charges	\$5,603,911.00
Sewer Charges	\$3,376,224.00
Total Collections	\$72,531,835.00

**TOWN TREASURER
FISCAL 2016**

General Fund Investment Income

General Cash Investments	\$32,055.21
School Scholarships	\$3,103.39
Saugus Education Fund	\$2.43
Saugus HS Student Activity Fund	\$48.41
Saugus MS Student Activity Fund	\$32.76
Escrow	\$146.75
Local Cultural Council	\$14.24
Police Federal Drug	\$18.35
Police State Drug	\$13.91
Senior Center	\$5.10
Senior Center Gifts	\$13.29
Special Detail	\$143.23
State Aid to Public Libraries	\$46.38
Tree Committee Fundraising	\$7.93
Conservation Commission	\$67.33

Agency Funds:

Saugus Community Television Station	\$1,854.65
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Capital Improvements:

MWRA Water Pipeline Replacement	\$3,328.50
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Certificates of Deposit:

Senior Center Gift Fund CD	\$82.10
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Trust Funds:

Johnson Library Fund	\$81.06
Kimball Senior Center Trust	\$23.76
McKenzie Library Trust	\$23.64
Wilson Library Fund	\$34.04
Stabilization Fund	\$37,385.16
Stabilization Fund – Capital Projects	\$2,310.41
Stabilization Fund – Medical	\$4,850.12
Cemetery Perpetual Care Fund	\$16,877.14
Sick Leave	\$13.34
Sewer Rehabilitation	\$26,659.70
Shapiro Endowment Fund	\$1,776.67
School Gift Account – O’Neill Family Gift	\$5,696.76

Total	\$136,715.76
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Saugus Public Schools

23 Main Street
Saugus, Massachusetts 01906
(781) 231-5000 ext 117
dderuosi@saugus.k12.ma.us

Dr. David DeRuosi, Jr.
Superintendent of Schools

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

Annual Report 2016

July 1, 2015 – June 30, 2016

The FY16 budget appropriation approved by the Town was below that of the approved School Committee Budget of \$29,576,944. In FY16 the Saugus Public Schools received a budget of \$27,675,250. The FY15 Original Actual Budget was \$26,975,250. This allowed for the FY16 budget to have an additional \$700,000 over that of the FY15.

We currently have seven schools and one administration building within the district. At the end of the 2015 – 2016 school year, Saugus High School housed 693 students in grades 9 – 12 and the Belmonte Middle School serviced 661 students in grades 6 – 8. The elementary population of the Saugus Public Schools is divided into four K-5 neighborhood schools. The Lynnhurst (258) The Oaklandvale (236), The Waybright (189) and the Veteran's (533). All of our elementary schools offer full day kindergarten programs for a yearly fee. The Veteran's Memorial Elementary School is our only elementary that offered a ½ day, AM or PM session of kindergarten at no charge. The Ballard Early Childhood Center houses all of our district pre-school programming. The Ballard School accommodates approximately 124 students. All total, inclusive of out-of-district students the FY16 student population at year ends was 2,744. The Roby Building houses our central office employees including the Superintendent, the Executive Director of Curriculum, Instruction & Accountability, the Executive Director of Pupil Personnel and the PPS Office, the Executive Director of Finance and Administration and the Business Office, as well as the Human Resources Office.

There district went through a lot of turnover in the position of Superintendent over the last couple of years. During this time the administrative team worked diligently to focus on supporting growth within the district, growth for our students, our educators and our administrators. The school year began with a full faculty presentation on Carol Dweck and the Growth Mindset model.

Every district receives a state accountability/assistance level (1-5), an annual PPI (Progress and Performance Index) rating, and a cumulative PPI that represented performance over a four year period. The PPI Values combine several different achievement indicators: a PPI of 75 or higher represents a school or a group of students who have met their target towards narrowing the

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proficiency gap. Progress towards this target is broken down annually and school districts are expected to improve each year across multiple performance indicators:

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

This process is currently changing based on the implementation of the Next Generation MCAS computer based testing program. However, at the time based on the performance calculations assessed during the testing in the spring of 2015 the Belmonte Middle School was categorized as a Level 3 school. All other schools in the district received a level 2 rating. It is important to note that the district received an overall rating of a level 3 designation due to the performance level of our lowest school. Due to the level 3 status we were offered support from the Greater Boston District School Assistance Center or DSAC for a second year. The DSAC worked very closely with the middle school administration and district leadership to address concerns that were identified through a very comprehensive School Quality Review.

During the year, action steps focused on the development of a new Belmonte Middle School Leadership Team to strengthen their ability to make some of the necessary changes to allow them to close achievement gaps. The administrative team is committed to the process of focusing on Standards based education. This allows us the opportunity to not only see what our teachers need to support classroom instruction but it also allows us to calibrate a common language around what we are seeing across the district.

At the elementary level this year we piloted an early literacy intervention strategy at the Lynnhurst School. The program is called Enhanced Core Reading Instruction or ECRI. The target audience was grades K – 2. The nationally normed DIBELS reading assessment, that we use in Saugus, showed great strides at the Lynnhurst school over the year and the program was instituted at the Elementary level, district wide at the start of the 2016 - 2017 school year.

Our continued involvement in Mass Insight has continued to show outstanding growth among our high school AP numbers and their results. The process of aligning curriculum maps has been an ongoing process and we plan to continue the development of maps that utilize the Understanding by Design (UbD) format for lesson planning and Unit development as recommended by DESE. The districts use of Google Apps for Education and technology in the classroom continues to support our efforts to improve student engagement and rigor. Our teachers and administrators remain deliberate in their effort to improve our district and student performance. They are committed and devoted to the students of the Saugus Public Schools.

We are proud to acknowledge the progress of our secondary level Massachusetts School Building Authority (MSBA) project proposal. On January 20, 2015 the Initial Compliance Certificate (ICC) regarding the Saugus Statement of Interest (SOI) was submitted to the MSBA. On April 23, 2015 the School Districts Educational Profile Questionnaire was submitted. In the fall on September 11, 2015 Saugus received a copy of the Original fully executed Feasibility

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Study Agreement. On December 16, 2015 the town was notified that The Saugus School Building Committee's choice of PMA Consultants, LLC as the Owner's Project Manager (OPM) was accepted by the MSBA.

The building project process continued to make great strides in 2016. On February 23, 2016 the Massachusetts School Building Authority Designer Selection Panel approved HMFH Architects, Inc. as the designer of the Saugus School Project. On June 8, 2016 the Saugus MSBA Kick-Off meeting was held in the Saugus HS auditorium. September 13, 2016 the Preliminary Design Program submission was received by the MSBA for approval. The Districts Educational Plan was submitted as part of the Preferred Schematic Report. On February 1, 2017 the Saugus Building Committee went before the MSBA in Boston to defend the Educational Plan.

Submitted By: Dr. David DeRuosi, Jr., Superintendent of Schools
February 2, 2016

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SAUGUS HIGH SCHOOL

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



Saugus High School 2016-2017 School Profile

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

Principal:

Mr. Michael Hashem

Assistant Principals:

Mrs. Dawn Trainor

Mr. Michael Nelson

Mr. Brendon Sullivan

Athletic Director:

Mr. Michael Nelson

Director of Guidance:

Ms. Leanne Mottola LMottola@saugus.k12.ma.us

Counselors:

Ms. Kathleen Frenette KFrenette@saugus.k12.ma.us

Mrs. Bethany Norton BNorton@saugus.k12.ma.us

Guidance Secretary:

Mrs. Roberta McTague RMctague@saugus.k12.ma.us

Mission Statement

WE BELIEVE!!!

WE BELIEVE THAT OUR STUDENTS ARE THE FUTURE

WE BELIEVE THAT OUR SCHOOL IS MORE THAN JUST A BUILDING

WE BELIEVE THAT OUR TEACHERS DO MORE THAN JUST TEACH

WE BELIEVE THAT WE CAN REACH OUR FULL POTENTIAL

WE BELIEVE THAT WE CAN MAKE A DIFFERENCE IN OUR COMMUNITY

WE BELIEVE THAT WE CAN SUCCEED

WE BELIEVE IN EACH OTHER

WE BELIEVE IN OURSELVES

WE BELIEVE IN SACHEM PRIDE

School and Community

Saugus High School is a comprehensive four-year (9-12) public high school with an enrollment of approximately 700 students. The curriculum includes a combination of required and elective courses, in College Preparatory, Honors, and Advanced Placement levels, to meet the needs of all students. Advanced Placement courses are offered in English Literature and Composition, English Language and Composition, US History, World History, Psychology, Biology, Chemistry, Physics B & C, Environmental Science, Calculus AB & BC, Statistics, Computer Science A, Computer Science Principles and Spanish. In addition to a rigorous curriculum, students have the opportunity to participate in music, art, student government, athletics and a number of additional co-curricular activities. Last year, 91% of our students went on to further their education.

The school district serves a middle-income suburban residential community of about 26,000 inhabitants located 10 miles north of Boston. The population of students in Saugus in 2015-2016 was 2,668 with 76.1% Caucasian, 4.3% African American, 4.8% Asian and 12.6% Hispanic with 40.2% of students on free or reduced lunch.

Graduation Requirements

Total Credits: Minimum 110

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

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

Advanced Academy Program

Some members of the Class of 2017 will be the 3rd class to complete the SHS Academy for the Advanced Program of Studies in the areas of Humanities & STEM.

These outstanding students have completed a rigorous curriculum including Advanced Placement & Honors classes in addition to graduation requirements.

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POST SECONDARY PLANS (%)

	2014	2015	2016
4 year Colleges and Universities	65.3	70.2	70.3
2 year Colleges and Universities	23.8	21.2	21.2
Other Education	2.1	1.3	4.8
Military	4.8	3.3	1.8
Work	2.1	2.6	.6
Undecided	1.4	1.3	1.2

SCHOLASTIC APTITUDE TESTS

	2014	2015	2016 (new)
# OF STUDENTS	126	142	141
CRITICAL READING	456	495	489
MATH	472	510	498
WRITING	444	474	N/A

ADVANCED PLACEMENT EXAM RESULTS

	# of Students	# of Exams	Scores of 3 or Better
2016	163	354	151
2015	169	365	214
2014	96	155	106

GRADING SYSTEM & CLASS RANK

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

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

Colleges & Universities Enrolling Saugus High School's Class of 2016

Arizona State University	Keene State College	Salem State University
Assumption College	Manhattan College	Simmons College
Bay State College	Massachusetts Institute of Technology	Southern New Hampshire University
Bentley University	Massachusetts College of Pharmacy & Health Sciences	St. John's University
Boston College	Merrimack College	Stonehill College
Boston University	Middlesex Community College	Suffolk University
Bridgewater State University	Nazareth College	The University of Alabama
Bristol Community College	New England School of Photography	The University of Tampa
Bryant University	North Shore Community College	Tulane University
Colby-Sawyer College	Northeastern University	University of Hartford
Curry College	Northern Essex Community College	University of Massachusetts Amherst
Daytona State College	Northpoint Bible College	University of Massachusetts Boston
Emerson College	Northwestern University	University of Massachusetts Lowell
Emmanuel College	Norwich University	University of New England
Endicott College	Quinnipiac University	University of New Hampshire
Fisher College	Regis College	University of New Haven
Fitchburg State University	Rensselaer Polytechnic Institute	West Virginia University
Framingham State University	Rochester Institute of Technology	Westfield State University
Framingham State University	Saint Anselm College	Wheelock College
Franklin Pierce University	Saint Leo University	Worcester Polytechnic Institute
Georgia Institute of Technology		Worcester State University
Gordon College		
High Point University		
Hofstra University		

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Saugus High School 2016 Annual Report

July 2015

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

August 2015

- On August 20th, SHS held its Fall Sports Information Night.
- SHS Freshmen Orientation August 24th from 11 AM to 2 PM

September 2015

- New Teacher Orientation at Roby Building September 1st.
- First day for staff including the Superintendent's address and work in the building on September 2nd.
- Second day for staff district wide Professional Development on September 3rd.
- First day of school at SHS was September 8th.
- Parent Information Night took place on September 9th, designed to open up the line of communication between teachers and the families of our students.
- Annual Fall Pep Rally on September 11th at 1 PM in the gym.
- Clubs, groups and teams participated in the annual Founder's Day event on Saturday, September 12th.
- The YRBS survey results were presented by the Youth and Recreation Director on September 17th.
- Senior Parent Night & Financial Aid Night was hosted by the Guidance Department on September 30th. The purpose of this event was to work with the parents/guardians of grade 12 students planning to attend college.

October 2015

- Saugus High School hosted a SAT administration on October 3rd.
- The Guidance Department administered the PSAT exam at SHS on October 14th.
- On October 14th, the Sachem Chapter of the National Honor Society held its induction ceremony.
- The SHS trivia team participated in the annual SBEC Trivia event on October 15th at Kowloon's.
- The National Honor Society hosted a Blood Drive on October 16th at SHS.
- AP Saturday Sessions for Science were conducted on October 17th.
- AP Saturday Sessions for ELA were conducted on October 24th.
- On October 28th, the principal presented the Adams Scholarship letters to the recipients.

November 2015

- November 4th -6th, the ELA Retest exams were given to students that had yet to pass the MCAS.
- Saugus High School hosted a SAT administration on November 7th.
- November 9th – 10th the Math Retest exams were given to students that had yet to pass the MCAS.
- On November 9th, SHS held its Winter Sports Information Night.
- Marks for Term 1 closed November 6th and reports cards were posted on X2 the following week on November 13th.
- Parent/Teacher Conferences took place on November 19th from 4 - 6 PM.
- Following the conferences, our 8th Grade Open House Night was conducted on November 19th. Students and parents were provided with a presentation, tour, and clubs/groups/sports fair.
- AP Saturday Sessions for Math were conducted on November 21st.
- On Monday, November 23rd, the Guidance Department administered the ASVAB career exploration exam to interested students.
- During Mentor Room, Spirit Week began with Door Decorations on November 17th.
- Leading up to the annual Thanksgiving Day, Saugus High School participated in Spirit Week from November 17th to November 25th. Students and faculty participated in themed days and nightly events.
- Our annual Dodge-ball Tournament took place in our gym on November 18th.
- 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 18th.
- One of the major events of Spirit Week was our Spirit Week Luau Dance held in the Saugus High School gym on November 20th.
- SHS hosted a Spirit Week Craft Fair on Saturday November 21st.
- During the week of November 23rd, the Powder Puff Tournament took place.
- Spirit week concluded on November 25th with our annual Color Day Prep Rally.
- On Thanksgiving Day, November 26th, Saugus High School lost to Peabody at Stackpole Field.

December 2015

- The Band and Chorus Concert held their annual Winter Concert on December 3rd
- Saugus High School hosted a SAT administration on December 5th.
- On December 8th, the Guidance Department hosted an on the spot decision day with Rivier University.
- There was an Improv Performances on December 18th.

- On December 23rd, 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 23rd during the last period of the day.

January 2016

- The Guidance Department hosted a second Financial Aid Night for parents/guardians and seniors on January 6th.
- ACCESS Exams were given January 7th through February 10th.
- AP Saturday Sessions for ELA were conducted on January 9th.
- During the week of January 19th, the Mid-Year Exams were administered at SHS with term 2 ending on January 22nd with report cards being issued on X2 on January 30th
- The Winter Ball was held on January 22nd sponsored by our Junior Class.
- AP Saturday Sessions for Science were conducted on January 23rd.
- SHS hosted an Open House for the Advanced Academy on January 26th at 6 PM.

February 2016

- February 1st and 2nd the Biology Retest exams were given to students that had yet to pass the MCAS.
- On February 4th SHS held its Poetry Out Loud Contest.
- Parent/Teacher Conferences took place on February 4th.
- AP Saturday Sessions for Math were conducted on February 6th.
- On February 9th, the Guidance Department hosted an on the spot decision day with Fisher College.
- On February 10th the Guidance Department hosted an on the spot acceptance day with North Shore Community College.
- On February 11th the Guidance Department hosted an on the spot decision day with Salem State University.
- On February 17th, Mr. Hashem was named Acting Superintendent and on February 22nd, Mr. Sullivan was transitioned to the role of Acting SHS Principal. This admin structure remained until July 1st.
- Dramafest Preview at SHS on February 24th at SHS.
- Model UN Conference took place in Washington DC, February 26th to 28th.

March 2016

- Conducted the Spring Sports meeting on March 1st. The ELA Retest exams were March 2nd – 4th and the Math Retest exams March 7th and 8th were given to students that had yet to pass the MCAS.
- SHS Who’s Who night on March 4th in the SHS auditorium.
- On March 15th, SHS Student Council held the annual Mr. Saugus High.

- The Guidance Department hosted its annual Early College Planning Night on March 16th.
- On March 16th, the SHS staff worked at McDonald's as a fundraiser.
- Also on March 16th, the SHS Chorus participated in a District Wide Chorus Concert.
- The sophomore class held its Sophomore Semi-Formal on March 18th.
- AP Saturday Sessions for Science were conducted on March 19th.
- SHS hosted an Athletic Open House to showcase the athletic offerings at SHS on March 22nd.
- Amariah Condon and Alexandria Lembo were recognized at Unsung Hero Night as the unsung heroes for Saugus High School on March 23th.
- The MCAS ELA exams were given on March 22nd -24th to all sophomores at SHS.
- March 29th, SHS conducted a Spread the Word to End the Word assembly during Mentor Block.

April 2016

- AP Saturday Sessions for ELA were conducted on April 2nd
- SHS annual Shadow Day occurred on April 6th. Ms. Golan ran this program that allowed SHS students to "shadow" local officials and business leaders for the day. This event was sponsored by SBEC.
- Marks for Term 3 closed April 1st and reports cards were posted on X2 the following week on April 8th.
- AP Saturday Sessions for Math were conducted on April 9th.
- The Guidance Department held its 3rd annual Job Fair in the cafeteria on April 13th.
- Parent/Teacher Conferences took place on April 14th.
- The Saugus Business Education Collaborative held its annual Taste for Education on April 25th at Danversport Yacht Club.

May 2016

- SHS students participated in town-wide Student Government Day on May 3rd.
- Saugus High School hosted a SAT administration on May 7th.
- Advanced Placement Exams were administered during the weeks of May 2nd through May 13th.
- The Spring Musical, Shrek was held in the auditorium at SHS on May 12th, 13th, and 14th.
- North Shore Honors Scholars Banquet was held on May 10th at the Sheraton Ferncroft. This event honored the top five percent of the graduating class at SHS and other local area schools.
- MCAS Math Exams were administered to all sophomore students during the days of May 17th and 18th.
- NHS held their annual banquet on May 19th.

- The Saugus Boosters Club conducted its annual All-Sports Award Ceremony on May 23rd at Saugus High School.
- The SHS Band and Chorus conducted its annual Spring Concert on May 25th in the SHS auditorium.
- SHS Alumni Awards were held in the SHS Learning Commons on May 26th.
- Senior exams were administered the week of May 23rd.
- The Senior Academic Awards and Scholarship Night was held on May 31st in the Saugus High School Auditorium.

June 2016

- The senior activities week was held from May 31st to June 3rd.
- Guidance Department hosted its 7th annual college fair and admissions panel on June 7th.
- MCAS Biology Exams were administered to all sophomore students during the days of June 1st and 2nd.
- The Senior Prom was held on June 1st at Tewksbury Country Club in Tewksbury.
- The Graduation for the Class of 2016 was held on Friday night June 3rd at Stackpole Field.
- National Honor Society end of the year banquet took place on June 7th.
- Final Exams were administered from June 15th to June 20th.
- Term 4 marks closed on June 20th.

The Class of 2016 Profile

Four year colleges	70.3%
Two year colleges	21.2%
Post Secondary schools	4.8%
Military	1.8%
Work	0.6%
Undecided	1.2%

Belmonte Middle School

SCHOOL PROFILE

2016-2017

School Vision Statement:

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

Leadership:

Administrative Staff:
 Kerry R. Robbins Principal
 Myra Monb, Assistant Principal
 William Donadoni, Assistant Principal

Important Teams:

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

School Day/Learning Time:

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

Staff Profile:

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

Student Demographics (according to DESE)

Enrollment: 660
 Male: 341
 Female: 319

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

School Programs and Support Services:

- Core Academic Subjects meet everyday: Math, Language Arts, Science, Social Studies, Spanish (8th)
- Math classes 2x/day for grades 6
- Language Arts classes 2x/day for grades 7
- Technology & Engineering: offered to all grades (6,7,8)
- ENCORE subjects include: Physical Education, Wellness, Health Drama, Art, General Music, creative Design Projects, Computer Technology, Math Enrichment for Title One Students in grades 6 and 7, Reading, ELL Services
- Band and Chorus ensembles (6, 7, 8). Members meet every other day for the full year.

Recent Improvements and Accomplishments:

Things We're Most Proud Of:

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

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

School Performance Data:	2016	2015	2014	2013
<u>2016 Results</u>				
% Proficient + Advanced in: 5 th Math	66	63	64	66
% Proficient + Advanced in: 6 th Language Arts	65	64	63	62
% Proficient + Advanced in: 7 th Math	47	43	45	47
% Proficient + Advanced in: 7 th Language Arts	71	67	60	63
% Proficient + Advanced in: 8 th Math	36	47	36	43
% Proficient + Advanced in: 8 th Language Arts	77	77	70	74
% Proficient + Advanced in: 8 th Science/Tech	28	39	27	27
Met Adequate Yearly Progress: ELA	No	No change	No change	yes (on target)
Met Adequate Yearly Progress: Math Met Adequate Yearly Progress: Science	No No	No change Improved below target	No change yes	Yes (exceeds target)

Student Recognition:

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

High Honor Roll Breakfast/Honor Roll Certificates/Celtics Tickets and Orange Leaf Incentives
National Junior Honor Society
End of the Year Celebrations by grade level and award ceremonies
Stars of the Month
Mcas Spring Training for all Grades

Extracurricular Activities:

Athletics :Football ,Wrestling, Cross Country, Girls/Boys Soccer, Field Hockey, Girls/Boys Basketball, Hockey, Track, Lacrosse, Indoor Track, Spring Track
Drama Performance
Band and Chorus Performances
Community Service Club
Robotics
Math Team
Spirit Club
Washington, D.C. trip for 8 th Graders
Lunch Groups
Sachem Buddies
Model UN Club
Belmonte Cafe
Classroom Reps for End of the Year Activities
Competitions between students and faculty
Science Club
Active and Supportive Parent Teacher Organization that supports after school events for all students
Academic Bowl

Belmonte Middle School: Annual Report

Belmonte Middle School remained at a Level 3 status based on last year's MCAS results. We have reviewed these results by department and have also exposed our students' to their individual results. We have identified areas to focus on and have been focused on creating student centered lessons to ensure our student are focused and engaged in their learning. We will continue to be vigilant about narrowing the achievement gap in all 3 subject areas.

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

- Secured a grant to focus on Executive Functioning Skills for the entire student population
- Expanded the Instructional Leadership Team that formed last year to implement teacher leaders to identify and lead instructional change
- Peer Observations continued to be encouraged for all teachers
- Team Time imbedded into the schedule for curriculum, data and student service time
- Chrome Books are used regularly and teachers are focusing on using chrome books for formal assessments
- Communication to staff is focused and centered
- A pilot Math program and assessment tool is being used and data is being collected.
- A common Writing Rubric across all curriculum has been drafted and implemented in all curriculum areas
- 100% of our teachers have been SEI/Retell trained or are currently enrolled in the course
- Teacher Evaluations are focused on student impact statements so teachers can easily identify how their students are interacting with the lesson presented
- 2nd Year of the Next Steps for Success Pilot program for students who are At-Risk Academically
- Providing safe social and emotional activities throughout the school year to keep students supervised as often as we can outside of school hours

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

- Securing additional technology to maintain the pace to eventually become a 1:1 device district

- MCAS Spring Training Theme to start the 1st of March for all BMS students
- MCAS Before and After School Tutoring for students in the Needs Improvement and Warning Category
- We are at the beginning stages of designing a before and after school program for BMS students
- Increase the home to school connection using Blackboard Connect Ed, Instagram: belmontemiddleschool and Twitter: BMS_Saugus
- Calibrating evaluations so there is common language and expectations throughout all department
- Faculty Meetings are used to work by departments on designing curriculum
- Character Development by teams is being developed and used to support the social and emotional growth of our students

The BMS School Building Council worked diligently on our school improvement plan and are pleased with the goals we set forth for ourselves. We believe we advocated for the essential needs of all of our students to allow each student at BMS to reach success.

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

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

Objective 3: To identify and use the data from common assessments and implement the use of the Writing Rubrics across all departments while focusing on Student Centered Learning: English Language Arts, Mathematics, Science, Technology/Engineering, Social Studies, World Language, Wellness, and Fine Arts.

Objective 4: Continue to enhance the use of technology in the classroom and implement the many tools acquired by the district and the school. This includes assessing students on chromebooks as frequently as possible with technology enhanced questions.

Objective 5: Research and work collaboratively with the High School in regards to a common schedule and other shared initiatives including but not limited to grading, student teaching opportunities, course selection and shared staff..

Objective 6: Research and implement a Before and After School Program for all interested students at BMS.

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

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

Sincerely,

Kerry R. Robbins

Principal

Ballard Early Childhood Center School Profile Evidence of Success 2016-2017

<p>Leadership: Administrative Staff =</p> <p style="padding-left: 20px;">Marie F. Bridges, Principal</p> <p>Key Committees =</p> <p style="padding-left: 20px;">School Site Council PTO</p> <p>School Day / Learning Time:</p> <p>Hours: 8:30 a.m.-2:30 p.m.</p> <hr/> <p>Staff: Certified Staff = 6 Paraprofessionals = 16 (4 paraprofessionals are 1:1) Secretaries = 1 Average Class Size = 19</p> <hr/> <p>Student Demographics: Source: DESE and X2 Reporting</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">Year</th> <th style="text-align: center;">FY 15</th> <th style="text-align: center;">FY 16</th> </tr> </thead> <tbody> <tr> <td>Total Enrolled =</td> <td style="text-align: center;">102</td> <td style="text-align: center;">118</td> </tr> <tr> <td>Afr-Am =</td> <td style="text-align: center;">5</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Nat-Am =</td> <td style="text-align: center;">0</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Caucasian =</td> <td style="text-align: center;">85</td> <td style="text-align: center;">106</td> </tr> <tr> <td>Hispanic =</td> <td style="text-align: center;">4</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Asian-Am =</td> <td style="text-align: center;">8</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Free/Reduced =</td> <td style="text-align: center;">20</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Asian &Caucasian=</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">1</td> </tr> <tr> <td>African& Amer.Caucasian</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Special Education =</td> <td style="text-align: center;">42</td> <td style="text-align: center;">46</td> </tr> </tbody> </table> <hr/> <p>School Programs: Comprehensive PK curriculum with all subjects mapped. In the process of revamping aligning with common core standards. Teaching Strategies GOLD Curriculum All teachers are dual certified in general education and special education – Meeting the needs of the challenged learner in a team model. Family Involvement- Parent workshops . Professional Development – Topics include: Safet Care Training Sign Language Training</p>	Year	FY 15	FY 16	Total Enrolled =	102	118	Afr-Am =	5	10	Nat-Am =	0	2	Caucasian =	85	106	Hispanic =	4	0	Asian-Am =	8	4	Free/Reduced =	20	20	Asian &Caucasian=	N/A	1	African& Amer.Caucasian	N/A	3	Special Education =	42	46	<p>Unique School Programs/Accomplishments Things We're Most Proud Of:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 5px;">• Smart Boards have been provided in two classrooms from Wheelabrator</td></tr> <tr><td style="padding: 5px;">• Created a Library-students attend a lending library on Mondays and Tuesdays</td></tr> <tr><td style="padding: 5px;">• Creative Movement classes on Wednesdays and Thursdays by BeatConnx</td></tr> <tr><td style="padding: 5px;">• Target: Celebrating Dr. Seuss' Birthday</td></tr> <tr><td style="padding: 5px;">• Wheelabrator Sponsored Field Trips</td></tr> <tr><td style="padding: 5px;">• Field Day / End of the Year Ceremony</td></tr> <tr><td style="padding: 5px;">• PTO Sponsored Field Trips & Whole School Activities</td></tr> <tr><td style="padding: 5px;">• Two IPAD's in each classroom</td></tr> <tr><td style="padding: 5px;">• Smart Board Table</td></tr> <tr><td style="padding: 5px;">• Touch Screen Computers in each classroom</td></tr> <tr><td style="padding: 5px;">• Open House for incoming parents/students</td></tr> <tr><td style="padding: 5px;">• Halloween Party-Hall donated by Foxhill Yacht Club</td></tr> <tr><td style="padding: 5px;">• Ice Cream Social</td></tr> <tr><td style="padding: 5px;">• New Handicap accessible ramp in order for students and adults to have access to the building.</td></tr> <tr><td style="padding: 5px;">• Member of the Community Partnership (CFCE)</td></tr> <tr><td style="padding: 5px;">• Report cards that were created based off of the GOLD Assessment: report cards are on a trimester basis</td></tr> </table>	• Smart Boards have been provided in two classrooms from Wheelabrator	• Created a Library-students attend a lending library on Mondays and Tuesdays	• Creative Movement classes on Wednesdays and Thursdays by BeatConnx	• Target: Celebrating Dr. Seuss' Birthday	• Wheelabrator Sponsored Field Trips	• Field Day / End of the Year Ceremony	• PTO Sponsored Field Trips & Whole School Activities	• Two IPAD's in each classroom	• Smart Board Table	• Touch Screen Computers in each classroom	• Open House for incoming parents/students	• Halloween Party-Hall donated by Foxhill Yacht Club	• Ice Cream Social	• New Handicap accessible ramp in order for students and adults to have access to the building.	• Member of the Community Partnership (CFCE)	• Report cards that were created based off of the GOLD Assessment: report cards are on a trimester basis
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Ballard School

Early Childhood Center



22 Richard Street
Saugus, Massachusetts 01906
(781) 231-5021
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Dr. David DeRuosi
Superintendent of Schools

Marie F. Bridges
Principal

Lisa Howard
*Executive Director of
Pupil Personnel Services*

The Ballard school has grown significantly in the last six years since it has opened. When we opened up the Ballard, we had 60 students; we ended this school year with 125 students. This year was highest enrollment that we've ever had. We had 57 students move onto Kindergarten. We currently have two AM sessions, two PM sessions, five full days, and three full days and two full days. I continue to advertise our program by placing an ad in the advertiser and have sent flyers home to parents and placed them at the Saugus Public Library, to try and increase the enrollment at the Ballard School. I will continue to push forward with increasing our enrollment.

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

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

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

We have had many exciting events throughout the school year. Target came and celebrated Dr. Seuss' Birthday with us. They gave a gift bag of goodies to all students, donated Dr.

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Seuss' books to our library and read to the students. Target looks forward to this every year and we certainly look forward them coming here. We had an ice cream social with Gemini entertainment in May that was a huge success. We had over 150 students and parents for a social gathering in the play yard to enjoy ice cream and music. In June, we went on a field to Wheelabrator. We walked around the area looking at wild life, planted seeds for the wild flower garden, had pizza under the tent and danced to the Toe Jam Puppet Band. The staff and students truly love this field trip.

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

Warm Regards,

Marie F. Bridges
Principal/Early Childhood Coordinator/ETL

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Lynnhurst Elementary School Profile 2016-2017

<p style="text-align: center;"><u>Leadership</u> Michael Mondello, Principal</p> <p><u>Teams/Committees</u> Instructional Leadership Team Grade Level PLC's P.T.O. School Council Instructional Support Team (I.S.T) Crisis Team</p> <p><u>School Day/Learning Time</u> 8:40-2:40 Breakfast: 8:10am-8:30am</p> <p><u>Faculty/Staff</u> Administration: 1 Faculty: 13 Itinerant Faculty: 5 Title 1 Tutors: 2 Part Time Instructional Assistants: 4 Clerk: 1 Nurse: 1 Counselor: .4 Custodial: 1 Full Time/1: 3Hrs/day (4 days/week)</p> <p><u>School Programs</u> Comprehensive K-5 Curriculum including: Reading Intervention: Reading Specialist Academic Intervention: Learning Needs Teachers Language Intervention: ELL Teacher Literacy Support: Literacy Teacher ELA/Math Intervention: Title 1 Tutors PE/Wellness, Music, Art/Band (4/5), H.I.L.L. (Literacy/Data Analysis Support) Keys To Literacy: (Curriculum Support)</p> <p><u>Curriculum Based Achievement Indicators</u> MCAS DIBELS Reading Street Assessments enVision Math Assessments</p> <p><u>Attendance Rates</u></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px;">16-17</th> <th style="padding: 2px;">15-16</th> <th style="padding: 2px;">14-15</th> <th style="padding: 2px;">13-14</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">TBD</td> <td style="padding: 2px;">96.1</td> <td style="padding: 2px;">95.9</td> <td style="padding: 2px;">95.6</td> </tr> </tbody> </table>	16-17	15-16	14-15	13-14	TBD	96.1	95.9	95.6	<p><u>Student Enrollment Demographics</u></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px;"></th> <th style="padding: 2px;">2014/2015</th> <th style="padding: 2px;">2015/2016</th> <th style="padding: 2px;">2016/2017</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Total Enrollment:</td> <td style="padding: 2px;">253</td> <td style="padding: 2px;">253</td> <td style="padding: 2px;">236</td> </tr> <tr> <td style="padding: 2px;">Male</td> <td style="padding: 2px;">121</td> <td style="padding: 2px;">121</td> <td style="padding: 2px;">113</td> </tr> <tr> <td style="padding: 2px;">Female</td> <td style="padding: 2px;">132</td> <td style="padding: 2px;">132</td> <td style="padding: 2px;">123</td> </tr> <tr> <td style="padding: 2px;">Special Education</td> <td style="padding: 2px;">14.6%</td> <td style="padding: 2px;">16.6%</td> <td style="padding: 2px;">16.1%</td> </tr> <tr> <td style="padding: 2px;">Lim. Eng. Prof.</td> <td style="padding: 2px;">6.3%</td> <td style="padding: 2px;">8.3%</td> <td style="padding: 2px;">5.9%</td> </tr> <tr> <td style="padding: 2px;">Free/Red</td> <td style="padding: 2px;">28.4%</td> <td style="padding: 2px;">29%</td> <td style="padding: 2px;">35.1%</td> </tr> </tbody> </table> <p><u>School Programs/Partnerships/Accomplishments</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">H.I.L.L. (Hansen Initiative for Language & Literacy)</td></tr> <tr><td style="padding: 2px;">Active PTO</td></tr> <tr><td style="padding: 2px;">SBEC Saugus Business Education Collaborative</td></tr> <tr><td style="padding: 2px;">Unsung Hero Program</td></tr> <tr><td style="padding: 2px;">School Meeting: Lion Heart Award: Monthly</td></tr> <tr><td style="padding: 2px;">MCAS Prep After School (Spring)</td></tr> <tr><td style="padding: 2px;">Student Safety Patrol</td></tr> <tr><td style="padding: 2px;">Grade 5 Helpers in K-2</td></tr> <tr><td style="padding: 2px;">Flag Bearers (Gr. 4-5)</td></tr> <tr><td style="padding: 2px;">School Council</td></tr> <tr><td style="padding: 2px;">Holiday Food Drives</td></tr> <tr><td style="padding: 2px;">Community Service projects: Shoe Donation/Cans Drive</td></tr> <tr><td style="padding: 2px;">Recycling</td></tr> <tr><td style="padding: 2px;">Keys To Literacy partnership</td></tr> <tr><td style="padding: 2px;">Field Day</td></tr> </table>		2014/2015	2015/2016	2016/2017	Total Enrollment:	253	253	236	Male	121	121	113	Female	132	132	123	Special Education	14.6%	16.6%	16.1%	Lim. Eng. Prof.	6.3%	8.3%	5.9%	Free/Red	28.4%	29%	35.1%	H.I.L.L. (Hansen Initiative for Language & Literacy)	Active PTO	SBEC Saugus Business Education Collaborative	Unsung Hero Program	School Meeting: Lion Heart Award: Monthly	MCAS Prep After School (Spring)	Student Safety Patrol	Grade 5 Helpers in K-2	Flag Bearers (Gr. 4-5)	School Council	Holiday Food Drives	Community Service projects: Shoe Donation/Cans Drive	Recycling	Keys To Literacy partnership	Field Day
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MCAS Results

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

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

	2015 SGP Overall	2016 SGP Overall	Diff.
ELA	38.0	48.0	+10
Math	30.0	38.0	+8



Lynnhurst Elementary School Annual Report 2016/17

10 Elm Street
Saugus, MA 01906
Telephone: 781-231-5079
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Principal
Michael Mondello
mmondello@saugus.k12.ma.us

Clerk
Diane Corton

The Lynn Hurst School’s Accountability and Assistance level remained at a Level 2 for the reporting year 2016. Our overall performance, relative to other schools in the same school type, was 34% an increase of 7% from last year and an increase of 10% over the last two reportable years. Although below target, the Lynn Hurst School’s Cumulative Progress and Performance Index (PPI) increased from 54% to 58%, an increase of 4%. Our school’s P.P.I. Index saw positive gains in the reportable domains for English Language Arts and Mathematics. Points awarded for narrowing proficiency gaps, student growth and high school indicators, was 225 which was equal to or higher than scores reported prior to 2015. Points awarded for extra credit was 75, which was also equal to or higher than scores reported prior to 2015. Our annual PPI was 60 which was 5 points lower than the previous year of 65, but 15 points higher than scores in 2014. In the area of Student Growth results, in both domains, increased from the previous year. In ELA, we were “On Target” and received 75 PPI points in the All Students and White subgroups. We saw a Student Growth Percentage increase of 10 percentage points for ELA, increasing from 38% to 48%. In Math, although “Below Target” in the All Students and High Needs subgroups, we received 50 PPI points with a Student Growth Percentage increase of 8%, increasing from 30% to 38%. In the White Subgroup for math we were “On Target” and received 75 PPI points with a Student Growth Percentage increase of 13.5%. Overall, it remains evident that we need to continue to increase our overall student achievement and growth in all domains. Our achievement and growth in Math continues to be an area of focus for our school, along with open response. Specific attention, in Math, is focused on increasing Student Growth Percentages while decreasing Warning Percentages. We are using a co-teaching model which includes our Math Title 1 teacher and our new special education teacher. Open response continues to be addressed through regular core instruction, technology and our partnership with Keys to Literacy.

The Lynn Hurst currently houses 243 students. Our 13 classrooms are as follows: (2) Kindergarten, (2) First Grade, (2) Second Grade, (2) Third Grades, (3) 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	Standardized reading assessment used to determine risk levels for all students

Early Literacy Skills	
Partnership with the H.I.L.L. (Hansen Initiative for Language & Learning)	On going partnership to address core instruction and intervention
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
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
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 realty, drive instruction, keep a pulse on school climate, and build consensus on school decisions. The team meets bi-monthly on Friday and is comprised of the Principal and 6 teachers. The teachers represent all grades, special education and the reading department.
- A monthly "School Meeting," to build student investment and school climate. Each month the school congregates, as a learning organization, and students and classrooms have an opportunity to showcase individual talents. We award a Lion Heart winner from each classroom, nominated by the teacher, to students who exemplify a typical Lynnhurst student. The Lion Heart winners are students who consistently persevere, who have inspiration, dedication and determination.
- Professional Learning Communities, at each grade level, that meet bi-weekly. We use the PLC time to ensure students are learning, to build a culture of collaboration and to focus on results. The teachers are working on creating school wide coherence with instruction and learning.
- School wide use of DIBELS to support our data collection process. We have a year long plan for testing, progress monitoring and data meeting dates. We have classified all students by risk level at each grade level and have identified and charted our "at risk" population. We have strategically aligned an instructional focus for students and assigned an interventionist. We use the Dibels Database System to track and record changes to performance and make predictions and decisions about instruction.

- Ongoing partnership with the Hansen Initiative for Language and Learning (HILL) to address curriculum, instructional coherence and the use of a coordinated assessment system. This year the HILL has trained all of our K-2 teachers in ECRI. ECRI (Enhanced Core Reading Instruction) is a systematic and explicit phonics routine delivered in all primary classrooms.
- Ongoing partnership with Keys to Literacy. This year we are working with our coach, Margaret Rodero, to create continuity between monthly small group learning and faculty meetings. Our school wide learning has been focused on critical thinking and writing across multiple sources.
- A math focus on problem solving. To support problem solving our students participate in a daily “Do Now” to begin each math lesson. The “Do Now” focuses on student thinking and process. We have also allocated our Title 1 teachers to support our Rti block, four times per week, in all grades.
- School wide writing workshop model developed during our PLCs. We currently have a coherent writing model and a visual to support workshop expectations. We are currently working to identify vertical writing traits and crafts and align craft lessons from the book: *Craft Lessons*, by Ralph Fletcher. Teachers have gone outside of the district to observe writing workshop in other schools.
- Newly implemented daily independent reading block at all grade levels. The independent reading time addresses one of the components of a balanced literacy model and has students reading text at their “just right/independent” level every day for an uninterrupted block of time. During the block teachers are conferencing with individual students.
- Title 1 positions in both Math and Literacy four times per week.
- Multiple Principal Read Alouds.
- Targeted Professional Development during early release days and faculty meetings.
- Consistent implementation of our MTSS process.
- Various P.T.O sponsored enrichment presentations.
- Staff and parent participation at SBEC Trivia Night and Taste for Education.
- SmartBoard in every classroom along with an increased number of Chromebooks (3:1 ratio).
- A new Twitter feed: @Lynnhurstlions with 90 followers.
- Online weekly memo to communicate with parents.

Oaklandvale Elementary School

School Profile
2016-2017

Leadership

Eric R. Jones, Principal

Teams/Committees

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

School Day/Learning Time

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

Faculty/Staff

Administration: 1
Faculty: 16
Itinerant Faculty: 5
Title I Tutors: 2 part time
Instructional Assistants: 6
Clerk: 1
Nurse: 1
Counselor: .5
Custodial: 1 full time
1 part time

School Programs

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

Curriculum-Based Achievement Indicators

MCAS
Dibels
Reading Street Assessments
EnVisions Math Assessments
Various online tools

Attendance

13-14	14-15	15-16	16-17*
95.3	94.7	94.6	95.3

*as of December 2016

School Programs/Improvements/Accomplishments

SBEC- Saugus Business Education Collaborative
Active PTO Involvement
North Shore Bank "Savings Makes Cents" Program
Unsung Hero
Instructional Support Team (MTSS)
SmartBoard in every classroom
Pearson Reading Street
Pearson Envisions
Discovery TechBooks
Frequent Community Service Projects/Collections
100+ Chromebooks in use
Xtra Math utilized in each class
Prodigy Game in use in most classrooms
Coding in the classroom
Google Classroom
Hill for Literacy/RTI Scheduling
Updated School Web Page
Twitter Page (@OakSaugus)
Classroom Twitter Pages
Facebook page
Frequent Blackboard Connect emails to families

Student Enrollment/Demographics

	14-15	15-16	16-17*
Total Enrollment:	232	217	218
Male (total):	122	122	119
Female (total):	110	95	99
Special Education	11.8	14.3	13.8
Lim. Eng. Prof.:	8	13.4	11
Low Income:	40	41.5	50.2

*as of December 2016

MCAS Results

	2014	2015	2016
	% Prof. & Adv.	% Prof. & Adv.	% Prof. & Adv.
ELA Gr. 3	63	68	68
ELA Gr. 4	39	56	64
ELA Gr. 5	45	60	45*
Math Gr. 3	75	66	82
Math Gr. 4	31	41	49
Math Gr. 5	53	58	50*
Sci. Gr. 5	38	52	22*

*only 28 students tested

	2014 CPI Overall	2015 CPI Overall	2016 CPI Overall
ELA	77.9	84.4	83.3
Math	78.9	81.2	83.7
Science	71.9	80.5	68.8

Oaklandvale Elementary School

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



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

ANNUAL REPORT

The Oaklandvale School remained at Level 2 status based on last year's MCAS results. We have continued to make progress in many areas. This year we have completely revamped our schedule and have established a more organized way of analyzing data. The Oaklandvale currently houses approximately 217 students, however enrollment has fluctuated. Our 12 classrooms are as follows: (2) Kindergarten, (2) First Grade, (2) Second Grade, (2) Third Grade, (2) Fourth Grade, (2) Fifth Grade.

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

- All of our teachers have been SEI/Retell trained and endorsed.
- A new Response to Intervention schedule was implemented in October 2016 to help meet the needs of individual students.
- Staff has been working with the Hill for Literacy. They have trained our K-2 staff in the ECRI program and have facilitated data meetings to monitor student progress.
- Keys to Literacy trainers have worked with our teachers on Close Reading, ANSWER Key to Open Response, Bloom's Taxonomy, and various writing strategies.
- Title I Math and ELA tutors address specific student needs.
- Technology use is commonplace across the curriculum to increase student engagement.
- Database was developed using Google Docs for staff to input and analyze data. The data is used to provide the proper interventions to those in need.

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

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- The school webpage continues to evolve and be utilized as a form of communication.
- Blackboard Connect is used to email parents regarding any upcoming events or to address school wide issues.
- We can be found on Facebook and Twitter (@OakSaugus).

Other highlights from this school year include:

- We now have approximately 115 Chromebooks in use with more on the way.
- The Savings Makes Sense Program with North Shore Bank is available for all grades.
- Staff led professional development during early release days and faculty meetings.
- Read Across America events including Door Decorating Contest and guest readers from around the community.
- Various PTO sponsored enrichment presentations
- Staff and Parent participation at SBEC Trivia Night and Taste for Education.

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

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Veterans Memorial Elementary School School Profile

Leadership

Tracey Ragucci, Principal
Patricia Romano, Assistant Principal

Day/Learning Time

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

Faculty/Staff

Teachers-62
Paraprofessionals-28
Clerical Staff-1
Adjustment Counselors-1.3
Nurses-2
ABA Instructors-7
Title 1 Tutors-4 part time
Custodians-4 full time

Committees

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

Curriculum-Based Achievement Indicators

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

School Programs

Town Meeting
Character Building
Sachem Buddies
Scholastic Counts
Behavior

School Council Membership

Tracey Ragucci, Principal
William Palmerini, Teacher
Kristin Barclay, Teacher
Parent/PTO

Lisa Frost, Parent/PTO
Jean Nicolo, Teacher
Jean Bloom,
Rob Bagley, Community
Member

Student Enrollment/Demographics

Enrollment (Gender)	(2013-14)	(2014-15)	(2015-16)
Male	311	280	282
Female	274	261	261
Total	585	541	543

Total Enrollment	K	1	2	3	4	5	Total
(2013-14)	90	87	100	96	108	104	585
(2014-15)	90	73	97	86	96	99	541
(2015-16)	91	73	97	85	98	99	543

Projected Enrollment

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

Selected Populations by Percentage	2013-2014	2014-2015	2015-2016
Average Class Size	21.7	23	21.7
Number of Students	585	541	543
Female	46.4	48.2	48.7
Male	53.6	51.8	51.3
Students With Disabilities	18.1	18.29	17.5
Limited English Proficient	3.1	2.2	2.9
First Language not English	10.8	11.2	5.0
English Language Learner	4.1	4.7	4.6
Low Income	32.4	33.0	27.7
Free Lunch	29.4	28.4	31.0
Reduced Lunch	8.0	4.6	8.0

Analysis of Selected Populations

Class size continued to be a concern for the Veterans Memorial last year, especially when considering the varying needs of the student population at the Vets. At this point, the number of students in the building has decreased and class size seems to be equitable across the district.

Veterans Memorial Elementary School

The Veterans Memorial School is the largest of the four elementary schools, currently educating 511 students. Increasing instructional rigor is paramount to what we do. We hold all of our students to high standards and provide support to struggling students. We are proud of our coordinated efforts to improve instruction and learning. There are many factors that contribute to our efforts to increase student achievement and promote well-being.

Our staff is committed to providing quality education to our students through various programs and initiatives. As a foundation for all learning our focus is student literacy skills. To support our work, we have formed partnerships with Hill for Literacy and Keys to Literacy. Hill for Literacy concentrates on reading fluency while Keys to Literacy centers on writing instruction. These partnerships have proven to be invaluable. We have created a shift in instruction allowing teachers the opportunity to align learning to the standards instead of to the textbook. The practice of aligning learning to standards ensures that a higher level of learning is attained. Expectations for student learning can be mapped out with each standard. Standards-based instruction helps guide the planning, implementation, and assessment of student learning in literacy.

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

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

We are pleased to provide specific programs to suit the needs of children with disabilities. We currently have seven effective special education programs that are successfully integrated with outside partnerships. These programs include the New England Center for Children, Walker Partnerships, Easter Seals, Perkins School for the Blind, Beverly

School for the Deaf and most recently the Jimmy Fund. All of our programs are competitive with out-of-district private schools, affording children the opportunity to be educated in their community with their peers, resulting in a reduction of the district's tuition costs.

The district's technology initiatives continue to impact our students. Every classroom has either a Smart Board or an Epson projector, which creates a range of possibilities for students to engage with subject matter. These tools are essential to properly implement our math, reading, and science programs. Additionally, we have over 185 Chrome books for student use to access the web-based Discovery Education science program and complete other learning tasks including the MCAS 2.0 assessments. Staff effectively uses our web-based X2 system, which is a student information management system that manages grading, scheduling, attendance, discipline, special education and other important student data.

Not only are we focused on the academic success of our students, the staff is proud of the work we do to promote the well-being of our students. Firstly, a crisis management team meets regularly to address safety and security concerns in the building that includes a development of plans for responding to situations during and after a crisis. Next, we have developed a school-wide behavior expectation chart that allows the entire Veterans community to clearly understand behavioral expectations for students. It is easy to communicate and address behavioral issues in and around the building when staff, students, and parents know what is expected.

It is important to maintain a sense of community at the Veterans. Town Meetings bring staff and students together to share learning and discuss values such as *Respect*, *Responsibility* and *Citizenship*. The Sachem Minor Buddies program provides students with and without disabilities the opportunity to interact on a regular basis. This program has proven invaluable to all of the students involved. Another example of community involvement is the regular visits of fifth graders to the Senior Center to spend time with some of our town's senior citizens. Our PTO supports students and staff by purchasing supplies and sponsoring popular events such as fundraising activities, the Halloween Party, March Madness, Book Fair, Field Days, and Holiday Strolls. In addition, parent volunteers continually operate and update our library, allowing students to have full access to a rich array of books.

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

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

Respectfully,

Tracey Ragucci, Principal

Waybright Elementary School

School Profile

2016-2017

Leadership

Mr. Kelly Moss, Principal

Teams/Committees

P.T.O.

School Council

Leadership Team

Instructional Support Team

Grade Level Data Teams

Crisis Team

School Day/Learning Time

8:40am-2:40pm

Breakfast: 8:10am-8:30am

Faculty/Staff

Administration: 1

Faculty: 15

Itinerant Faculty: 5

Title I Tutors: 2 part time

Instructional Assistants: 4

Clerk: 1

Nurse: 1

Counselor: .4

Custodial: 1 full time

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

School Programs

Comprehensive K-5 data driven curriculum including:

Acad. Intervention by Learning Needs Teacher

Reading Intervention by Reading Specialist

Language Interventions by ELL Teacher

ELA and Math support – Literacy Teacher

Math Support and interventions by Title I tutor

ELA Support and interventions by Title I tutor

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

Curriculum-Based Achievement Indicators

MCAS

Dibels

Reading Street Assessments

EnVisions Math Assessments

District Designed Measures

Student Enrollment/Demographics

	15-16*	16-17
Total Enrollment:	193	206
Male (total):	100	104
Female (total):	93	100
Special Education	14.5%	14.5%
Lim. Eng. Prof.:	8.2%	5.3%
Free/Red. Lunch:	38.18%	41.2%

*Data as of Oct. 2015

School Programs/Improvements/Accomplishments

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

MCAS Results

	2015	2016
	% Prof. & Adv.	% Prof. & Adv.
ELA Gr. 3	68	68
ELA Gr. 4	84	70
ELA Gr. 5	70	87
Math Gr. 3	92	76
Math Gr. 4	65	65
Math Gr. 5	60	83
Sci. Gr. 5	57	73

	2015 Overall CPI	2016 CPI Target
ELA	89.7	91.0
Math	89.8	91.1
Science	88.7	90.1

Attendance

16-17	15-16	14-15	13-14	12-13
*96.2	96.0	95.6	95.7%	95.8%

*Unofficial

Waybright School Council

Principal

Mr. Kelly Moss: _____

Teachers

Christina Fama: _____

Lorraine Devine: _____

Parents/Community

Ajla Rovcanin: _____

Stephanie Mastrocola: _____

Danielle Ferreira: _____

Waybright School Staff

Kindergarten	Julie Covey		
Grade 1	Michele Pinksten	Julie Serino	
Grade 2	Cathy Fish	Jennifer Nicolo	
Grade 3	Terese Rauseo	Jessica Peabody	
Grade 4	Marissa Kelleher	Christina Fama	
Grade 5	Jason Logrippo	Donna Repucci	
Reading Specialist	Joanne Leach	Education Team Leader	Kristen Shipulski
Literacy Specialist	Linda Gauthier		
Special Education	Lorraine Devine		
Title I Tutors	Donna Marra	Nancy Riley	
ELL	Gosia Knupp		
Adj. Counselor	Kristine Catalogna		
Speech	Christine Gagnon		
OT	Taylor Catalona		
PT	Jenna Donovan		
Nurse	Erin LeDrew		
Paraprofessionals	Roseann Fitzgerald, Anna Lemoure, Nikki Luti, Melissa Orłowski		
Clerical	Susan Harrington		
Custodial	Erik Fisher	Jim Forte (part-time 12 hours weekly)	

**Annual Report
2016 - 2017
Douglas Waybright School
25 Talbot Street
Saugus, MA 01906**

The Douglas Waybright School was built in 1965 and is located at 25 Talbot Street. The Waybright School services 210 children and accommodates students from Kindergarten through grade five. The school's success can be directly attributed to the strong partnership that exists between school, staff and parents. The Waybright School has eleven classroom teachers, a special education teacher, Literacy and Reading Specialists, four paraprofessionals, one secretary, two food service workers, one custodian, one principal, one full time school nurse and many parent volunteers. This unified effort of teachers and parents help create a nurturing environment for all students at the Waybright School. The Waybright School Council is a management group of the school consisting of the principal, two teachers, two parents, as well as a community member.

This year, because of the hard work of the teachers, staff and students, along with the support of the PTO, the Douglas Waybright was classified a Level I school by the Massachusetts Department of Elementary and Secondary Education. This level is assigned to schools in the Commonwealth that are “meeting gap narrowing goals (for all and high needs students).” The rating is based on the Spring 2016 MCAS RESULTS.

On Tuesday, September 13, 2016 most of our parents greeted their child’s teacher at our open house. Our open house offers parents the chance to get to know their teacher and the classroom expectations. It was also an opportunity to discuss grade level curriculum and for the teachers to provide parents with classroom management tools they will be using throughout the school year. In addition, a general overview of the school’s behavior expectations and explanation of the behavior rubric is given. The PTO also speaks and provides several opportunities for parent volunteers. This year the new superintendent, Dr. David DeRuosi presented the “New School Building” plan.

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

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

Beginning in March, for 9 weeks, one day a week, we will have our after-school MCAS program. It is our hope that this effort will have a wonderful outcome for all interested Waybright students in grades 3 – 5. This after-school MCAS Prep program will once again be funded through monies given by the Saugus Business Education Collaborative. This program was just one of the contributing factors to the students' improving MCAS scores.

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

In June, our current fifth grade students will be participating in a district wide class trip. While our PTO and Wheelabrator will sponsor our annual field day. We also take time to visit the Saugus Public Library to make all our students aware of the wonderful events that take place over the summer. This past summer 74 of our students participated in the summer reading program sponsored by the Saugus Public Library. It was the largest group in the district.

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

Mr. Kelly Moss
Principal
Douglas Waybright School

Northeast Metropolitan Regional Vocational High School District

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

Annual Report 2016

NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

SCHOOL ADMINISTRATION

SUPERINTENDENT-DIRECTOR

David DiBarri

PRINCIPAL-DEPUTY DIRECTOR

Carla Scuzzarella

DISTRICT SCHOOL COMMITTEE

SCHOOL COMMITTEE CHAIRMAN

Michael T. Wall - Chelsea

VICE CHAIRPERSON

Judith M. Dymont - North Reading

SECRETARY

Peter A. Rossetti, Jr. - Saugus

TREASURER

Larry Means - Stoneham

ASSOCIATE TREASURER

Vincent J. Carisella - Wakefield

COMMITTEE MEMBERS

Jeanne M. Feeley – Malden

Ronald J. Jannino - Revere

Henry S. Hooton – Melrose

John J. Bradley - Winchester

Robert S. McCarthy – Reading

Dawne H. Armitstead - Winthrop

Deborah P. Davis - Woburn

NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

100 Hemlock Road - Wakefield, Massachusetts 01880-3597

ANNUAL REPORT 2016

OUTSTANDING STUDENT AWARD

Sydney Dole from North Reading a student in the Business Technology 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, 7 Seniors and 39 Juniors were inducted. There are a total of 46 Technical Honor Society members for the 2015-2016 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 5 Seniors, 17 juniors and 7 sophomores were inducted for the 2015-2016 school year bringing the total membership to 35.

SCHOLARSHIP COMMITTEE

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

PEER MEDIATION PROGRAM

Our Northeast Peer Mediation Center continues to help reduce problems at Northeast. The mediation process is successful in resolving conflicts concerning rumors, threats, name-calling, teasing, harassment, hazing, and physical fights. Northeast has a full-time coordinator and 15 trained sophomore, junior and senior peer mediators.

A trained mediator is a neutral person not involved in the dispute and through the mediation process, helps people come to their own agreement about how they want to resolve their conflict.

ABIGAIL ADAMS SCHOLARSHIP

77 members of the Class of 2016 received John and Abigail Adams Scholarship's. These Scholarships are given by the Commonwealth of Massachusetts, and are based on the student's MCAS Scores.

SCHOOL WIDE PROFESSIONAL DEVELOPMENT 15-16

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.
- 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 2015-2016 school year included:

First Day Back Professional Development Day:

Professional development on this day included training on “Best Teaching Practices” and “Building a Positive School Climate”. Further instruction and support regarding the Evaluation Process (Self Reflection, SMART Goal Writing, District Determined Measures, Observations, and Building Evidence Binders) as well as Licensure and Recertification was provided. Faculty and staff were apprised of the most up to date discipline policies and procedures and revisions to the handbook. Lastly, faculty received professional development on “Strategies to Use When Teaching English as a Second Language Students” and “Close Reading – What It Is and Why It’s Necessary.”

September 30, October 28, 2015

This two-day workshop was provided to a group of sixteen “co-teachers” who were trained in strategies and techniques to maximize the benefits of having two teachers in an inclusion classroom. After being observed, the “co-teaching” pair then met with the consultant for more personalized feedback.

October 5, 2015

All faculty and staff participated in an online training for “Civil Rights, Restraint Training and other General Education Regulations and Requirements”.

October 21, 2015 – Full Professional Development Day

During this full training day, the faculty was divided into groups to be trained in-depth regarding Close Reading, what it is, how, when and why to implement it as well as how it could be used in their SMART Goal and or DDM.

January 6, 2016 – Full Professional Development Day

During this full training day teachers were provided the option to choose their Professional Development. Trainings were hosted by other faculty members who are exemplary in and area; training topics included: Incorporating Technology into Your Classroom, X2 – The Unknown Tools It Offers, DDMs – How To Analyze Them, Evidence Binders – How To Build One, ELL – Helping Our English Language Learners.

April 6, 2016

This early release day provided the opportunity for different departments to receive training particular to the needs of their department.

A consultant from Accuplacer met with Math and English Teachers to share information regarding the purpose and structure of the Accuplacer test and how to use this information in their curriculum to improve learning and improve Accuplacer scores.

The History, Science, ELL, and Physical Education departments worked on curriculum mapping.

The Guidance Department and administrative team worked with a consultant to implement a series of mini lectures for the career area teachers to participate in. Topics included: Making Referrals, Civil Rights, Students with Anxiety, Healthy Relationships, and Vocational Technical Education Issues.

The Special Education teachers participated in a full day of training to improve the writing of Individualized Education Plans on this day.

Monthly Meetings September 2015 – June 2016

New Teacher meetings offer staff who are new to the teaching profession and or new to Northeast the opportunity to meet monthly and to share questions, concerns and accomplishments. Various teaching strategies and educational articles are reviewed and discussed.

SUPPORT SERVICES

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

The Career Counselor and Small Business Coordinator provide career awareness and career development services to all students. The Career Counselor and School Adjustment Counselors provide specialized support to students enrolled in non-traditional vocational areas. Two School Nurses provide health services and a Peer Mediation Coordinator implements a Peer Mediation Program.

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

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

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

emergency mental health services in the community.

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

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

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

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

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

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

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

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

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

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

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

GRANTS RECEIVED IN FY 2016:

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 2015-16 the focus of this funding was to research the positive placement data for students with disabilities over the past three years. This data will be used to determine best practices in the career pathways to assist our graduates from this targeted population secure high paying, highly skilled positions that are in high demand either after high school or upon completion of post-secondary education.

Title I, Part A, Fund Code: 305:

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

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

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

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

SUMMER PROGRAMS

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 possible begin new careers.

The Northeast Summer School on-line credit recovery program once again proved to be extremely successful. This program is designed for students who need to fulfill credit deficits in courses that are not running due to low enrollment. These courses are monitored by a credit recovery specialist instructor, and meet all Massachusetts DESE curriculum frameworks requirements.

2016 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 11th until Friday July, 22nd. This program was conducted as a transitional experience for students entering grade 9 in August 2016. This transition opportunity providing mathematics, English language Arts, and career and technical introductory activities is funded by the federal Title 1, and Carl D. Perkins grants. The students are provided with busing to and from school, and a mid-morning snack. These services, as well as the program itself are run at no cost for the students or parents/guardians. The students are divided into ten groups of no more than ten students. These groups spend one half of the morning split between mathematics and English Language Arts. The other half of the morning is spent in a career and technical mini exploratory exercise. During the summer of 2016 two laboratory sessions of Biology were introduced. Session 1 dealt with an Introduction to Sickle Cell Anemia, Genetics, and Micro Pipetting Skills. The students were introduced to basic concepts and vocabulary associated with genetics. The second lab exercise introduced the incoming students to Gel Electrophoresis. In summary, the students were introduced to biological concepts in a classroom and laboratory setting. They were taught several important laboratory skills and were asked to form hypotheses, perform experiments, interpret their results and share with peer groups. They experienced the synergy of learning from text/readings then applying their knowledge in the laboratory setting in a fun, safe and informative way.

Summer 2016 saw in excess of 200 incoming freshmen take advantage of this program. These incoming students develop familiarity with the building as well as an orientation to the concept of a career and technical high school. Most importantly these students work with staff members who become a recognizable face when the entire school population reports at the end of August.

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

COMMUNITY EDUCATION PROGRAM

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

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

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

2016 GRADUATES

The 2015-16 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	46	Employed	116
Attending 2-year college	70	Entering Military Service	5
Apprentice school	6	Other	3

SPECIAL NEEDS ENROLLMENT

Special Needs enrollment for the 2015-16 school year continued to represent approximately one quarter share of the total school enrollment with students. The 290 Special Needs students represent 23.3% of the school population. Additionally, 75 students were eligible for services under section 504 of the Rehabilitation Act.

DISTRICT SCHOOL COMMITTEE ELECTION OF OFFICERS

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

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

CONCLUSION

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

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

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

The Northeast Class of 2016 achieved a 98.3% 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 A. Rossetti, Committee Secretary
Northeast School Committee
Saugus Representative

ENROLLMENT HISTORY

CITY/TOWN DISTRICT	S.Y. 04-05	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
Chelsea	258	221	203	198	206	190	195	199	204	199	208	218
Malden	175	215	238	234	222	216	215	198	194	189	170	165
Melrose	36	56	64	64	48	45	62	61	67	74	62	60
North Reading	30	28	40	38	37	37	36	35	32	27	34	37
Reading	25	19	26	26	26	28	23	16	19	17	17	16
Revere	256	241	242	238	244	238	234	225	223	224	216	234
Saugus	139	146	137	138	161	174	191	204	200	190	199	187
Stoneham	37	34	46	44	46	52	54	59	69	73	71	62
Wakefield	36	59	65	61	84	91	98	79	70	68	64	63
Winchester	6	7	9	9	7	11	13	15	14	11	9	13
Winthrop	37	41	45	44	55	65	58	60	65	62	68	60
Woburn	107	99	97	97	70	59	55	65	83	98	115	114
TOTALS:	1142	1166	1212	1191	1206	1206	1234	1216	1240	1232	1235	1229
NON DISTRICT	48	43	47	53	39	42	31	35	28	29	32	30
GRAND TOTAL:	1190	1209	1259	1244	1245	1248	1265	1251	1268	1261	1267	1259
SPECIAL NEEDS ENROLLMENT	275	287	320	342	333	323	330	331	326	313	317	314
% SPECIAL NEEDS ENROLLMENT	23%	24%	26%	27%	27%	26%	26%	26%	26%	26%	27%	23%

Affordable Housing Trust

Annual Report

July 1, 2015 – June 30, 2016

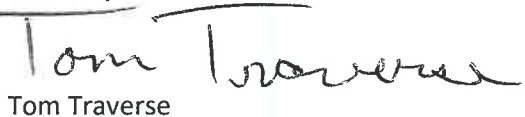
The Trust did meet various time throughout the year. Unfortunately I was not a member of the Trust for the duration of this time period, the Chairman Robert Cox has passed on, the Secretary for this period has resigned and not replied to my communications. The Town Clerk has no recorded minutes from this time period on record. All I have is the recollections of a few members they met multiple times during this time frame.

No significant accomplishments, if any appear to have been recorded or stated for this time period

All I can do is state the goals of the committee for the current year ending June 30th 2017, to work towards the goals listed below.

- 1) Consolidation of Affordable Housing Trust and Affordable Housing Committee.
- 2) Trust By-Law changes which need to be amended to allow the manager to appoint a representative from Planning and Development to represent him when absent.
- 3) Creating a system to deal with affordable units that will be available in future developments. The Trust's involvement is required in current By-Law.
- 4) Amend By-Law to legitimize the Trust's work in prior years with abandoned properties.

Sincerely,

 2/4/2017

Tom Traverse

Chairman Saugus Affordable Housing Trust



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 14 , 2017

Re: JULY 1, 2015 – June 30, 2016 ANNUAL REPORT

STRAY DOGS HOUSED (SAUGUS ONLY)	11
STRAY DOGS RETURNED TO THEIR OWNERS	9
DOGS ADOPTED FOR THE YEAR	2
DOGS EUTHANIZED	0
DOGS TRANSFERRED TO OTHER SHELTERS	0
FOSTER CARE	0
DOG LICENSES	1,662
DOG LICENSES FEES	\$18,090.00
DOG LATE FEES	\$2,954.00
MONEY COLLECTED BY TOWN CLERK	\$21,044.00

EMERGENCY CALLS	147
BOARD OF SELECTMAN HEARING ON K-9 ISSUES	0
HEARINGS & COURT CASES	1
VIOLATIONS ISSUED	19
DOG BITES & SCRATCHES REPORTED	39
CAT BITES & SCRATCHES REPORTED	8
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	84
ANIMALS TESTED NEGATIVE FOR RABIES	13
ANIMALS TESTED POSITIVE FOR RABIES	1
DECEASED ANIMALS PICKED UP FROM ROADWAYS	118
ONE RABIES CLINIC WAS HELD ON 5-7-14	36

NUMEROUS CALLS ON WILDLIFE SIGHTINGS AND COMPLAINTS.

PERFORMED JANITORIAL DUTIES AT THE DOG POUND.

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

PARKING ENFORCEMENT VIOLATIONS ARE CALCULATED BY THE PARKING CLERKS OFFICE.



Town of Saugus

FISCAL YEAR 2016 ANNUAL REPORT

Board of Assessors

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

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

ASSESSOR'S FY 2016 ANNUAL REPORT

The Board of Assessors reviewed and updated property values in the Town of Saugus as necessary for FY2016. The values met State standards and were certified by the Massachusetts Department of Revenue. The average single family property value has increased by 5.050%. While the average tax bill increased \$273.80. The average single family value is calculated at \$347,915.

A public hearing was held on December 9, 2015 where the Board of Selectmen selected a minimal residential factor of 78.6526%. This decreases the shift in the tax burden to 175.0000% for the commercial class. The Board of Assessors received a tax rate approval from the Department of Revenue certifying the Residential rate at \$12.20 and the Commercial, Industrial, Personal Property rate at \$26.51.

FY2016 LEVY LIMIT CALCULATION

FY15 Levy Limit	\$56,139,325
X 2.5%	1,330,591
+ New Growth	477,878
FY2016 Levy Limit	\$58,020,770
Dept. Exclusion	<u>1,455,370</u>
Total with Debt Exclusion	\$59,476,140

TAX RATE SUMMARY -- FISCAL 2016

Total Estimated receipts and other revenue sources	31,091,332.00
Net amount to be raised by taxation	<u>59,436,342.34</u>
 Total amount to be raised	 90,436,342.34

REAL ESTATE VALUATION

<u>Class</u>	<u>Tax Rate</u>	<u>Levy by Class</u>	<u>Valuation</u>
Residential	\$12.20	38,007,272.35	3,115,350,193
Commercial	\$26.51	15,589,415.11	588,057,907
Industrial	\$26.51	3,745,468.00	141,285,100
Personal Property	\$26.51	<u>2,094,186.88</u>	<u>78,996,110</u>
Totals		<u>59,439,342.34</u>	<u>3,923,689,310</u>

PERSONAL PROPERTY VALUATION

Personal Property - Fiscal 2015	81,450,840
Personal Property - Fiscal 2016	78,996,110
TOTAL VALUE DECREASE	2,454,730

TOTAL REAL PROPERTY VALUATION

Real Estate - Fiscal 2015	3,810,652,540
Real Estate - Fiscal 2016	3,844,693,200
TOTAL VALUE INCREASE	34,040,660

COMPARISON OF MOTOR VEHICLE EXCISE

Year	Number of Bills	Valuation	Amount
2015	28,305	187,230,650.00	3,974,035.66
2016	29,540	205,619,800.00	4,272,681.50

COMPARISON OF BOAT EXCISE

Year	Number of Bills	Valuation	Amount
2015	129	476,600.00	4,766.00
2016	0	0	0

STATUTORY PROPERTY TAX EXEMPTIONS

<u>Exemption Type</u>	<u>Number Granted</u>
Police & Fire Widows (Clause 42)	3
Blind (Clause 37A)	22
Elderly (Clause 41C)	38
Widows (Clause 17D)	35
Veterans (Clause 22)	150
Veterans (100% Disabled)	69
Veterans (Paraplegic)	4
Veterans (Clause 22A, B, C, & D)	17
Deferred Taxes	2
Total Exemptions	340

Total Tax Amount of Exemptions	\$262,328.67
State Reimbursement	\$159,179.92

LOCAL EXPENDITURES

Appropriations		86,927,015.00
Tax Title	0.00	
Debt and Interest Charges	0.00	
Total Overlay deficits prior years	0.00	
Final Court Judgments	60,248.97	
Cherry Sheet Offsets	31,239.00	
Revenue Deficit	0.00	
Snow & Ice Deficit	0.00	
Other	0.00	
Total Expenditures		91,487.97
State & County Cherry Sheet Charges		3,018,902.00
Overlay (Allowance for Abatements & Exemptions)		493,269.37
Total Amount to be Raised		90,530,674.34

ESTIMATED RECEIPTS

Estimated Receipts from State		9,635,937.00
Massachusetts school building authority payments		0.00
Estimated Receipts from Local		7,881,751.00
Enterprise funds		10,517,653.00
Revenue Appropriated for Particular Purposes		3,058,991.00
Total Estimated Receipts		31,094,332.00

BREAKDOWN OF LOCAL ESTIMATED RECEIPTS

Motor Vehicle Excise	3,763,000.00
Other Excise	1,491,000.00
Penalties & Interest on Taxes & Excise	280,000.00
Payments in Lieu of Taxes	78,000.00
Fees	264,000.00
Rentals/Boards	239,000.00
Departmental Revenue-Libraries	0.00
Departmental Revenue-Cemetery	85,000.00
Other Departmental Revenue	0.00
Licenses & Permits	1,038,000.00
Special Assessments	45,000.00
Fines & Forfeits	156,000.00
Investment Income	35,000.00
Medicaid Reimbursement	190,000.00
Miscellaneous Recurring	217,751.00
Miscellaneous Non-Recurring	<u>000,000.00</u>
Total	7,881,751.00



JOHN A. FALASCA III
SUPERINTENDENT

TOWN OF SAUGUS
CEMETERY DEPARTMENT
SAUGUS, MASSACHUSETTS 01906

TELEPHONE:
(781) 231-4170

Annual Report
Fiscal Year 2016
July 1, 2015 – June 30, 2016
Cemetery Department

The following information is for the fiscal year 2016.

Staffing:

John A. Falasca III is the Superintendent of the Cemetery Department. For the fiscal year the Cemetery Department had a staff of two full time employees and one part time senior clerk. One employee has been out of the office since May 2015 with a non-work related illness. We had one summer helper this year from May – August and he was hired as a part time employee in September at eight hours a week. All employees reported directly to the Superintendent. In June 2016 Michael McLaughlin retired from the Cemetery Department with 44 years of service to the town. This position is currently open.

Cemetery Commission:

The Cemetery Commissioners who are appointed by the Board of Selectmen as of April 1, 2015 are as follows: Chairperson- William Howell; Co-Chairperson- David Nelson; Members- David Ferraro, Vincent LoRusso and Nicola Nicosia. This year the commission has been working on an expansion plan for the cemetery that has the potential to add an additional 4000+ graves. Also, at the recommendation of the Superintendent the Commission voted in November 2015 to revise the cemetery fees in order to align with what other area cemeteries are charging. The new fees began on January 1, 2016.

Land Sales and Perpetual Care:

The Cemetery Department sold 16 double graves and 11 columbarium niches (includes Veterans).

Interments:

There were 57 full burial interments, 42 cremation burials and 13 cremations in the columbarium for a total of 112 interments.

We also had 1 removal of a full burial to another cemetery in Lynnfield to a family plot.

Foundations and Markers:

There were 31 foundations poured, 8 flat markers installed, 7 niche plaque settings (includes Veterans) completed and 15 Veteran flat markers installed. The department also issued 8 etching permits for stone work.

Work Orders:

We completed 82 work orders and filled 140 sinking plots with loam. Also, we removed 5 shrubs per plot owner's requests and replanted 2 shrubs to replace the ones removed. The department also completed 12 stone repairs.

Continued →



JOHN A. FALASCA III
SUPERINTENDENT

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Annual Report
Fiscal Year 2016
July 1, 2015 – June 30, 2016
Cemetery Department
Page 2

Plot Ownership Transfers/Burial Rights

The department processed 9 plot ownership transfers / burial rights requests.

Genealogy Research:

The department received 18 requests for genealogy research.

Equipment Issues:

The dump truck and pickup truck for the department are in desperate need of replacement. The Superintendent will be working on replacement options in the upcoming Fiscal Year 17.

Veteran's Cemetery and Sections:

In August 2015 the installation of four new flag poles was completed in the Veteran sections at Riverside Cemetery. We would like to thank Gordon Sheppard for his help with coordinating the purchase and installation of them.

In January the Superintendent submitted a request to the Cemetery Commission for the approval of funds to install a new flag pole at the First Parish Cemetery in Saugus Center (for Veterans Only). The Cemetery Commission voted to allot \$3000.00 from the Perpetual Care interest account to complete the purchase and installation. In May 2016 the installation of the new flag pole was completed. The new flag pole was moved from the old location behind the trees to the center of the entry so that it would be more visible to visitors. The total cost of this project was \$2,969.00.

Stone Repairs:

In August of 2015 the Cemetery Department received a request from the Historical Commission to have the old stones at the First Parish Cemetery in Saugus Center repaired for the 200th Celebration for the town. The Superintendent discussed the request with the Cemetery Commission and the Commission voted to allot \$9,800.00 from the perpetual care interest account to pay for the repairs. Aggains Construction repaired all the stones requested and completed them before the 200th Celebration on September 19th for a total of \$9,800.00.

Cemetery Space Issues:

The department continues to receive requests for pre-buys (39 pre-buy inquires received) for cemetery plots. We are not pre-selling plots to anyone due to the space issue at Riverside Cemetery. The cemetery currently has no single graves available and approximately 131 double plots are available. During the year we found that 9 double lots can not be used for burials due to drainage lines. Double plots are being sold to Saugus residents only as they are needed. We are pre-selling double niches in the north and south columbarium towers.

Continued →



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Annual Report
Fiscal Year 2016
July 1, 2015 – June 30, 2016
Cemetery Department
Page 3

FY16 Receipt Totals:

Interments	\$ 87,375.00
Land Sales	\$ 19,250.00
Columbarium Sales	\$ 4,400.00
Perpetual Care	\$ 23,650.00
Foundations	\$ 11,250.00
Fees	\$ 250.00
YEAR END TOTAL	\$146,175.00

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



ELLEN J. SCHENA
Town Clerk

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

Town Clerk's Office
Annual Report
Fiscal Year 2016

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

CLERK'S DEPARTMENT

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

The Town Clerk is the official recording secretary of Town Meeting and considered the "keeper of the records". In this capacity, 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 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, Dog Violations as well as the billing and collection of fees for all pole and conduit locations within the town and maintained these files.

- **CONFLICT OF INTEREST LAW**

The Town Clerk has the responsibility of complying with MGL Chapter 28 Acts of 2009, which mandates that the Town Clerk is required to maintain records, assuring that every municipal employee receives an updated copy of the Conflict of Interest Law Summary, MGL Chapter 268A, upon hiring or appointment to a town board or commission; and completes the online training program every two years. Upon completion of the training program, the person shall provide notice of such completion to be retained for 6 years by the Town Clerk.

- **TOWN MEETINGS**

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

Special Town Meeting Dates:

June 13, 2016

Annual Town Meeting Dates:

May 2, 2016 (1st Session)
May 16, 2016 (2nd Session)
June 6, 2016 (3rd Session)

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

- **TOWN RECORDS**

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

Birth to Residents: 273 Total
Death of Residents: 293 Total
Marriage Licenses: 122 Total

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

THE YEAR, AS RECORDS ARE FORWARDED TO THIS OFFICE AT VARIOUS TIMES FROM OTHER CITIES AND TOWNS.

Town Clerk's Office
161.00 – Clerk's Department

The following shows the expenditures for the Fiscal Year 2016:

Clerk's

Salaries Full Time	\$ 112,059.04
Educational Incentive	\$1230.86
Board Members	\$1515.30
Sick-leave Buyback	\$12,139.40
Office Supplies	\$1672.55
Rep & Maintenance Office Equipment	\$285.00
Printing/Reproduction	\$1862.91
Professional & Technical General	\$2473.10
Book Binding	\$512.65
Constable Services	\$300.00
General Supplies	\$35.48
Association Dues & Training	\$1105.50

Total: \$135,191.70

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 FY13</u>	<u>Year End FY14</u>	<u>Year End FY15</u>	<u>Year End FY 16</u>
RESIDENT LISTINGS	\$195.00	\$350.32	\$300.00	\$335.00
MARRIAGE INTENTIONS	\$3,695.00	\$3,780.00	\$3,630.00	\$3785.00
CERTIFIED COPIES	\$22,109.00	\$18,705.80	\$22,649.20	\$26,284.00
BUSINESS CERTIFICATES	\$5,035.00	\$5,080.00	\$6,660.00	\$5855.00
BUS. CERT/DISCONTINUANCE	\$180.00	\$250.00	\$60.00	
GASOLINE STORAGE PERMITS	\$1,300.00	\$1,250.00	\$1,200.00	\$1,150.00
POLE & CONDUIT FEES	\$200.00	\$400.00	\$1,200.00	
MISCELLANEOUS	\$381.35	\$596.11	\$965.07	\$3,393.52
RAFFLE PERMITS	\$275.00	\$750.00	\$700.00	
RAMP PASSES	\$760.00	\$425.00	\$125.00	
FINES	\$700.00	\$1,225.00	\$2,550.00	\$1,125.00
DOG LICENSES	\$19,759.50	\$25,385.00	\$19,338.00	\$18,090.00
DOG LATE FEES	\$1,880.00	\$2,904.00	\$3,510.00	\$2,954.00
TOTALS:	\$56,469.85	\$61,101.23	\$62,887.27	\$62,971.52

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



ELLEN J. SCHENA
Town Clerk

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Town Clerk's Office
Annual Report
Fiscal Year 2016

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Ellen J. Schena, Town Clerk
Danielle Bentley, Assistant Town Clerk
Stephanie Hardy, Temporary Election Coordinator

ELECTIONS and REGISTRATION

The Elections Department held three elections in FY '16.

- **FY 16 Election Dates:**

November 3, 2015 – Saugus Local Election

March 1, 2016 – Presidential Primary Election

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

- **BOARD OF REGISTRARS:**

Had turnover. It began with:

Marcia A. Pollack (Democrat)
 Ellen J. Schena (Republican)
 J. Brian Costin (Democrat)
 Rita VanSteensburg (Republican)

And ended with:

Joyce Toto (Republican)

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

- **REGISTERED VOTERS**

As of June 31, 2016, there were 18236 Registered Voters in the Town of Saugus, broken down as follows:

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

- **CENSUS**

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

Town Clerk's Office
162.00 – Elections and Registration

The following shows the expenditures for the Fiscal Year 2015:

<u>ELECTION AND REGISTRATION</u>	
Salaries	\$12,947.91
Board Members	\$875.00
Overtime	\$209.80
Temporary Positions	\$33,025.29
Police/Elections	\$14,365.50
Custodians/Elections	\$2,961.35
Education incentive	\$840.01
Voting Machine Maintenance	\$4775.37
Printing/Reproduction	\$7,339.00
Office Supplies	\$1055.92
Census Forms	\$4,029.67
Professional & Technical	\$65.00
Communication	
Postage	\$29.42
Resident Listing	\$3,700.00
Miscellaneous	\$65.00
<u>Total:</u>	<u>\$86,284.24</u>

**Election Summary Report
MUNICIPAL ELECTION
SAUGUS, MA**

11/04/15
12:10:02

Summary For Jurisdiction Wide, All Counters, All Races

**Official Results
November 3, 2015**

Registered Voters 17510 - Cards Cast 4522
25.81%

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

BOARD OF SELECTMEN

	Total	
Number of Precincts	10	
Precincts Reporting	10	100.0 %
Times Counted	4522/17510	25.8 %
Total Votes	17154	
Number of Uncast Votes	5446	

MARK D MITCHELL	2375	13.84%
TIMOTHY P SHEA	1204	7.01%
MATTHEW A CANTERBURY	1007	5.87%
SCOTT A BRAZIS	2593	15.11%
JEFFREY V CICOLINI	2499	14.56%
DEBRA C PANETTA	2847	16.59%
PAUL H ALLAN	1650	9.61%
JENNIFER E D'EON	2503	14.59%
STEPHEN CASTINETTI	231	1.35%
MAUREEN DEVER	209	1.22%
Write-in Votes	44	0.26%

SCHOOL COMMITTEE

	Total	
Number of Precincts	10	
Precincts Reporting	10	100.0 %
Times Counted	4522/17510	25.8 %
Total Votes	14406	
Number of Uncast Votes	8194	

JEANETTE E MEREDITH	2506	17.38%
LAURA MARIE FLYNN	1428	9.91%
JUDITH A WORTHLEY	1761	12.22%
LINDA N GAIESKI	1849	12.83%

ELIZABETH A MARCHESE	1842	12.79%
ARTHUR GRABOWSKI	1792	12.43%
PETER MANOOGIAN, SR	1946	13.50%
JOSEPH S MALONE	1272	8.82%
Write-in Votes	16	0.11%

HOUSING AUTHORITY

	Total	
Number of Precincts	10	
Precincts Reporting	10	100.0 %
Times Counted	4522/17510	25.8 %
Total Votes	2790	
Number of Uncast Votes	6250	

NICHOLAS MELANHOOK	2593	92.94%
THOMAS WHITTREDGE	106	3.80%
Write-in Votes	91	3.26%

PCT 1 TOWN MTG MBRS

	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	485/1725	28.1 %
Total Votes	1527	
Number of Uncast Votes	898	

RICHARD W GARABEDIAN	141	9.23%
F. ANN DEVLIN	235	15.39%
JOYCE C RODENHISER	227	14.87%
STACY A BILLINGSLEY	207	13.56%
CHESTER A STENTIFORD	77	5.04%
CHRISTOPHER R JONES	164	10.74%
MARC C MAGLIOZZI	139	9.10%
SHERRI RAFTERY	145	9.50%
RONALD W WITTEN	189	12.38%
Write-in Votes	3	0.20%

PCT 2 TOWN MTG MBRS

	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	453/1669	27.1 %
Total Votes	1395	
Number of Uncast Votes	870	

ROBERT J CAMUSO, SR	169	12.11%
THOMAS A FALASCA	200	14.34%
CHRISTINE M MORESCHI	204	14.62%
STEPHANIE PURACCHIO	185	13.26%

STEPHEN D SWEEZEY	185	13.26%
PETER A ROSSETTI, JR	237	16.99%
KEITH A MCCABE	211	15.13%
Write-in Votes	4	0.29%

PCT 3 TOWN MTG MBRS

	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	456/1720	26.5 %
Total Votes	1415	
Number of Uncast Votes	865	

RICHARD E THOMPSON	166	11.73%
PAUL H ALLAN	174	12.30%
S. L. CONNERS-BURKE	146	10.32%
PHILIP J RANDO	153	10.81%
DAVID S COTTAM	121	8.55%
WILLIAM B STEWART	191	13.50%
RICK A SMITH	129	9.12%
STEVEN W MURPHY	174	12.30%
ARTHUR D CONNORS, JR	158	11.17%
Write-in Votes	3	0.21%

PCT 4 TOWN MTG MBRS

	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	256/1581	16.2 %
Total Votes	791	
Number of Uncast Votes	489	

MAUREEN E WHITCOMB	97	12.26%
PATRICIA MCLAUGHLIN	146	18.46%
STEPHEN N DOHERTY	143	18.08%
WILLIAM L LEUCI	142	17.95%
ALBERT J DINARDO	140	17.70%
ROBERT J COX	119	15.04%
Write-in Votes	4	0.51%

PCT 5 TOWN MTG MBRS

	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	562/1857	30.3 %
Total Votes	1776	
Number of Uncast Votes	1034	

CYNTHIA ANNE FORDHAM	119	6.70%
BERNADETTE B GANINO	112	6.31%
LAURA Z GROARK	254	14.30%
HOPE W LONSTEIN	79	4.45%
JOSHUA L DELLHEIM	87	4.90%
BETTYANN SULLIVAN	158	8.90%
K. MCCONAGHY BRAZIS	222	12.50%
PAMELA J GOODWIN	294	16.55%
RONALD MARK WALLACE	211	11.88%
BRENTON H SPENCER	236	13.29%
Write-in Votes	4	0.23%

PCT 6 TOWN MTG MBRS

	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	488/1734	28.1 %
Total Votes	1465	
Number of Uncast Votes	975	

MATTHEW A CANTERBURY	206	14.06%
RICHARD CHRISTOPHER	154	10.51%
JOSEPH W GOLDSTEIN	206	14.06%
WILLIAM S BROWN	225	15.36%
JEAN M BARTOLO	288	19.66%
ARMAND L COUTURE,III	136	9.28%
JOSEPH ATTUBATO	248	16.93%
Write-in Votes	2	0.14%

PCT 7 TOWN MTG MBRS

	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	452/1889	23.9 %
Total Votes	1262	
Number of Uncast Votes	998	

STEPHEN F MCCARTHY	214	16.96%
KIMBERLY A POLITANO	282	22.35%
MICHAEL J PAOLINI	205	16.24%
PATRICIA A JOHNSON	205	16.24%
STEFANO D'ANNA	142	11.25%
J. BRIAN COSTIN	213	16.88%
Write-in Votes	1	0.08%

PCT 8 TOWN MTG MBRS

	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %

Times Counted	468/1802	25.9 %
Total Votes	1470	
Number of Uncast Votes	871	

ARTHUR GRABOWSKI	175	11.90%
JOIA C CICOLINI	211	14.35%
CHRISTIAN M BRENNAN	135	9.12%
JOAN I FOWLER	171	11.56%
STEPHEN M HORLICK	148	9.66%
MICHAEL COLLER	136	9.86%
EUGENE F DECAREAU	151	10.27%
THOMAS E TRAVERSE	144	9.80%
ANTHONY J LOPRESTI	196	13.33%
Write-in Votes	2	0.14%

PCT 9 TOWN MTG MBRS

	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	418/1861	22.5 %
Total Votes	1111	
Number of Uncast Votes	979	

PAUL R SULLIVAN	140	12.60%
NICHOLAS MELANCHOOK	132	11.88%
JOHN S COTTAM	190	17.10%
JONATHAN M MCTAGUE	232	20.88%
CHRISTOPHER J FINN	200	18.00%
DANIEL M KELLY	213	19.17%
Write-in Votes	4	0.36%

PCT 10 TOWN MTG MBRS

	Total	
Number of Precincts	1	
Precincts Reporting	1	100.0 %
Times Counted	484/1672	28.9 %
Total Votes	1369	
Number of Uncast Votes	1051	

MICHAEL J SERINO	301	21.99%
DARREN S RING	174	12.71%
JAMES A TOZZA	137	10.01%
JOHN F COBURN	173	12.64%
MARTIN J COSTELLO	144	10.52%
PETER MANOOGIAN, SR	271	19.80%
STEVEN C DIVIRGILIO	163	11.91%
Write-in Votes	6	0.44%

Election Summary Report Date:09/08/16
 STATE PRIMARY Time:20:58:56
 SAUGUS, MA Page:1 of 3
 Summary For Jurisdiction Wide, All Counters, All Races
 Unofficial Results
 September 8, 2016

Registered Voters 18244 - Cards Cast 2712 14.87%

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

REP in CONGRESS	DEM	Total
Number of Precincts		10
Precincts Reporting		10 100.0 %
Times Counted	2056/5541	37.1 %
Total Votes		1598
Number of Uncast Votes		458
SETH MOULTON	1572	98.37%
Write-in Votes	26	1.63%

REP/GEN CT 9th Essex	DEM	Total
Number of Precincts		8
Precincts Reporting		8 100.0 %
Times Counted	1768/4418	40.0 %
Total Votes		1705
Number of Uncast Votes		63
JENNIFER MIGLIORE	1281	75.13%
SARITIN E RIZZUTO	419	24.57%
Write-in Votes	5	0.29%

COUNCILLOR	DEM	Total
Number of Precincts		10
Precincts Reporting		10 100.0 %
Times Counted	2056/5541	37.1 %
Total Votes		1719
Number of Uncast Votes		337
TERRENCE W KENNEDY	1243	72.31%
STEPHEN BORELLI	373	21.70%
RICHARD J DIMEO	101	5.88%
Write-in Votes	2	0.12%

SHERIFF	DEM	Total
Number of Precincts		10
Precincts Reporting		10 100.0 %
Times Counted	2056/5541	37.1 %
Total Votes		1847
Number of Uncast Votes		209
WILLIAM CASTRO	72	3.90%
KEVIN F COPPINGER	782	42.34%
MICHAEL J MARKS	407	22.04%
EDWARD J O'REILLY	437	23.66%
JERRY P ROBITO	78	4.22%
PAUL L.D. RUSSELL, JR	66	3.57%
Write-in Votes	5	0.27%

SEN in GENERAL COURT	DEM	Total
Number of Precincts		10
Precincts Reporting		10 100.0 %
Times Counted	2056/5541	37.1 %
Total Votes		1545
Number of Uncast Votes		511
THOMAS M McGEF	1535	99.35%
Write-in Votes	10	0.65%

REP in CONGRESS	REP	Total
Number of Precincts		10
Precincts Reporting		10 100.0 %
Times Counted	651/1911	34.1 %
Total Votes		71
Number of Uncast Votes		580
Write-in Votes	71	100.00%

REP/GEN CT 16th Suffolk	DEM	Total
Number of Precincts		2
Precincts Reporting		2 100.0 %
Times Counted	288/1123	25.6 %
Total Votes		228
Number of Uncast Votes		60
ROSELEE VINCENT	228	100.00%
Write-in Votes	0	0.00%

COUNCILLOR	REP	Total
Number of Precincts		10
Precincts Reporting		10 100.0 %
Times Counted	651/1911	34.1 %
Total Votes		64
Number of Uncast Votes		587
Write-in Votes	64	100.00%

Annual Report 2016

The Saugus Conservation Commission conducts business under Massachusetts General Laws, Chapter 131, Section 40 and under Town of Saugus Bylaw Article 508. The Commission, again, saw significant activity during 2016.

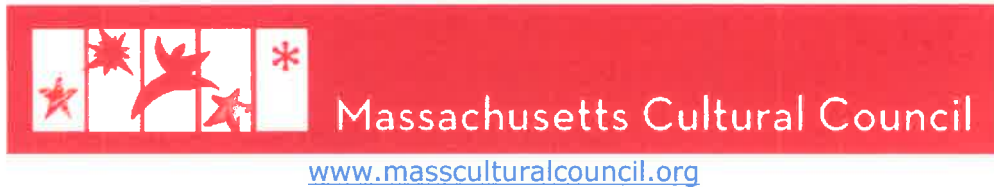
The Commission held 18 public meetings during the past Fiscal Year. At these meetings there were 9 Public Hearings, most of which were continued for at least one meeting and in some cases several months of hearings. Rimmer Associates and DCR continue to attend meetings every few months to update the Commission about the I95 sand removal and the progress of the restoration. These updates were requested by the Commission as a means of knowing what is going on with all the different agencies. The sand removal has been completed and DCR has fully completed the walking trail along the I95 embankment. Plantings and hydro seeding were done with the hope all will take and thrive but the Commission will continue to monitor the growth and will request enhancement to the area as needed. Unfortunately, the I95 restoration project appears to have stalled. While the project was submitted through MEPA, continued coordination with regulatory authorities and project partners continued to demonstrate a desire to re-evaluate key protect components through continued modeling and feasibility. We are optimistic the project has not been scrapped just detained. The Commission heard many requests for a Determination of Applicability, which were deemed negative, and did not require a further filing. The Commission reviewed work on one ANRAD which did receive the accompanying ORAD. There were many requests for modifications to previously issued Orders of Conditions, which were found to be non-significant and required no additional action to be taken. The Commission issued many Orders of Condition and Certificates of Compliance upon completion of work. There were multiple occasions for residents or businesses to appear before the commission for discussion of problems or projects. The Commission continues to work, tirelessly, to protect a parcel of land owned by the SCC and is working with the abutting neighbors to stay in compliance of property boundaries and issues with disposing of trash.

Violations of the Wetlands Protection Act and Town of Saugus Wetlands Bylaw continue to occur in town. The Conservation Officer went on 185 site visits, some of which were for building permits and deemed unnecessary for the applicant to come before the Commission. Other visits were for fill permits and several as a result of complaints. His site visits were also to check on approved Notices of Intent to verify they were in compliance with their Orders of Condition. It was necessary for the Conservation Officer to address conservation violations by letter and issued one Enforcement Orders, as well as investigating and issuing Emergency Certifications. The Enforcement Order was contested and had to be settled in court. The Conservation Officer attended multiple meetings regarding conservation issues, both in the office and at Town Hall and other locations. He was asked, and currently serves, on the Open Space Committee, along with many other members of the Town community. He responded to, roughly, 197 telephone calls for information requests and problems in conservation areas. He had over 205 contractors visit our office to get advice about future filing on Notices of Intent and as to what they can do under their existing NOI's, as well as site visits.

The Commission was very sad to see Albert D. Trifone, Chairman, resign from his position and from the Commission due to work conflicts. On the other side, the Commission is pleased to welcome a new Commission member, Michael A. Coller. Although Mr. Coller has only been on the Commission since June 30th he has proven to be a valued member.

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

Stephanie A. Puracchio, Clerk – February 2, 2017



SAUGUS CULTURAL COUNCIL ANNUAL REPORT

The 2015-2016 Cultural Council is comprised of seven volunteer members. Mila Moschella, Chair, Stephen Rich, Secretary, Tracey Hynes, Treasurer, Val Kappa, Social Media Coordinator, Judy Worthley Publicity Coordinator, Chester Stentiford, Publicity, and William Ferringio, Advocacy Coordinator. The committee held their regular meetings in January, April, June, September and November.

The Saugus Cultural Council convened its annual voting meeting to award the 2017 Grants on Wednesday November 9, 2016. The committee received a total of twenty-two applications and they represented programs for people of all ages and various segments of the arts. The Committee was able to fully fund four children's program, three teen programs and one adult program for the library, two programs for the senior citizens as well as six programs for the residents of two local nursing homes and three programs for The Saugus Friendship Club. The Cultural Council committed to raising our profile through social media and published a Facebook Page. We posted news and pictures and established a following. We also actively reached out to the residents of Saugus and held a Community meeting on June 8, 2016. We garnered some interested residents as well as several selectman and school committee members. We had a productive discussion and an interesting exchange of ideas and subsequently the selectman and school committee respectively, announced our mission and grant cycle application process at their next meeting. As a result, the Cultural Council received applications from first time applicants. These included fully funding two programs for residents titled Native American Artifacts and Birds of Prey to be held at the Saugus Public Library, Open Space Map Art to be held at Breakheart Reservation and one for the Theatre Company-Youth Summer Theatre Workshop. It continues to be the mission of the Committee to support the varied groups within the Town of Saugus. The Saugus Cultural Council met their goal and concluded another successful Grant Cycle.

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

The committee looks forward to the work for the 2018 grant cycle and continues to remain committed to funding programs that have clarity of purpose, encourage community involvement and contribute to the cultural vitality of Saugus.

Respectfully submitted,

A handwritten signature in black ink that reads "Mila J. Moschella".

Mila J. Moschella, chair

To: Honorable Board of Selectman

From: Chief Michael Newbury

Date: February 9, 2016

SAUGUS FIRE DEPARTMENT/EMEGENCY MANAGEMENT 2015 ANNUAL REPORTS

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

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

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

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

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

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

During the calendar year 2015 the Saugus Fire Department responded to 4635 incidents. A breakdown of responses is included in this report. Also included is a group roster showing each

firefighter and what group they work under and a total of what we received in revenue for permits.

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

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

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

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

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

Very truly yours,

Chief Michael C. Newbury
Saugus Fire Department
Emergency Management Director

SAUGUS FIRE DEPARTMENT GROUP ROSTER 01/2016

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

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

2015 FIRE DEPARTMENT SURVEY
TOTAL RUNS: 4635

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

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

FIRE DEPARTMENT

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

TOWN OF SAUGUS BOARD OF HEALTH ANNUAL REPORT

JULY 1, 2015 – JUNE 30, 2016

Board of Health

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

Board of Health Members:

- William Heffernan, Chairperson
- Joia Cicolini
- Lena DeMiles
- Heidi Raggucci
- Vacant

Director of Public Health:

- David J. Greenbaum, R.S.

Public Health Nurse

- Mary McKenzie

Clerk of the Board:

- Lisa DeDomenico

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

Board of Health Structure

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

Significant staff changes in FY16 include, the departure of the previous Director of Public Health, Frank Giacalone in November 2015 and in February of 2016 David Greenbaum, RS began

as the new Director of Public Health. Public Health Nurse, Louise Bucchiere, resigned in March of 2016 and new Public Health Nurse, Mary McKenzie began in June of 2016.

Department Staff

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

Role of the Board of Health

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

Permits and Inspections

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

FY 2016 Permits Issued			
Type	Number	Type	Number
Animal Keeper	23	Mobile home park	3
Body art facility	3	Hotel/Motel	7
Body art practitioner	18	Pool / spa	18
Caterer	1	Recreational camps	3
Fill permits	8	Residential kitchen	0
Food permits	231	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	29
Mobile food	2	Waste Hauler	23
Total Permits		463	

FY 2016 Inspections and Activities			
Type	Number	Type	Number
Animal Keepers	29	Ice Skating Rinks	0
Body Art Establishment	1	Lead Paint Determinations	0
Body Art Practitioner	1	Meetings	39
Clinics/HHW/Other	4	Motel Inspections	0
Court Hearings	3	Mobile Home Inspections	1
Environmental Complaints	26	Mobile Unit/Push Cart	1
Food Complaints	26	Recreational Camps	9
Food Borne Illness Investigations	5	Retail Food Discussions	6
Food Service Discussions	52	Retail Food Inspections	69
Food Service Inspections	321	Retail Food Re-Inspections	0
Food Service Re-Inspections	93	Rodent Complaints	43
General Nuisance Investigations	31	Seminars	17
Grease Trap Inspections	3	Swimming Pools	26
HACCP plan verification	10	Septic/Soil/Title V	3
Housing Inspections	28	Tanning Inspections	1
Housing re-inspections	15	Temporary Food Inspections	22
Illegal Dumping	1	Trash Complaints	119
Total Inspections		1005	

Public Health Nursing

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

Medical: Electronic Laboratory Reporting

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

known as the Massachusetts Virtual Epidemiologic Network (MAVEN). The DPH model is one of the first in the country to be both certified and operational for ELR.

COMMUNICABLE DISEASE REPORT		
DISEASE	STATUS	CASES
Campylobacteriosis	CONFIRMED	12
Cryptosporidiosis	CONFIRMED	1
Giardiasis	CONFIRMED	1
Group A streptococcus	CONFIRMED	1
Group B streptococcus	CONFIRMED	2
Haemophilus influenzae	CONFIRMED	1
Hepatitis B	CONFIRMED	2
Hepatitis C	CONFIRMED	16
Influenza	CONFIRMED	34
Measles	CONTACT	7
Legionnaire's Disease	CONFIRMED	1
Pertussis (and other Bordetella species)	CONFIRMED	5
Salmonellosis	CONFIRMED	6
Streptococcus pneumoniae	CONFIRMED	2
TB-LTBI – ACTIVE	CONFIRMED	1
TB-LTBI – LATENT	CONFIRMED	18
TOTAL DISEASE SURVEILLANCE		110

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.

Activities of the Board of Health

Member Organizations

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

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

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

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

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)

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

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 no major violations were noted.

Policy Development and Education

Bioterrorism/Emergency Preparedness

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. 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

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

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

Policy:

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

Compliance Checks:

Date	No. of Establishments Checked	Compliance Achieved
7/20/15	21 establishments were checked	86% rate was achieved
12/3/15	22 establishments were checked	91% rate was achieved

Inspections and Pricing Surveys:

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

Violations occurred in the following establishments:

Establishment	Address	Amount	Offense
Polo Gas	50Hamilton Street	\$ 100.00	1st
Santos Mobil	2 Essex Street	\$ 200.00	2 nd + 7-day suspension
Speedway	220 Broadway	\$100.00	1 st

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

Staff Training

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

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

Trainings, conferences and credential workshops to maintain current certifications:

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

Revenues Collected:

Revenue/Permit Type	FEE
ANIMAL PERMIT	1,553
BODY ART FACILITY	750
BODY ART PRACTITIONER	2,825
BURIAL PERMIT	1,170
CATERING PERMITS	160
FILL/LANDFILL PERMIT	300
FOOD PLAN REVIEW FEE	300
FOOD SERVICE PERMIT	30,309
FROZEN DESSERTS PERMIT	1,080
FUNERAL DIRECTOR PERMIT	400
ICE CREAM PERMIT	600
MEDICARE REIMBURSEMENTS	2,358.09
MILK PERMITS	1,090
MISCELLANEOUS (432000 & 445000)	1,550
MOBILE FOOD PERMITS	100
MOTEL CABIN PERMIT	3,225
RECREATIONAL CAMP PERMIT	800
RETAIL FOOD PERMITS	11,242
SEPTIC HAULER PERMIT	3,600
SEPTIC INSTALLER PERMIT	200
STATE INSPECTION FEE	50
SWIMMING POOL PERMIT	1,400
TANNING SALON PERMIT	750
TOBACCO PERMIT	3,000
WASTE HAULER PERMIT	2,800
	\$71,612.09

FY2016 Revenues Collected: \$71,612.09

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



Town of Saugus Historical Commission

Town Hall
298 Central Street
Saugus, MA 01906

ANNUAL REPORT FOR 2016

[Note: This report covers calendar year 2016 rather than fiscal year 2016.]

In June 2016 the Town Manager appointed Thomas D'Eon, Jr., to fill the vacancy which had existed since the passing of Robert Sacco in 2014, thus bringing the Saugus Historical Commission to its full complement of seven members.

Round Hill Historic Site

Much of the work of the Commission in 2016 focused on the on-going project to establish the Round Hill Historic Site at the foot of Round Hill. Thanks to the generosity of Richard Salvo of Engineering Alliance and David Dwyer of Otte & Dwyer, the final plans for the site were completed and laid out. In July, Wheelabrator agreed to have its landscape contractor do the necessary site preparation work, including excavation for the concrete work. This work, including the placement of the gravel base, was completed in late fall.

The Department of Public Works provided assistance to the project during the year with the installation of a water service which will feed the site irrigation system which Water Works has agreed to donate and install. Following approval by the Tree Committee, the DPW also removed several non-significant trees in the area where the concrete is being placed. Because of other commitments in November, the DPW was unable to install the formwork for the concrete. It is hoped that this can be accomplished in early April so that concrete, which is being donated by Aggregate Industries, can be placed.

Once the concrete is placed, the irrigation system will be installed and final grading/seeding accomplished. At that time, the restored ornamental fence will be installed, along with the interpretive sign. Also to be installed is the granite obelisk produced by Swenson Granite along with two granite benches. All of these items have been purchased by the Commission and are stored with their respective vendors.

The Round Hill site will be the location for the Saugus Bicentennial Time Capsule. The Anniversary Commission has purchased the commemorative plaque which will be placed over the capsule.

It is the Commission's hope that a suitable dedication ceremony for Round Hill can take place in May.

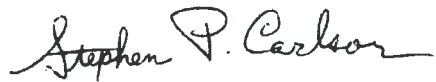
As part of its on-going efforts, the Commission in July and August issued a press release resulting in favorable coverage in local newspapers. It also provided Round Hill neighbors with an update on the project.

Other Activities

During the year, the Commission provided comments under either Section 106 of the National Historic Preservation Act or the Massachusetts Environmental Policy Act on a number of projects. In particular, the Commission was pleased that in response to our comments the proponent of the Essex Landing project agreed to retain the iconic orange dinosaur as a part of the project.

The Commission toured the Boardman House in August and entered into discussions with Historic New England with respect to various structural issues at that National Historic Landmark. As a result of these discussions, Historic New England agreed to undertake a structural evaluation and to meet again with the Commission in the spring of 2017 to inform it of how Historic New England plans to address the situation so that the house can again be safely open to visitors.

In September the Commission, as part of the Essex National Heritage Area Trails to Sails program, offered a free tour of Saugus Center.

A handwritten signature in black ink that reads "Stephen P. Carlson". The signature is written in a cursive style with a large, stylized initial "S".

Stephen P. Carlson
Chair

Saugus Housing Authority

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

From July 1, 2015 through June 30, 2106 the Board of Commissioners was comprised of: William Stewart, Chairman; Dottie Bockus, Resident Commission and Treasurer; Nicholas Melancook, Vice Chairman; Fae Saulenas, Assistant Treasurer; Peter DePlacido, State Appointee and Commissioner, and Thomas Whittridge, Commissioner.

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

1. Federal Low Rent Public Housing - Heritage Heights

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

2. State Elderly Public Housing,

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

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

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

3. State Family Public Housing,

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

4. State Chapter 689 Housing,

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

5. Section 8 Housing Choice Voucher Program.

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

Information about the Saugus Housing Authority

The Saugus Housing Authority receives no monetary benefit from the Town of Saugus. The property owned by the Saugus Housing Authority is exempt from local real estate Taxes. The Authority makes a payment in lieu of taxes equal to 10% of the rental income charged less annual utility expenses for all of its properties constructed with and funded by HUD. State funded scattered site units make payments in lieu of real estate taxes equal to ½ of the Municipality's tax rate plus \$100 multiplied by the number of available bedrooms. The payment in lieu of taxes for the year ended December 31, 2015 was \$42,620.

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.

Human Resources

FY16 Annual Report

The Human Resources Office is staffed by 2 full time employees:

Lisa R. Crowley, Director of Human Resources

TBD, Benefit Administrator

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, 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.

The office had a very busy year with recruitment. There have approximately 4 new hires within the Town due to retirements and replacement of staff. We are also actively recruiting for approximately 11 more open positions. We have a great staff and welcome the new employees.

We also handle all work related injuries for Town/School employees. We process, track and manage our Police and Fire injured-on-duty medical coverage claims working closely with Cook & Company for proper handling (in 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, ADA, 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. We are also involved in all Union Negotiations currently in process.

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.

Our Director actively works with our Labor Attorney and Outside Attorneys on all litigation. She has also been working closely with the School Department's Human Resource Office to ensure proper processing of Benefits, LOA's, Retirements, Terminations, UNEMP, Claims and the like.

We are actively involved in the Wellness Committee and our commitment to keeping the employees of Saugus healthy. We participated in a Wellness Challenge this summer (**The Fitbit Challenge**) where we competed with many surrounding Towns

and took 1st Place with a \$10,000 award to go towards “**wellness programs**” for our Employees. We also offered Yoga, Zumba and various cooking demonstrations for our employees throughout the year.

All in the efforts for a healthier YOU.

The Human Resources Department is an essential part of the Town because it touches every department and each employee, as well as, our residents on some occasions.

Statistics

Summary of Health Insurance Enrollment (June 2016 Data)

# of active employee enrolled in Town Health Insurance Plan	527
# of retired Town Employees and Retired Teachers enrolled in Town Health Insurance Plan	615

Summary of Life Insurance Enrollment (June 2016 Data)

# of active employees enrolled in Life Insurance	334
# of retired Town and School employees enrolled in Life Insurance	329

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, 2015 – JUNE 30, 2016

BUILDING DEPARTMENT

NEW CONSTRUCTION

RESIDENTIAL

MONTH	NUMBER OF PERMITS	AMOUNT OF FEES
July 2015	4	15,485.00
September 2015	1	3,600.00
October 2015	1	3,025.00
November 2015	1	4,792.00
January 2016	2	4,424.00
February 2016	1	3,900.00
March 2016	3	10,375.00
April 2016	2	6,820.00
GRAND TOTAL	15	52,421.00

NEW CONSTRUCTION

COMMERCIAL

\$0.00

TOTAL RESIDENTIAL REVENUE	908	286,958.00
TOTAL COMMERCIAL REVENUE	132	221,448.00
TOTAL NEW CONST. RESIDENTIAL	15	52,421.00
TOTAL NEW CONST. COMMERCIAL	0	0.00

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BUILDING DEPARTMENT
FISCAL YEAR END REPORT
JULY 1, 2015 – JUNE 30, 2016

BUILDING DEPARTMENT

RESIDENTIAL

<u>MONTH</u>	<u>NUMBER OF PERMITS</u>	<u>AMOUNT OF FEES</u>
July 2015	110	39,451.00
August 2015	88	28,589.00
September 2015	83	21,186.00
October 2015	105	32,399.00
November 2015	75	25,803.00
December 2015	86	19,210.00
<hr/>		
January 2016	52	22,746.00
February 2016	38	10,108.00
March 2016	78	25,338.00
April 2016	80	22,706.00
May 2016	93	19,660.00
June 2016	92	19,761.00
<hr/>		
GRAND TOTAL	908	286,958.00
<hr/>		

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BUILDING DEPARTMENT
FISCAL YEAR END REPORT
JULY 1, 2015 – JUNE 30, 2016

BUILDING DEPARTMENT

COMMERCIAL

<u>MONTH</u>	<u>NUMBER OF PERMITS</u>	<u>AMOUNT OF FEES</u>
July 2015	15	39,266.00
August 2015	14	11,587.00
September 2015	10	24,061.00
October 2015	16	15,707.00
November 2015	11	6,776.00
December 2015	7	15,317.00
January 2016	9	10,227.00
February 2016	9	3830.00
March 2016	12	10,518.00
April 2016	10	8785.00
May 2016	10	6696.00
June 2016	9	68,678.00
GRAND TOTAL	132	221,448.00

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Plumbing:

Sheetmetal	\$ 6,460.50
Drainlayer	\$ 2,300.00
Sewer	\$ 37,395.00
Plumbing	\$ 24,939.00
Gas	\$ 16,626.00

Inspectional Services

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298 CENTRAL STREET Suite #6
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Fred Varone
Building Commissioner/ Zoning Officer

Telephone: (781) 231-4116

FISCAL YEAR END REPORT
JULY 1, 2015 – JUNE 30, 2016

<u>DEPARTMENT</u>	<u>NUMBER OF PERMITS</u>	<u>AMOUNT OF FEES</u>
Electric:		
July-15	90	\$7,727.00
August-15	67	\$6,852.00
September-15	79	\$8,485.00
October-15	65	\$7,066.00
November-15	71	\$6,794.00
December-15	91	\$8,688.00
January-16	74	\$6,589.00
February 16	55	\$5,449.00
March-16	68	\$7,393.00
April-16	62	\$5,613.00
May-16	80	\$7,740.00
June-16	60	\$4,475.00
TOTAL	862	\$82,871.00

Inspectional Services



295 Central Street, Saugus, MA 01906
792.231.4168 ~ sau@noblenet.org
www.sauguspubliclibrary.org

TO: Saugus Board of Selectmen
DATE: February 16, 2017
RE: FY16 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.

FY16 saw the year-long Library Director search culminate in the hiring in April 2016 of Brian Hodgdon, formerly of the Windsor Public Library, VT and the Public Library of Brookline, MA. Interim Library Director Mary O'Connell ably led the library in collaboration with the Board of Trustees for the first 10 months of the year, securing re-certification from the Massachusetts Board of Library Commissioners. Amy Melton and Nicole Correa were also hired to the vacated full- and part-time Children's Librarian positions. By the end of the year, the library employed 17 staff members, including eight professional librarians, four of whom were full-time. The library also benefited from the generosity of 29 community volunteers who donated over 1,500 hours of their time shelving materials, creating vibrant displays and performing other essential tasks.

The FY16 library appropriation was \$609,047, of which 8.5% went unspent, due in large part to the budgeted Director's salary being unused through most of the year. The total salaries expenditure was \$417,111. The total expenditure for all print and digital collections, NOBLE network membership and library supplies was \$139,787.

Total circulation activity reached 121,127 in FY2016, including 4467 downloads of eBooks and digital audiobooks and 15,298 items lent in 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 11,523 items throughout the year. While the total number of library visits declined by roughly 4% to 97,981 this year, the SPL added nearly 700 new cardholders for a total of 13,786, and the number of quality reference transactions – including research help and technical assistance – increased by more than 14% to 9,689.

The library hosted 523 ongoing programs and special events for children and 33 for adults and young adults in FY16, with 10,831 in attendance. For children, these included story times, music and rhyming, craft construction, hands-on gardening instruction with the Saugus Garden Club, partnership with the Shining Stars Learning Center in Saugus for family playgroups and activities, a sewing class, as well as special performances and author visits. Adults availed themselves of personalized computer instruction, adult coloring meet-ups, resume help, knitting group and book discussion group meetings and special programs on edible gardening and a visit from a local acting company. Young adults enjoyed pastel painting instruction, a henna tattoo workshop, robot construction and a poetry contest.

Special thanks to the New Friends of the Saugus Public Library, the Foundation for the Saugus Public Library and the Saugus Cultural Council for their robust financial support of programming at the library. In addition to programming, the New Friends provided funding for events scheduling software and the museum pass program, which distributed 663 discount passes to popular area museums and institutions. The Foundation purchased new furniture for the Children's room, genealogy research software and funded the redesign and construction of our new library website which allows patrons to easily access library services online.

The library Board of Trustees began the year with Chair Matthew Canterbury, Vice-Chair Debra Dion Faust, Secretary Kimberly Lovett, Michael Collier, Cynthia Fordham and Gail Murray. Canterbury and Lovett's terms expired in March 2016; Laura Flynn and Roseann Luongo were appointed to 3-year terms. New officers were elected on June 6, 2016, including Chair Debra Dion Faust, Vice Chair Laura Flynn and Secretary Roseann Luongo.

Respectfully Submitted,

Brian J. Hodgdon
Library Director

Summary of Paid_Issued 2016.xlsx

ViolationCode	Violation Description	# issued	# paid	Violations Issued	Violations Paid
0	00-Voided Tickets	122	125	\$ -	\$ -
1	01-Meter Violation	1	0	\$ 25.00	\$ -
3	03-Overtime-No Meter	1	1	\$ 30.00	\$ -
4	04-No In Marked Space	4	6	\$ 125.00	\$ 140.00
5	05-Over 12 inches from curb	3	2	\$ 275.00	\$ 140.00
6	06-Wrong Direction	3	8	\$ 100.00	\$ 145.00
7	07-Parked Over 48 Hours	0	0	\$ -	\$ -
8	08-Restricted	123	131	\$ 3,075.00	\$ 3,040.00
9	09-Block Driveway	6	2	\$ 175.00	\$ 40.00
10	10-<20Ft Intersection	19	20	\$ 475.00	\$ 405.00
11	11-Bus Stop	5	15	\$ 125.00	\$ 40.00
13	13-<10Ft Hydrant	2	3	\$ 125.00	\$ 160.00
14	14-Block Traffic	2	6	\$ 125.00	\$ 100.00
15	15-Double Parking	0	0	\$ -	\$ -
16	16-Fire Lane	113	174	\$ 5,455.00	\$ 6,115.00
17	17-Street Cleaning/Snow	57	50	\$ 4,850.00	\$ 3,120.00
18	18-Permit Parking	11	5	\$ 250.00	\$ 65.00
19	19-Snow Emergency	5	11	\$ 400.00	\$ 660.00
20	20-Crosswalk	3	6	\$ 150.00	\$ 250.00
21	21-Sidewalk	67	58	\$ 3,175.00	\$ 2,490.00
22	22-Handicap Ramp	3	3	\$ 650.00	\$ 50.00
23	23-HP/DV Parking	236	278	\$ 32,150.00	\$ 18,590.00
24	24-Other \$25.00	1	2	\$ 25.00	\$ 55.00
25	25-Other \$50	2	1	\$ 180.00	\$ 85.00
TOTALS		789	907	\$ 51,940.00	\$ 35,690.00



Town of Saugus, Massachusetts

PLANNING BOARD

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

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 2017

MEMORANDUM FOR SAUGUS TOWN MANAGER, SCOTT CRABTREE

SUBJECT: Fiscal Year 2016 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 2015-2016

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

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 2017

To: Town Manager, Board of Selectmen, Town Moderator

From: Peter A. Rossetti, Jr., Chairman

Subject: 2016 Annual Report

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

I. The Planning Board membership consisted of:

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

II. Ongoing Definitive Subdivision Projects July 2015 – June 2016

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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Nancy Stead, *Clerk*

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

February 2017

Saugus Planning Board 2016 Annual Report Continued

- III. Public Hearings for New Definitive Subdivision Approval July 2015 – June 2016
Total 0
- IV. Public Hearings for Completed Subdivisions Conveyed to the Town – Form K
July 2015 – June 2016
Total 0
- V. Public Hearings for New Site Plan Review Permit Approvals July 2015 – June 2016
Total 3
- 777 Broadway Rt. 1 S. - Friendly's
515 Rear Main Street - Solar Panels
832 Broadway, Rt.1 N. - Woodsprings Suites
- VI. Public Hearings on Zoning Articles – Recommendation to the Annual and Special
Town Meeting July 2015 – June 2016
Total 0
- VII. Public Hearings to Return to the Board of Appeals Repetitive Petitions July 2015 –
June 2016
Total 0
- VIII. Public Hearings to Return to the Board of Selectmen Repetitive Petition July 2015 –
June 2016
Total 0



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

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DOROTHY POPPE
Joseph Attubato, *Associate Member*

February 2017

Saugus Planning Board 2016 Annual Continued

IX. Public Hearings for Hillside Protection Special Permit Approvals July 2015 – June – 2016
Total 5

25 Bisbee Road
4 Nickole Circle
832 Broadway Rt. 1 North – Woodsprings Suites
32 Birch Brook Avenue
Essex Landing - Rt. 1 South Collins Avenue and Broadway

X. Amendments to the Planning Board Operating Procedures July 2015 - June 2016
Total 1

Fee set for Master Plan Proposal Review

XI. Amendments to the Planning Board Subdivision Rules and Regulations July 2015 – June 2016
Total 0

XII. Approval Not Required Plans - ANR - July 2015 - June 2016
Total 6

Lynnfells Parkway
22-24 Iron Works Way
832 Broadway
Walden Terrace
Adams Avenue
12 Austin Street

Town of Saugus, Massachusetts
Department of Planning and Development

FY16 Annual Report
July 1, 2015 – June 30, 2016

MISSION

The mission of the Town's planning and development department is to raise quality of life standards by strengthening the community's economy through aggressive pursuit of development opportunities, enhancing access to open space, promoting the town's assets and improving the built environment.

NARRATIVE

Upon the departure of the town's former coordinator of economic development in February 2016, Town Manager Scott C. Crabtree announced, with support from the Board of Selectmen, Finance Committee and Town Meeting, the creation of a new Planning and Development Department. Building on the body of work prepared by the former coordinator, the new Planning and Development staff has advanced several initiatives since beginning work in August - September 2016. These activities fall outside the FY16 timeframe.

The department is fostering working relationships with members of Town Meeting, Board of Selectmen, Planning Board, and Town Manager's Economic Development Committee. Similarly, the department is building strategic partnerships with the town's civic and business leaders, which are instrumental to developing a quality growth strategy for the community. Using industry best practices and engaging town leaders in a transparent review process, such as the Town Manager's Development Plan Review Committee, the department will ensure residents' interests are being represented at every level of planning and development.

PROJECT PORTFOLIO

Housing Production Plan

Creating and maintaining a Housing Production Plan (HPP) helps policymakers and developers chart changes in the town's demographics and housing inventory. The HPP developed by the town of Saugus, in partnership with Metropolitan Area Planning Commission, helps town government and residents to better understand gaps in the housing market, establish development goals, and adopt strategies to achieve them.

FY16 Actions included convening a forum to solicit public input to help facilitate and guide the process. The project was managed by the new Town Planner and the document was presented to the Town Manager in its final format in December 2016. As of the date of the filing of this Annual Report the document is available on the town's website. The remaining procedural step is to present the findings formally to the town's Planning Board and submit a copy to the state's Department of Housing and Community Development.

Green Communities

Beginning in FY14, the Town of Saugus sought designation as a Green Community by the state's Executive Office of Energy and Environmental Affairs. The program provides funding to municipalities to pursue energy efficiency and renewable energy initiatives.

In FY16, the town was awarded approximately \$208,000. In addition to purchasing 2 new energy efficient vehicles to replace an aging fleet, the town identified two school buildings to improve lighting and reduce energy consumption. Siemens and Energy Management Company were identified as qualified vendors to provide analysis and make changes. Estimated savings from improvements is expected to exceed \$38,000 annually.

The department's next steps in FY17 include identifying additional municipal buildings to audit and improve. The town will monitor the fleet and may pursue further replacements if necessary.

Energy Reduction Plan

To support the town's Green Communities initiatives, the department partnered with MAPC and Siemens to create a plan to reduce the town's energy baseline. MAPC provided approximately \$17,000 in technical assistance to prepare the plan. The final document was submitted to the Town Manager in September 2015.

Solar Overlay

Further supporting the town's effort to capture savings and reduce energy consumption, the Town Meeting passed a Solar zoning by-law allowing large ground-mounted solar photovoltaic installations located at the former landfill site. The 1.2 MW array, located at 515 Main Street and constructed and managed by Ameresco, is expected to become operational in FY17 and will produce low cost energy for the town.

RiverWalk

In FY14, the Town Manager's Economic Development Committee undertook a series of visioning sessions to craft a plan for the Saugus Riverfront. A shared public opinion for a vibrant waterfront was emergent. Last year, the Town Meeting adopted the Economic Development Committee's recommendation for a zoning by-law overlay district to encourage mixed use development and economic activity at the waterfront.

The RiverWalk project is supported by \$120,000 grant provided by Seaport Council awarded in 2014. Additional funds were provided to the town by the Massachusetts Gaming Commission and Massachusetts Environmental Trust. During FY16, the town engaged Apex Companies to conduct a feasibility study. The draft report was made available to the Town Manager and public in September 2016.

In FY17 the department will work with state agencies and strategic partners to conclude the feasibility study.

Cliftdale

Beginning in January 2015, the Urban Land Institute conducted a Technical Assistance Panel. The panel convened stakeholders, community leaders and a group of planning, design, engineering, and development professionals to identify issues, constraints and opportunities expressed by businesses in Cliftdale Square.

In November 2016, the town authorized a Cliftdale Market Analysis in order to provide a strong foundational base of information to help guide future revitalization activities and

potential rezoning efforts. Using this information, the department will work with civic and business leaders to implement recommendations.

Open Space Plan

The town submitted a draft Open Space Plan to the Executive Office of Energy and Environmental Affairs in 2012. The plan was conditionally approved through July 2017. Throughout FY16, the town strived to secure technical assistance funding to address the 16 outstanding items in the draft plan.

The new Town Planner has taken the lead, along with MAPC, to convene committee meetings, collect public input and prepare the document for public release in early FY2017.



Saugus Police Department

Annual Report

01/01/16 – 12/31/16

During the year 2016, the Saugus Police Department responded to 25,219 calls. The following is a breakdown of these calls:

Accidents	1115
Alarms	1555
Crimes Against Persons	268
Crimes Against Society	2649
Crimes Against Property	965
Services	12988
All Other	5679

The Police Department initiated **1958 incident Reports**, made **379 Arrests**, applied for **697 Hearings**, Summonses or Warrants. They served **150 Restraining Orders** and investigated **515 Motor Vehicle Accidents**. The department also received **875** pieces of property to be logged into records as evidence, found property or property held for safe keeping.

There were 2071 traffic citations issued:

Civil Violations	756
Warnings	521
Verbal Warnings	5
Citation Arrests	178
Criminal Citations	611

The fine total for these citations prior to court settlement was **\$66,265.00**.

There were 826 parking tickets issued for fines totaling **\$87,275.00**

There was 1 fatal motor vehicle accident noted in Saugus during the year 2016

There were 44 arrests / complaints made for O.U.I. (Operating Under the Influence of Alcohol or Drugs) and 24 people placed into Protective Custody

The Saugus Police Department also arrested a total of 11 Juveniles during 2016.

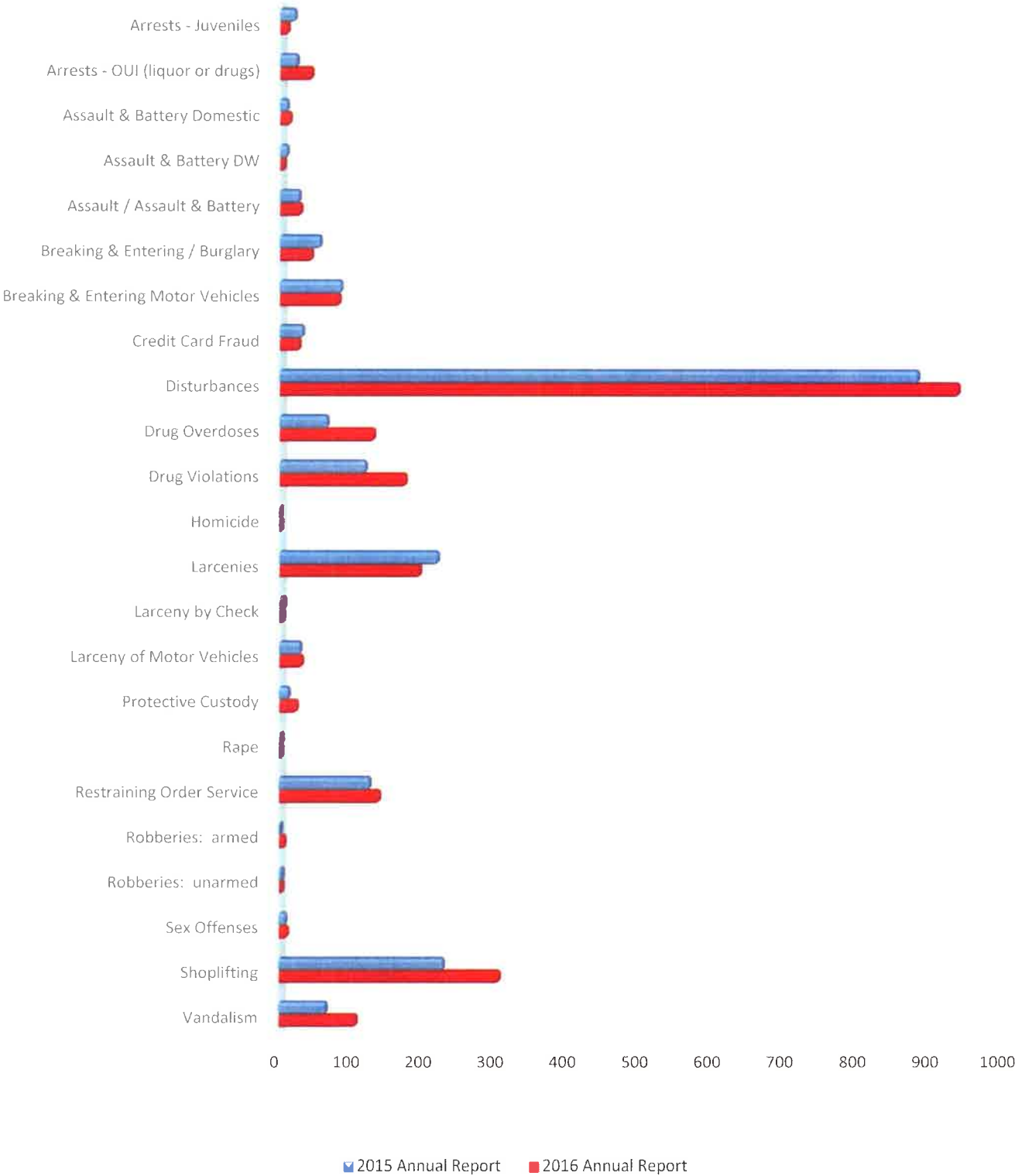
The following is a breakdown of serious crimes or frequent crimes during the year 2016.

Assault / Assault & Battery	29
Assault & Battery Domestic	14
Assault & Battery with a Dangerous Weapon	5
Breaking & Entering / Burglary	44
Breaking & Entering Motor Vehicles	82
Credit Card Fraud	27
Disturbances	936
Drug Overdose (includes 15 deaths)	130
Drug Violations	174
Homicide	0
Larcenies	194
Larceny by Check	5
Larceny of Motor Vehicles	31
Rape	2
Restraining Order Service	138
Robberies: armed (7) / unarmed (3)	10
Sex Offenses	11
Shoplifting	304
Vandalism	106

This report was prepared by Detective John Daigle, Crime Analysis Division of the Saugus Police Department on February 12th, 2017.

2-Year Comparison Chart (2015-2016)

Service Calls – Specific

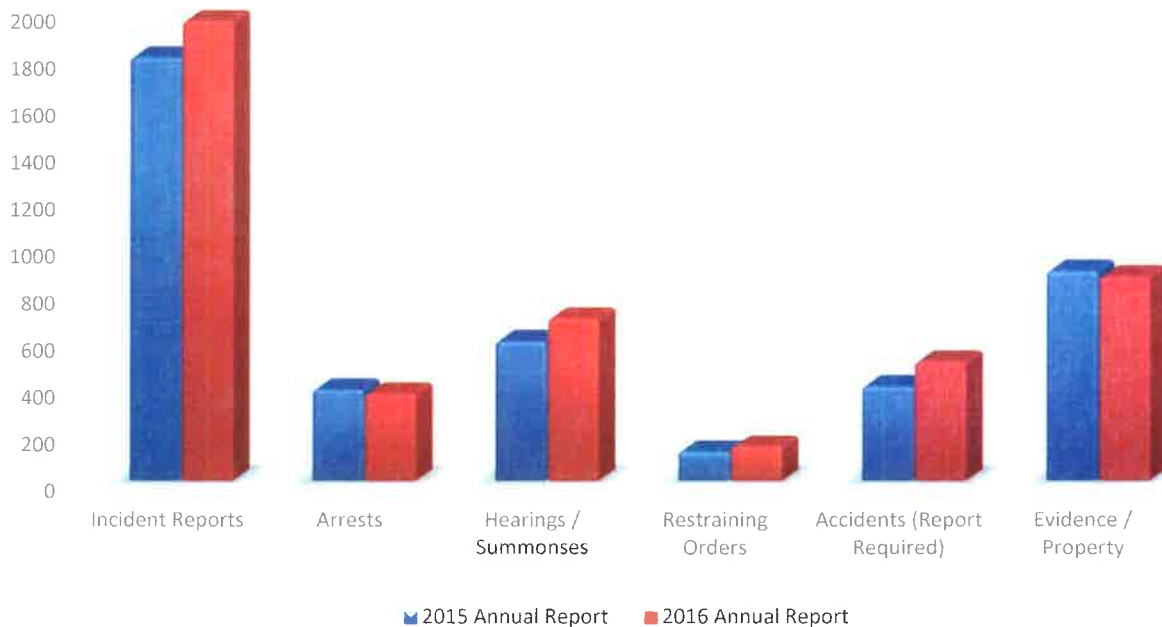


2-Year Comparison Chart (2015-2016)

Service Calls – General

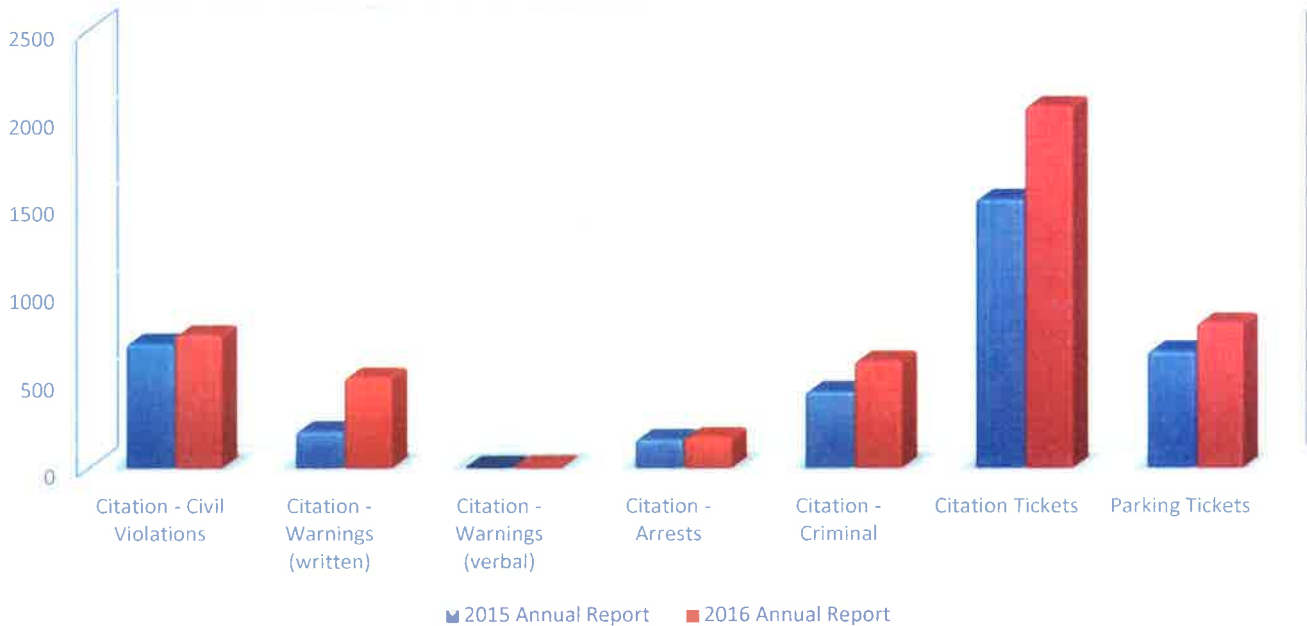


Report Activity

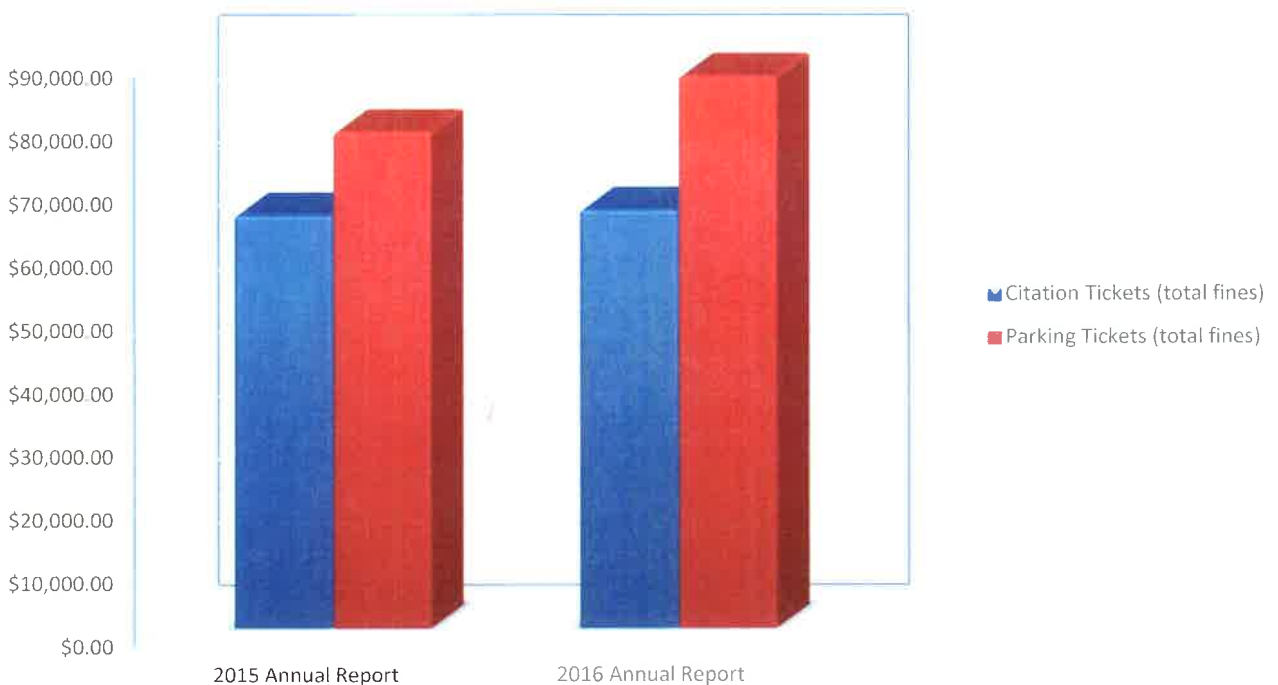


2-Year Comparison Chart (2015-2016)

Tickets - Quantity



Tickets - Fines (Issued)



TOWN OF SAUGUS

DEPARTMENT OF PUBLIC WORKS
515 MAIN STREET
SAUGUS, MASSACHUSETTS 01906

Brendan B. O'Regan
Director of Public Works

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MEMORANDUM

TO: Saugus Board of Selectmen

FROM: Brendan B. O'Regan, DPW Director

SUBJECT: FY2016 Department of Public Works Annual Town Report

DATE: February 15, 2017

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 2016, covering July 1, 2015 to June 30, 2016.

The FY2016 Department roster consisted of the following full and part time personnel:

Brendan O'Regan, Director
James Waugh, General Foreman (retired in June 2016)
James Sotiros, Engineering Dept. (4 hours a week)
Kristin Politano, Principal Clerk
Donna Brady, Principal Clerk

Highway:

Kevin Vater, Highway Foreman
Richard Nuzzo (retired March 2016)
Richard Salerno
Daniel Schena

Parks:

Derek Donachie, Parks Foreman
One unfilled position

Forestry:

Tim Wendell, Tree Warden
Michael Dockery

Motor Pool:

Seth Hatch, Motor Pool Foreman

Water:

Charles McLaughlin, Water Foreman
Jeffrey Natalucci
Christopher Howard

Sewer:

Thomas DiNocco, Sewer Foreman
Daniel Soares
Christopher Coco

INTRODUCTION

The Department of Public Works is a service organization responsible for providing proper operation and maintenance services to all public works infrastructure support services for the citizens of Saugus. These efforts also include making proper capital improvements within the available funding allocations. Services provided by this department include, but is not limited to: repair and maintenance to all town roads, sidewalks and parking lots; line painting; maintain cleanliness of roadways through street sweeping; install and repair curb cuts & curbs; cleaning, installation and repair catch basins and drain lines; snow plowing and ice control; repairs to guardrails; assist with Law Enforcement and Fire Department when called upon; empty municipal waste receptacles throughout the Town; issue various permits; Spring and Fall cleanups and Brook Cleanups; install and maintain street signage; continuation of Town Mapping of infrastructure; cutting of grass, shrubbery and other landscaping activities; maintenance and repair of all water lines, sewer lines, and storm drains; compliance activities associated with the proper operation and maintenance of water and sewer infrastructure; operation of the Town's composting facility; maintenance of the Town's closed landfill; maintenance and repair to all DPW vehicles and equipment, and also vehicles and equipment for other Town departments; maintenance of parks, playgrounds, athletic fields; set up / take down and maintenance activities for all Town festivals; administration of construction contracts; oversight of private vendors and contractors; review of subdivision projects; manage all public shade trees for pruning, planting and/or removal; repair and maintenance of town owned streetlights and traffic signals; provide services for other Town departments when requested; set up voting booths and equipment; and perform various engineering activities for the Town.

ADMINISTRATION TEAM

Located at 515 Main Street at the DPW office is the administration team that is critical to the daily functions of the Department of Public Works. Brendan O'Regan is the Director of Public Works and James Waugh was the General Foreman for the DPW in FY2016. Kristin Politano and Donna Brady are responsible for the administration support of the Director of Public Works and the General Foreman. They also provide administrative services to all divisions of the DPW and all other Town departments. Both Kristin and Donna deal directly with all public inquiries and complaints regarding all operations of the Department such as street lighting, potholes and tree problems, schedules, snow and ice problems, drainage issues, water and sewer problems, tree and sidewalk inquiries, trash issues; and general public inquiries. Kristin and Donna also maintain employee payroll and department budget/ billing records. All invoice payments, requisitions and purchase orders are also facilitated by the administrative staff. The Director and General Foreman also are needed to address many of these issues and inquiries. DPW responded to over 8,000 inquiries in FY 2016.

Some of the efforts completed by the Administrative staff included:

- Repaving/Reconstruction of 12 roadways throughout the Town, an increase of 20% from the previous year.
- 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.
- Work on Town's Pavement Management Plan.
- CMMS issues.
- Assistance with Water and Sewer Rates generation.
- Dam inspections.
- Enlist the Services of the Essex County Sheriff's Department to obtain free labor to address various DPW issues.
- Annual Stormwater Report to EPA.
- Assist with Playgrounds Capital Improvements Project.
- Implement new CMMS.
- Review over 25 development submittals / issues.
- DPW facility study.
- Generation of over 10 RFB's / RFP's.
- Landfill inspections.
- Receive final approval for Hazardous Mitigation Plan.

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 (300+ lanes miles) of roads and a similar amount of sidewalks that it must maintain. For FY2016, 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. This year DPW cleaned a total of approximately 50 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.

Streets resurfaced in FY16 with Chapter 90 funds:

- Lincoln Ave @ Ballard St Intersection (Lincoln/Ballard/Chestnut)
- RR Crossings at Essex Street
- Central Street (Prospect Street to Main Street)
- Granite Street (entire roadway)
- McCullough Road (entire roadway)

- Central Street (Rotary at Saugus Center)
- Walnut Street (Elm Street to Lynn line)
- Walnut Street (various)
- Magnolia Street (entire roadway)
- Ferndale Ave (entire roadway)
- Lewis Lane (entire roadway)
- Guard Street Extension (entire roadway)
- Sweetwater Street (entire roadway)

In FY16 the DPW continued with its work on sidewalk improvements on Lincoln Avenue. Work began on improvements between Sunnyside Park and Seagirt Avenue. Sidewalks in this area are to be replaced with new concrete sidewalks with granite curbs. Design was completed on work between Seagirt Avenue and Bristow Street. Minor drainage improvements were performed as well. In addition, over 65 concrete panels were replaced on Central Street, Avon Street, Myrtle Street and Lincoln Avenue.

Finally, over 1,000 linear feet of sidewalk was replaced in the Belmonte Middle School area in addition to over 900 linear feet (over 1,900 l.f. total) on the following areas: Dow Street, Elm Street, Endicott Street and Pemberly Drive.

Additional work completed by the DPW included:

- Over 60 days of pothole repairs. Operate the Compost Facility on Wednesdays and Fridays from April to December.
- Brush cut over 40 separate areas of Town.
- Sweep each street in the Spring and Fall and other high traffic areas on a monthly basis.
- Various Brook Cleaning efforts.
- Approximately 90 days addressing snow and ice issues including plowing, deicing and the set up, removal and upkeep (filling) of 135 sand barrels around Town.
- Create RFB and select Street Sweeping and Street Light vendors and various other RFP, RFQ and RFB efforts.

Paving efforts associated with water projects include Seagirt Ave and Harlow Street.

PARKS DEPARTMENT:

This department maintained thirteen parks and playgrounds. Derek Donachie, the foreman, works closely with the school athletic department to make sure all fields are painted and lined out for the games. The trash was picked up at these areas twice a week, on Monday and Friday. Cutting of all grass, weed whacking and general maintenance was done. The DPW also made improvements to the second softball field located at the High School. Personnel from other departments were utilized to help with work. The DPW assisted with the building of approximately 2 million dollars in parks improvements at the Middle School, Veteran's Memorial School and Bristow Park.

FORESTRY DEPARTMENT:

Tim Wendell, the foreman of the department, maintains all Town trees and works closely with the Tree Committee. The General Foreman, Jim Waugh, works with Tim to determine the priority in which tree issues are addressed. Heavy windstorms 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, this included replacing the brackets at these locations. They also were responsible for hanging and removing all of the Christmas and Holiday decorations in town. Many trees were cut back and taken down by the Forestry Department. Over 100 days were spent with tree related issues and multiple days of stump grinding was performed. This division also assists with various work performed for the Historical Commission at Round Hill.

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 all DPW vehicles and equipment as well as other town vehicles from other town departments. Seth also assisted the Town in the procurement of vehicles. Significant effort was provided on the Building Maintenance Department vehicles. Major repairs were made to backhoes, payloader, one ton trucks, tree truck, jet truck and other town vehicles and equipment.

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. During fiscal year 2016, the Town completed (other than final paving) the replacement of approximately 3,000 linear feet of water main (with associated new hydrants and water services) on Harlow St, Seagirt Ave and Venice Ave through the Local Pipeline Assistance Program (MWRA). We also began work on Johnson Street and Vincent Street.

18 water main / services connection breaks / leaks were repaired in FY2016, a reduction of 30% from FY2015. All repairs were made by DPW staff. 12 fire hydrants have been replaced, as well as numerous repairs to the hydrants.

The FY16 annual leak detection program located (13) thirteen leaks. The estimate of leakage was 109,000 GPD. 10 of the leaks were repaired by DPW staff. The locations were:

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

The water main servicing the Whittier Avenue area was replaced. Approximately 1,000 l.f. of water main, with associated hydrants and valves, was installed. The DPW began its efforts to identify unaccounted for water (UAW) in an attempt to more efficiently operate the water distribution system.

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. 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. The wet wells at each lift station was cleaned in October 2015 and April 2016. They also repaired sewer backups in homes and main line pipes. Sewer Department personnel also assisted the Water Department and Highway Department with catch basin, brook issues and water system repairs. The comprehensive sewer system rehabilitation is ongoing. Work included:

COMPREHENSIVE SEWER SYSTEM REHABILITATION

Subsystem 5

Route 1 from Lynnfells Parkway to Lynnfield Town Line, Hawkes Street, Merrill Road, Avis Road, Rock Spring Road, Walden Ave, Sherbrook Terrace, Hempstead Street, Spring Street.

Cured in place pipe lining and spot replacement of sewers / service lateral connection lining / manhole rehabilitation (Town Bid No. 11-14)

- CIPP lining of 17,600 lf of 8" thru 20" sewer lines
- Installed 124 service lateral connection liners
- Sewer repairs in the vicinity of Donato's (Rte 1 North) and Hempstead Street
- Repaired 119 MH corbels
- Installed cement lining on 1,000 vf of manholes
- Completed miscellaneous punch list work

Subsystem 4

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

Cured in place pipe lining and spot replacement of sewers (Town Bid No. 14-15)

- CIPP lining of 12,500 lf of 8" thru 21" sewer lines
- Sewer repairs on First St, Adams Ave, Denver St, Rice St & Laurel Gardens
- Completed miscellaneous punch list work

Service lateral connection lining (Town Bid No. 15-15)

- Installed 100 service lateral connection liners and Completed misc. punch list work

Manhole rehabilitation (Town Bid No. 16-15)

- Installed cement lining on 640 vf of manholes
- Repaired 84 brick corbels and completed miscellaneous punch list work

The DPW also completed the design of the following improvements:

- Catalpa Street sewer
- Drain manhole improvements on Walnut Street
- Various water valve replacements and Walden Avenue water main

Finally, the DPW experienced the retirement of two key employees in FY16. Jim Waugh worked for the DPW since 1985 serving as a Water Division Foreman and Acting DPW Director. Richard Nuzzo also worked for the DPW since 1985 and he served as Sewer Collection Systems Manager and Highway Operator. Both men served with distinction for the citizens of the Town of Saugus and their service will be missed. We wish them well in their retirement years. We would like to thank the Board of Selectmen, Town Manager and the Community for their continued support throughout the year. Finally, the accomplishments of the DPW could not have been done without the dedication and hard work of all the employees at the DPW who continue to faithfully serve the growing needs of the community.

Respectfully submitted,

SAUGUS DEPARTMENT OF PUBLIC WORKS

Brendan B. O'Regan, Director

The Saugus Retirement System (System) administers the defined benefit plan for the Saugus Housing Authority and most Town of Saugus employees, with the exception of teachers and school administrators whose 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 William E. Cross, III and Mark Gannon serve as the elected members to the Board. Doreen DiBari, a Certified Financial Planner and Certified Trust Financial Advisor, who is a Senior Vice President of Wealth Management for People's Bank, was chosen by the four Board members to serve as the fifth member. William E. Cross, III serves as the Chairperson of the Board. The Retirement Board members meet monthly 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, 2015 the system was 69.5% funded.

As of December 31, 2016, there were 734 members, who comprise of 371 active members, 283 retired members or their beneficiaries and 79 inactive members. During 2016, the Board voted to grant 12 Superannuation retirement allowances, 1 Ordinary Disability, 2 Accidental Disability Retirements and 1 Survivor Benefit. The Board did approve 13 refunds, 4 rollovers and 14 transfers of member accounts. The System recorded the deaths of 6 retiree and 2 beneficiary.

In 2016, the Retirement Board voted to grant a 3% Cost of Living to eligible retirees, calculated on their allowance up to \$12,000, a maximum of \$360.00 annually. Many of the retirees do not receive \$12,000 per year and they received less than the maximum \$360.00. This became effective July 1, 2016.

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

The Retirement System is valued at \$87,006,956.07 million as of December 31, 2016. The Saugus Retirement Pension Funds are part of the Pension Reserve Investment Trust (PRIT).

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

Saugus Board of Selectmen
Annual Report
July 1, 2015 – June 30, 2016

The Saugus Board of Selectmen: Chairman Debra Panetta, Vice Chairman Scott Brazis, Jeffrey Cicolini, Jennifer D'Eon and Mark Mitchell all were re-elected November 2015 and will serve through November 2017.

The Board of Selectmen held 24 public meetings in FY 2016.

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

The Board also renewed 1 Class I, 23 Class II and 3 Class III auto dealer's licenses; 87 coin operated devices; 60 Entertainment Licenses; 27 Extended Hours of Operation Permits; 1 Fortune Teller; 2 Golf / Driving Range; 7 Juke Box; 2 Rinks; 6 Taxi Cab Licenses; 2 Transient Vendors; 10 Valuable Used Goods Licenses; and 107 Common Victualer's Licenses.

New Licenses issued included: 1 new Beer & Wine Package Store License; 7 Entertainment; 4 Extended Hours of Operation Permits; and 8 Common Victualer's Licenses.

The Selectmen continued to receive updates on Liquor Licenses including Maddy's, 1639 Broadway pending transfer; Oye's, 44 Broadway under construction; Hilltop, 856 Broadway; and pressed Sully C's, 168 Broadway for definitive time line to re-open or the Board may take action.

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

The Selectmen received 13 applications for Special Permits (S-2) and approved a drive through window; batting cages; salon; granted a height variance; pet care and boarding; and approved a six month extension for quarry operations at Aggregate Industries. The Board denied a contractor's yard; private stable; and denied modification of S-2 for additional vehicles at a car dealership.

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

The Selectmen approved utility pole and conduit locations for telephone and electric companies; set the residential & commercial tax rates; approved bond anticipation notes as authorized by Town Meeting; and amended the Traffic Rules & Regulations upon several requests.

Saugus Board of Selectmen
Annual Report
July 1, 2015 – June 30, 2016

The Board of Selectmen, sitting as Sewer Commissioners, continued work on the ACO. The illegal sump pump removal program continued.

The Board made many appointments to various boards and commissions including Affordable Housing Trust Board of Trustees, Cable Advisory Board, Cemetery Commission, Cultural Council, Library Board of Trustees, Board of Registrars, and Zoning Board of Appeals. The Board also reappointed Canine Officer, constables, MAPC Representative, poll workers, sworn weighers, Traffic Hearings Officer, and Veterans Graves Officer. The Saugus High School Project Building Committee continued to meet.

The Selectmen dealt with many resident/citizen issues including traffic & parking on a variety of streets in Saugus; proposed medical marijuana dispensary; Elm St Bridge area flooding; and early morning deliveries at Kane's Donuts.

State Representative Rose Lee Vincent filed H770 & H771 to prevent the DPE from issuing any further revisions to the consent order that specifically states that Wheelabrator's ash landfill should close once it reaches the height of 50' and the Board sent two letters in support of the bills. Board members attended the meeting with the Joint Commission at the State House in Boston and expressed opposition at the House hearing. The Selectmen were notified that Wheelabrator had filed an Environmental Notification Form (ENF) to MA Environmental Policy Act (MEPA) Office for continuation of use of the Saugus ash monofill and intent to expand and fill in two valleys. The Board sent a letter to MEPA in opposition to the expansion and declared "*that it shall be the policy of the Town of Saugus to encourage and support that which will result in a net decrease in air emissions and ash disposal*". A copy of the letter was also sent to Saugus State Delegates.


The Manager brought forward and the Board approved a sub-lease of Kasabuski Rink and a ground lease for upper Main St. solar project. The Selectmen also entered into a regional planning agreement with North Shore Workforce Investment.

The Selectmen recognized many citizens with citations: The Family of Janet Leuci, Justin Tabbi, Boy Scout Troop 61 & 62 were all recognized for volunteer work; Eagle Scouts Jonathan Capone & Matthew Derby; American Little League 10 year olds & 12 year olds on successful baseball season & fundraising efforts; Softball Little League 11 year olds All-Star Champions; Valley Middle School Hockey League 7th & 8th grade team South Championship & 5th & 6th grade team for West Championship; and Student Government Day participants.

The Selectmen issued many proclamations including: ADA Day; the Bicentennial Anniversary of the Incorporation of Saugus; National Recovery Month; Pulmonary Hypertension Awareness Month; Purple Heart Community; Student Government Day; Arbor Day; Children's Mental Health Awareness Week; and Holocaust Remembrance Day.

Saugus Board of Selectmen
Annual Report
July 1, 2015 – June 30, 2016

The Selectmen accepted gifts to the Town including: a gift to the Senior Center from the Estate of Leona Payson.



Wendy L. Reed, Clerk
Saugus Board of Selectmen

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

DEPARTMENT: **BOARD OF SELECTMEN**
YEAR TO DATE FY16 DEPOSITS

DATE July 1, 2015 to June 30, 2016
as of June 30, 2016

ACCOUNT NUMBER	ACCOUNT NAME	RENEWALS	OTHER/NEW	TOTAL
0100.122.4410.0001	ALCOHOLIC BEVERAGE LICENSES	158,000.00	2,200.00	160,200.00
0100.122.4320.0001	APPLICATION FEE		2,300.00	2,300.00
0100.122.4420.0009	AUTO DEALER LICENSE	5,400.00		5,400.00
0100.122.4420.0023	CABLE LICENSE FEE		4,666.50	4,666.50
0100.122.4420.0010	COIN-OPS LICENSE	8,700.00		8,700.00
0100.122.4320.0002	CONSTABLE APPLICATION FEE		100.00	100.00
0100.122.4420.0004	ENTERTAINMENT LICENSE	6,000.00	700.00	6,700.00
0100.122.4450.0001	EXTENDED HRS OF OPER PERMIT	1,350.00	200.00	1,550.00
0100.122.4420.0014	FORTUNE TELLING LICENSE	50.00		50.00
0100.122.4420.0012	GOLF / DRIVING RANGE	200.00		200.00
0100.122.4420.0011	JUKE BOX LICENSE	350.00		350.00
0100.122.4320.0004	LEGAL ADVERTISEMENT FEES			0.00
0100.122.4420.0013	RINKS LICENSE	200.00		200.00
0100.122.4420.0017	SPECIAL PERMITS		1,300.00	1,300.00
0100.122.4420.0007	TAXI LICENSES	600.00		600.00
0100.122.4420.0019	TRANSIENT VENDOR LICENSE	2,000.00		2,000.00
0100.122.4420.0015	VALUABLE GOODS LICENSE	1,000.00		1,000.00
0100.122.4420.0001	VICTULAR LICENSE	10,700.00	800.00	11,500.00
0100.122.4420.0008	MISCELLANEOUS			
				0.00
				0.00
				0.00
				0.00
	TOTAL	194,550.00	12,266.50	206,816.50

RENEWALS OTHER/NEW Total to date

206,816.50

as of June 30, 2016

	Chair	Board	Clerk	Office	Legal	Printing	Supplies	Assoc.	Legal
	Members		Machine	Ads.			Dues	Books	
FY16 Budget	2,000	7,200	32,100	300	1,500	200	1,000	1,000	2,500
FY16 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	1,000	1,000	2,500
FY15 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
FY14 Actual	2,000	7,200	24,594	0	480.01	196.46	805.95	0	2,584
FY13 Budget	2,000	7,200	25,849	300	1,500	200	1,000	100	2,500
FY13 Actual	2,000	7,200	23,347	0	604.58	100.44	328.45	0	3,200
FY12 Budget	2,000	7,200	25,844	300	1,500	200	1,000	100	2,000
FY12 Actual	1,750	7,049.95	25,211.37	0	1,466.26	179.25	547.55	0	2,633

RETURNS TO THE TOWN
Unexpended funds

FY16	7,114.24
FY15	6,105
FY14	2,865.89
FY13	3,768.45
FY12	1,133.48

MISSION STATEMENT OF THE SAUGUS SENIOR CENTER

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

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

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

SAUGUS COUNCIL ON AGING – 2016 ANNUAL REPORT – TOWN OF SAUGUS

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

The population of seniors in Saugus is over 6,000, most of who still own and maintain their own homes. We have served approximately 4600+ seniors over the year, in one program or another.

- Medical Transportation
- Food Shopping
- Outreach – Into homes and office
- Counseling
- Fuel Assistance for all ages
- Connecting with Health Care
- Assisting with forms for Insurance and other documents
- SHINE Representative (Assists with Medical issues, HMO, Medicare etc)
- Setting up programs with family members
- Meals on Wheels
- Congregate Lunch Program
- Telephone Reassurance
- Veterans Connections
- Veterans Food Market
- Emergency Calls
- Legal Assistance
- Food baskets on Holidays for seniors and non-seniors
- Preventative Medicine

- Alzheimer's Support Groups
- Podiatrist
- Speakers
- Wellness/Exercise Class
- Blood Pressure
- Socialization
- Taxes
- Exercise Room
- Trips
- Special Events
- Variety of classes

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

SENIOR CENTER HOURS

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

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

As we end 2016, census figures indicate a **current total of approximately 6,700 residents, age 60 and older.**

BOARD OF DIRECTORS

SAUGUS COUNCIL ON AGING

Richard Barry, Chairman
 Lawrence Donovan, Vice-Chairman
 James Nicholl, Treasurer
 Judy Worthly, Secretary
 Mary Dunlop
 Eleanor Gallo
 Gloria Johnson
 Elizabeth Kingsley
 Phyllis O'Hearn
 Carmine Moschella
 Loretta Nicolo
 Cathy Strom

FRIENDS OF THE SAUGUS COUNCIL ON AGING

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

HIGHLIGHTING SERVICES IN 2016

Nutrition Services:

- *Approximately 175 Saugus seniors received Meals on Wheels each day.*
- 17,370 congregate meals served at noon at the Senior Center (estimate)
- 825 seniors participate in our lunch program in 2015

Volunteer Assistance:

- 119 Volunteers service the Senior Center throughout the year
- Approximately 56,500 Volunteer Hours per year
- \$838,000 is the estimated total value of Volunteer services

Outreach:

- Estimated 2,600 contacts this past year – Saugus Residents
- Communication by phone, home visits, office visits, or meeting in the Center. Informally Outreach handles approximately 15 situations a day, varying from support, listening, advising, referrals, filling out forms, contacting and setting up appointments with necessary agencies following through so that each request has a conclusion.

Professional Services:

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

- Approximately 5,400 year

Physical Exercise (Estimated)

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

- 3,890 year

SHINE COUNCELING (Medical Insurance Advisor)

- Counseled 94 seniors with Medical Insurance issues

**COUNCIL ON AGING
TRANSPORTATION SERVICE**

2 VANS

VAN #1

MEDICAL Transportation Trips a day – 5 days a week into 7 communities

Lynn	Saugus	Stoneham
Salem	Peabody	
Lynnfield	Melrose	

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

VAN #2

LUNCH PROGRAM

5 days a week – 30 - 40 trips throughout Saugus –
Brought to the Senior Center and returned home – weekly shopping to
mall and supermarket, assisting with medicals.

HOURS

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

Transportation Services:

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

SAUGUS SENIOR TAX PREPARATION

Free service at the Saugus Senior Center done by AARP

- 67 appointments were made and taxes prepared

THANKSGIVING/CHRISTMAS DINNER

- We gave 15 senior names were given to Blessed Sacrament Church to receive Thanksgiving Baskets/Turkeys to those need during the Thanksgiving Holiday.
- The Senior Center served 180 seniors for our Thanksgiving Luncheon.
- 15 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 200 seniors for our Christmas Luncheon.

NEW SERVICES/ACTIVITIES IN 2016

- Bereavement Support Group
- Additional Exercise Equipment

SHINE COUNSELOR

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

TRIAD PROGRAM

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

- **Photo ID Cards** – This free program provides seniors with a secondary ID card.
- Approximately **90 seniors were given photo I.D. Cards again this past year**
- **Yellow Dot Program** – By placing a yellow dot sticker on your vehicle, emergency responders are alerted that your medical information can be found in the glove compartment.
Approximately 60 were given out to seniors.
-
- **File of Life** – A magnetized folder containing your medical information is placed on your refrigerator and is intended to alert emergency responders. **Approximately 500 were distributed to Saugus Seniors.**
- **Saugus Alzheimer’s Safety Program** – Run by the Saugus Police and Triad for the safe recovery of Alzheimer patients or other individuals who may wander.
- **Is your House Number Up?** – A house numbering initiative that assists emergency personnel in their efforts to quickly respond to 911 calls.
-
- **Lock Boxes** – A Lock Box can be provided by the Fire Department that is placed above your door with a key to your home, in case they are not able to enter in case of emergency. Key to lock box is kept at fire department.
- **Grab and Go Bags** The Grab and Go Bag is a simple cloth tote bag that seniors would use to take with them in case of an unexpected emergency to the hospital. It would be filled with all the necessary personal items that they would need. **Over 600 were distributed to Saugus Seniors**
- **Car Fit** The Essex County Sheriff’s Department, in conjunction with the Saugus Senior Center and several local police and fire departments, is proud to offer the CarFit Program to Essex County senior citizens.
The program is designed to provide a quick but comprehensive check on how well you and your vehicle work together. CarFit focuses on helping seniors adjust certain aspects of their vehicles so that they are more comfortable and safer drivers.
- **SCAMS** – Ongoing speakers and presentations making seniors aware of SCAMS

SAUGUS COUNCIL ON AGING

STAFF

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

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

SAUGUS COUNCIL ON AGING

PROGRAMS/ACTIVITIES

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

COMMENTS

DURING 2016....

During 2016, Greater Lynn Senior Services Area Agency Advisory Council and GLSS Board of Directors approved an award of \$2,000.00 for the “Nourishment/Outreach and Congregate Building Capacity Grant . This grant allows us have a chef cook here on site in our kitchen for two special events throughout the year. Our seniors are very happy to have the food cooked on site.

We continued to work with the Saugus Fire Department and offered luncheons and presentations to the seniors in regards to Senior Safety. Through a grant that the Saugus Fire Department received for the second year, they were able to offer our seniors various safety programs. Also with this grant, The Saugus Fire Department, once again, was able to offer free fire alarms and carbon monoxide detectors and installation in any Saugus senior resident’s home who would like one. Through the Saugus Senior Center, we were able to have seniors sign-up for this free service.

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

Again, we are very pleased with the volume of seniors that are using our exercise equipment that is offered to them here at the Senior Center. We now have 5 treadmills, 2 exercise bikes, 1 rowing machine, and various sizes of weights and a flat screen T.V.

We frequently have students from the Saugus High and Middle School carry out their community service here at the Center during the school year. In 2016 we had eight students performing community service.

Our Senior Center TRIAD Committee published a booklet for our Saugus seniors. It was called “Scam Safeguards for You, B: Alert, Aware and Safe”. This book has over forty different scams that our seniors should be aware of. Five Hundred copies were made by the Middleton Correctional Facility. This free booklet is available at the Senior Center.

Mary McKenzie, RN, EdM, MS, Saugus Board of Health nurse, has permanently moved her office from Laurel Towers to the Saugus Senior Center. Mary will be here in the nurse’s office every Thursday to answer any questions you may have. She will perform blood pressure screenings every third Thursday from 9:00-11:00.

With the help and support of the Saugus Cultural Council, we were awarded funds through the Cultural Council grant for entertainment for two separate occasions during 2016.

**JOINING HANDS TO CREATE A DEMENTIA FRIENDLY COMMUNITY –
THE TOWN OF SAUGUS**

Dementia and memory disorders affect everyone in a community. On Wednesday, November 2nd, the Saugus Senior Center, along with town leaders, our neighbors, and area experts from Greater Lynn Senior Services and the Hearthstone Institute, came together to learn more about memory loss and lay the groundwork for Saugus to become a model community for our dementia and memory loss citizens. Two special learning events took place

SAUGUS SENIOR CENTER – CAREGIVING TRAINING 10:00 – 11:30 A.M.

SAUGUS PUBLIC LIBRARY – COMMUNITY TRAINING 12:00 – 3:00 P.M.

This was Sponsored by The Family Caregiver Support Program through a grant received from the Massachusetts Executive Office of Elder Affairs.

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

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

In receiving the Formula Grant for 2016, we were able to pay for:

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

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

Office Supplies \$2,000.00

Postage \$1,000.00

Yearly Fitness Equipment Repairs \$500.00

Landscaping \$1,500.00

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

SOLID WASTE/RECYCLING DEPARTMENT
ANNUAL REPORT FY'16

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 2016, the rubbish tonnage was 8276.24 and the recycling tonnage was 2,094.06

Activities of the Solid Waste/Recycling Department:

- Operate and manage the Recycling Drop-off/Compost Site where Saugus residents can properly recycle televisions, computers, material accepted in curbside program, bulky rigid plastics, scrap metal, books, textiles, clothing, car tires, fluorescent light bulbs, yard waste, leaves and brush.
- Coordinate and manage Fluorescent Bulb Recycling Programs in all municipal and school buildings.
- Held one (1) household hazardous waste day event which allowed residents to properly dispose of hazardous materials such as paint, tires, chemicals, poisons, vehicle batteries, and propane tanks. We also participate in Reciprocity Program allowing residents access to extended HHW events.
- Mercury thermometer exchange program was expanded to include all mercury bearing items. New state and federal regulations now prohibit disposal of any mercury bearing items at incinerators.
- Set-up and monitored four curbside leaf collections.
- Oversight of compost bin program, sticker programs for HHW, bulk items, white goods and compost site. Tracked and delivered stickers to outside vendors.
- Applied for grants. Received a \$9,500.00 grant from Department of Environmental Protection for recycling and educational outreach.
- Responded to illegal dumping issues, dumpster complaints, and property that needed to be cleaned up.
- The Town of Saugus now has a sharps kiosk located in the lower level of Town Hall for proper disposal of needles. Residents can access kiosk anytime Town Hall is open.

- The Town of Saugus now has two kiosks located at the Public Safety Building for the proper disposal of needles, as well as, a second kiosk for the proper disposal of medications and prescription drugs. Residents can access the Public Safety Building seven days a week 24 hours a day.
- The Town held a paper shredding event for residents looking to shred important and sensitive documents. Residents had the opportunity to watch their materials being shredded onsite through the camera on the shredding truck, which shreds large volumes of paper at a high rate of speed. The Town of Saugus teamed up with the North Shore Bank and their staff to bring our residents this event.
- Met compliance of the DEP, filed data sheets, annual report and all information required to allow us to continue to apply for their grants.
- Worked with the schools on expanding school recycling programs and education.
- Attended several meetings, conferences and seminars.

Saugus Veteran Services

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

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

SAUGUS VETERAN SERVICES **2016 ANNUAL REPORT** **TOWN OF SAUGUS**

Saugus Veteran Services supports local veterans and their families through benefit access and programming. Based on the 2016 data there are currently over 1300 Veteran Households in Saugus. This figure does not include multiple Veterans per home, spouses, children and dependent parents who may also be eligible for veteran services. The following are examples of services provided by our office.

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

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

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

Veteran Services Hours and Information

Monday – Thursday: 9:00 a.m. to 5:00 p.m.

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

781-231-4010

@SaugusVSO

Melrose Wakefield Saugus Veteran Services (Facebook)

www.mwsveteranservices.org

Veteran Services Staff

District Director - Alicia M. Reddin

Saugus VSO - Douglas LeShane

Veteran Assistant - Nancy Stead

2016 SERVICES HIGHLIGHTS

Veteran Contacts

- Approximately **1215** interactions with veterans and their families
- Interactions include approx. **30%** telephone, **60%** office visits and **10%** online

Veteran Benefits:

- Provided more than \$290,000 in Chapter 115 assistance
- Per Massachusetts General Law, nearly \$215,000 of this assistance was returned to town
- Assisted with approx. 180 veteran claims for federal benefits
- Provide nutritional assistance to approx. 110 Veterans Households on a monthly basis

COMMENTS

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

Another goal of our office is to limit the financial impact of our services by correctly assigning benefits in accordance with Code of Massachusetts Regulation 108 and by seeking alternative financial benefits when possible. Alternative benefits include permanent assistance mechanism like Mass Health, VA benefits and Social Security. Through case management we have also been successful in reintegrating Veterans back into the workforce and higher education programs. Our state reimbursement rate in fiscal year 2016 was 98.5 percent and we assisted local veterans with more than 200 VA and Social Security claims.

Restructure was a major focus for the 2016 year. While still regionalized our staff has been reorganized into 2 part time positions in order to strategically man the three office locations. We were able to spend time to meet with local stakeholders and create stronger community relationships to leverage for our clientele. Additionally, we created partnerships with the all-volunteer Saugus Veterans Board and we have also collaborated with the Saugus United Against Substance Abuse and the Greater Lynn Senior Services organizations to ensure we are able to reach all populations. The dedication of the Purple Heart Trail was a success and has provided a visual reminder of the sacrifices made by our service members.

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

We seek to continue to improve in fiscal year 2017 by continuing to increase our local outreach as well as professional development opportunities for all staff. These efforts will include a larger online presence, more programming dedicated to honoring the local veteran population and working to improve the capacity of the local veteran relief fund. We have also been designated a Vietnam Commemorative Partner and will hold ceremonies to Welcome Home and Honor our Vietnam Veterans.

We are not alone in the effort to assist and honor our veterans. We would like to thank all of the dedicated town departments, the local elected officials, the local veteran services organizations, and the army of volunteers who believe our veterans are our local heroes.

Saugus Youth & Recreation

Annual Report: Date Range - July 1, 2015 – June 30, 2016

Fiscal year 2016 saw continued growth in our programs and our department overall. I am still functioning in the dual capacity of the Youth & Recreation Director and the Drug Prevention Coordinator for the Town of Saugus. I continue to be the lead municipal person for the DPH/BSAS MOAPC grant. This includes, but is not limited to, acting as the lead municipal person for the Town of Saugus in representing the cluster of Saugus, Chelsea, Revere and Winthrop (WROC). We are in the implementation stages of the strategies of this grant that were identified through a comprehensive assessment process from the previous fiscal year. This implementation time line is three to five years for completion.

Our annual summer camp returned to the Belmonte Middle School and was incredibly successful. We had over 150 campers and employed 18 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 was very positive and encouraging.

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

We continue to run Founder's Day for the sixth 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.

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

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

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. In addition to 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 2015- June 2016:

S.A.L. Street Hockey: June – August 2015

Free events for children in grades 1 – 8, with high school volunteers; over 100 children participated with their parents. Parents and high school students act as volunteer coaches, all whom have been CORIed.

Summer Parks Program: July – August 2015

Daily camp activities provided for children in grades 1 – 6, for 6 weeks. 153 children attended throughout the summer. We provided jobs for 18 high school and early college aged students.

Track Camp: July – August 2015

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 30 children participated.

Founder's Day: September 12, 2015

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

Youth Golf Clinic – September & October 2015

4 sessions were offered to children in grades 4 & 5. This was to learn the basics of golf in a “learn to play” setting. Overseen by the Saugus High Golf coach, and some of the high school players.

S.A.L. Flag Football: September – October 2015

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

Elementary Afterschool Program: September 2015 – June 2016

Daily afterschool program for children in Elementary School. We provide transportation from school with our van. Homework is completed before fun games and activities are provided. 5 staff rotate daily, all in high school or college. 37 children participated.

myCHIP Program – October 24, 2015

We teamed up with the local Masons to provide this free program, which gathers and records critical data about the child which could be used by authorities to help locate the child in case of disappearance or abduction. All information was given directly to the parents. About 20 children benefitted from this program.

Elementary Halloween Party: October 30, 2015

Free party for elementary aged children and their parents. Almost 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.

Snow White and Ever After Theatre Program: October 2015 – January 2016

A weekly theatre class was held, which culminated in 2 performances of the play, “Snow White” and “Ever After, the Musical”. The plays were performed on January 31, held at the Senior Center. 44 children participated.

Town Team Basketball League: November 2015 – March 2016

Saugus boys & girls participate. Total of 212 students in grades 3 – 12.

Boys Travel Basketball: November 2015 – March 2016

48 boys, in grades 5 – 8, participate.

Girls Travel Basketball: November 2015 – March 2016

41 girls, in grades 5 – 8, participate.

Christmas Tree Lighting: December 4, 2015

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, 2015

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

Youth Wrestling: December 2015 – February 2016

18 boys, in grades 3 - 6, participate. High school students volunteer and work with the coaches.

S.A.L. Basketball Program: January – March 2016

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

Free Family Movie Night – February 18, 2016

A free showing of the movie Paddington was offered at Town Hall. Over 30 people attended.

S.A.L. Baseball Program: March – April 2016

Free events for children in t-ball – AAA baseball, with high school volunteers; over 25 children participated.

Harlem Globetrotters Trip – March 12, 2016

Tickets to this event were offered to families at a very discounted rate. We also rented a bus to transport families to and from the TD Garden. 45 residents attended.

Movie Theatre Day – April 19, 2016

We rented a theatre at the Revere Cinema to show the movie 'Zootopia'. We sold extremely discounted tickets, and filled the theatre, with 70 residents.

Museum of Science Trip – April 21, 2016

Tickets to the museum were offered to families at a very discounted rate. We also rented 2 buses to transport families to and from the Museum. 90 residents attended.

Annie Theatre Program: April – June 2016

A weekly theatre class was held, which culminated in 2 performances of the play, “Annie”. The plays were performed on June 26, held at the Senior Center. 52 children participated, and performed two shows to a full house.

myCHIP Program – May 14, 2016

We again teamed up with the local Masons to provide this free program, which gathers and records critical data about the child which could be used by authorities to help locate the child in case of disappearance or abduction. All information was given directly to the parents. About 30 children benefitted from this program.

Take a Kid Fishing Day: June 4, 2016

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