

LIBRARY

In the fall in an effort to look at a broad range of issues that face our Library and to determine what direction our patrons and the community want us to take in the next five years, the Director with the Trustees, the Long Range Planning Committee, and the library staff completed a Long Range Plan FY2013-FY2017 with the support of the Community Survey participants. This Plan will lead to, among many things, making a visit to the Library a more satisfying experience by improving access to the building and the visual appeal of the library interior, and utilizing the most current technologies and formats—eBooks, for example. We will increase public awareness of our collections, programs and services for the community through improved marketing and determine how the needs of the community for the next fifteen to twenty years can be met through an expansion of the existing facility.

Circulation Services

The Circulation Services department strives to provide our patrons with a welcoming and engaging library experience, whether they are stopping by to pick up materials or enjoying a longer visit in our Library. Our Circulation staff are eager and ready to assist patrons in locating their materials, selecting the next book to read or film to watch, maintaining the organization and appearance of our collections, and providing excellent customer service at the check-out desk.

In 2011, more than 106,000 patrons visited the Library to take advantage of our growing collections of books, DVDs, music CDs, newspapers, magazines, and more. Over 300 new patrons registered for library cards, and nearly 130,000 items were checked out for patron use at home. In addition to the numerous resources to be found in the Lynnfield Library and other consortium libraries, patrons now have even more opportunity to access Library materials without having to leave the comfort of their homes. Due to the increasing popularity of eReaders, iPods and other “iGads,” our Overdrive service increased by nearly 105% with 875 checkouts of downloadable eBooks and audio books in 2011 (compared to 427 checkouts in 2010).

Our Museum Pass Program, generously funded by the Friends of the Library, remains an extremely popular Library resource, with over 784 reservations in 2011 (163 more reservations than 2010!). The Library offered passes to eleven museums and cultural attractions this year, saving our patrons anywhere from a couple of dollars to \$60.00 in admission fees depending on the attraction and group size. In 2011, we began the process of transitioning our museum reservation service to an online system, which will be fully implemented in 2012. This new Library Insight system will allow patrons to make reservations from their home computers or wireless mobile devices and will keep track of statistics such as patron savings, pass usage history, and Lynnfield resident vs. nonresident usage.

This year also saw some major changes on the Library website. With over 28,200 hits on our homepage alone (that’s a 10% increase in hits over 2010!), our website continues to be an essential resource for finding information about the Library, choosing the next book

to read, downloading eBooks and audio books, accessing our research databases, and more! Our young adult patrons can now take advantage of a "Teens & Tweens" page, dedicated to their own needs and featuring information about young adult Library programs and reading lists by topic. Our adult reader's advisory page ("Reading Suggestions / Booklists") has also expanded, and many of our online Booklists feature more visually-appealing cover images as links in place of regular text. Finally, our online Adult and Youth Calendars have been modified in color and format for a more seamless look with the rest of the website.

Food for Fines, one of our most popular programs in the Circulation Department, allows patrons to exchange non-perishable goods in lieu of fines on Lynnfield Library items. All the perishable items collected are then donated to Haven from Hunger in Peabody, an organization that provides food to individuals in families in the Peabody / Salem area. Our Food for Fines program ran this year from December 5 until January 20, and we collected a total of 749 items, resulting in a \$992.00 reduction in patron fines.

Reference Services

The Reference staff answered 10,121 questions in 2011: an increase of 363 from 2010. The majority of our transactions still occur in the library with one-on-one interactions with our patrons. Our interlibrary loan service continued to be very popular with our patrons. We borrowed approximately 670 items from libraries outside the NOBLE library system and we loaned approximately 413 items to libraries outside the NOBLE library system.

Starting in October 2011, we provided access to a new educational database: Universal Class. This on-line resource has over 500 continuing education classes available to our patrons. This product was made available to all patrons in the library and through our website at <http://www.noblenet.org/lynnfield>.

This year we continued our ongoing non-fiction collection evaluation project. The subject areas we concentrated on included: gardening, pets, biographies, music, world and United States history, travel, sociology and crime, art, cooking, technology, computers, law, and medicine. In each subject area, we take note of what we have, weed out of date materials, and purchase new materials. Reference staff members Irene Gorevitz and Marilyn Graves were heavily involved in the collection assessment process. Weeded materials are sold at our book sale or donated for charity.

The non-fiction collection was shifted in various areas to maintain the neatness and accessibility of the collection. For example, biographies on the mezzanine were consolidated into one shelving unit to make room for the expansion of our very popular and heavily used cookbook collection.

The Reference Department also tackled an ambitious project this year: turning the majority of our Reference collection into "Circulating Reference." Our goal was to make our collection more accessible to our patrons and respond to their changing needs. We removed items that were old and out of date and moved some of the Reference materials

into our non-fiction collection that can circulate for three weeks. The Reference collection was then shifted and consolidated. At that point, reference staff analyzed the remaining materials and determined which items needed to stay as in-house 'traditional' reference, and which could circulate. "Circulating Reference" materials were then re-labeled with a "7 Day Loan" sticker and allowed to circulate for a period of seven days. Patrons have already been taking advantage of increased access to these valuable sources of information. The ability to take out these materials is particularly valuable for homework assignments.

Consolidation of the Reference collection also allowed the expansion of our ever more popular Large Print collection. During 2011 we added 172 items to our Large Print collection. We were also able to set up a dedicated Medical Reference area for ease of browsing.

The Reference Department is responsible for selecting the majority of the adult non-fiction and reference materials. By using a report program in Millennium (the NOBLE circulation software program), we can respond quickly to patron requests for new materials. In 2011, approximately 37% of the non-fiction materials purchased was in direct response to patron requests.

We spent approximately \$1,200 to purchase a number of "Great Courses" DVDs and CDs for our patrons. These highly respected educational and informational series cover a number of topics including mathematics, history, art, and economics.

Reference Department member Irene Gorevitz continued to produce her popular genre reading lists. These lists were made available on the Lynnfield Public Library website ("For the Reader") as well as several locations in the library. Irene also created two brochures containing local information on "Realtors, Housing, and Local Grocery Stores," and "Tips for Getting Rid of Used (Household) Items." Irene has also been producing "Tip Sheets" on OverDrive, our downloadable eBook and audiobook program.

Under the auspices of the Technical Services Department and NOBLE, a print management system was installed on all the public Internet computers. This new system will prevent paper wastage and ensure that patrons pay for all their print outs. This new system – LPT: One - also protects patron privacy in regards to their print outs.

The Reference Department also collaborated with Roy Sorli of the Lynnfield Historical Society to create a Civil War display in the library. The display (ongoing through February 2012) contains daguerreotypes and artifacts from Civil War era Lynnfield, an 1862 almanac, discharge papers, and a Civil War era sword.

The Reference Department provided homework assistance to students at the high school and undergraduate level, as well as to elementary and middle school students when Youth Services staff was unavailable. Youth Services and Reference Department staff worked together to host fourth graders from the Huckleberry Hill School in April and the

Summer Street School in June. One hundred and ninety two students participated in the orientations.

Four students participated in community service at the library in 2011 under the direction of the Reference Department. These enthusiastic volunteers were invaluable in helping us keep the book shelves straightened, neat, and clean. One of the volunteers was particularly helpful in shifting the Reference collection. We thank them for their commitment and enthusiasm!

Technical Services

The Technical Services staff added 4,028 new adult items and 1,603 new children's items to our collections this year, as well as 134 gift items to the adult collection and 107 gift items to the children's collection.

The library is at near full capacity in every area. This means that we have to continually weed older, less-circulating items to make room for all the new titles our patrons want. We run reports throughout the year to identify items to withdraw, especially in our most crowded areas—adult music CDs, adult DVDs, and adult Fiction and Mystery. It is hard to say goodbye to old friends, but necessary to make room for new additions.

As the date for the migration to our new system – Evergreen - nears, work continues on making corrections and updates to our database, such as reporting duplicate entries, misspellings, and inaccuracies in records. We want our records in the public catalog to show the same high level of care we show to our physical items. We have a loyal volunteer who mended 322 items and ran 191 discs (CDs and DVDs) through our disc repair machine this year.

At the end of the year, we installed a new print management system for our public Internet PCs. This entailed working closely with our NOBLE consortium computer staff, who are invaluable to us in troubleshooting computer issues through the year. The new print system is up and running, and can even be used by people on their wireless who need to print something out. We also had a telecommunications upgrade at NOBLE and a switchover to Comcast for our public and staff machines. There were a few bugs to iron out in the beginning, but we now have a fast, reliable Internet connection for both the staff and the public to enjoy.

Youth Services

In 2011, the Library's Youth Service Department focused on adding exciting new programs while maintaining favorite programs and services. As in past years, regularly-scheduled storytimes were extremely popular, particularly Wednesday morning's Mother Goose Storytime. Parents, grandparents, and other caregivers return week after week to listen to thematically grouped stories and sing children's songs. That program alone had a whopping 1,760 total participants, an average of thirty-four per week! In total, the department hosted 222 programs over the course of the year, with a total of 4,715 attendees. In addition to programming, reference services were maintained, with a total of

1,094 questions answered, ranging from homework-related queries to recreational interests and professional needs.

Afternoon programming for school-aged children included author birthday parties for several esteemed children's authors representing a variety of genres: Jack Prelutsky's poetry, Hans Christian Andersen's fairy tales, and Margaret Wise Brown's bedtime stories. For families who prefer to visit in the evening, we offered near-monthly pajama parties. Pajama party themes from the year included everything from polar bears to St. Patrick's Day, from hot cocoa to fictional character the Gruffalo.

In addition to those favorites, new children's programs were added, including a very popular Fiesta Storytime, featuring stories and songs in both English and Spanish. This has attracted some bilingual patrons in addition to English-speakers who have been finding language-learning fun. A monthly LEGO building program was started with a LEGO collection donated by a resident. This program has been applauded by parents who find the program to be beneficial to boys and those with special needs.

The Young Adult division has also grown its programming in 2011. A Teen Book Club was founded. Teens and a librarian together chose a book each month from the Young Adult collection and discussed over coffee, orange juice, and donuts. During the week, the Library responded to a need for after-school programming for middle school students by introducing Afternoon Discovery, an afternoon hands-on science program that has explored various science topics from food science to magnetism. These young patrons especially love programs in which they produce an edible product, including ice cream and popcorn.

Summer Reading 2011 was themed "One World, Many Stories," and in keeping with that theme, children read to support the purchase of bees from Heifer International, a nonprofit organization who partnered for the year with the inter-state Summer Reading Collaborative. Much of the summer programming was themed around multiculturalism. We kicked off the summer with a hot dog luncheon and a concert from Davis Bates and Roger Tincknell, jointly funded by the Cultural Council and the Friends of the Lynnfield Public Library. Their interactive concert included songs from every corner of the globe. Once the summer began in full swing, several families attended "Lunch Bunch on the Common," during which youth librarians read folktales from various cultural and literary traditions while children enjoyed BYO picnic lunches in the summer sunshine. A pajama party series focused on food – always a favorite in the Children's room – from around the world. We read about different traditional bread, soups, and noodle dishes. A one-time "Global Games Night" drew in thirty-two people for a night full of games from around the world, from hopscotch to marbles and even egg jousting! The final summer event was a Luau. Summer Reading Program participants were announced and awarded certificates before a fun outdoor party including balloon giveaways and a piñata. In total, thirty children and fifty-seven people attended that final event.

During the school year, the Library continued to support the curricular needs of teachers and students in Lynnfield, from major biography and poetry assignments in the

elementary schools and nonfiction assignments at the Middle School, as well as day-to-day homework-related information needs. Fourth grade students at both public elementary schools visited with their teachers and librarians for bibliographic instruction. The Library also collaborated with the PTOs at the Summer Street and Huckleberry Hill Elementary Schools to host Sparky's Puppets for a puppet show that drew smiles from all seventy-seven attendees. Additionally, the Library continued to support local preschools and kindergartens. Tower Day's kindergarten classes visited to study the human body, space, and other topics.

Aside from school visits, a few Daisy scout troops visited the library in 2011 to receive guided tours of the room and an introduction to the collection. Librarians read a brand new picture book biography of the Girl Scouts founder Juliette Gordon Low to a group of Daisies who were working towards earning a 'petal' for bravery and courage.

Every facet of the collection grew in 2011 to include popular and critically acclaimed media. Popular new easy readers included *Tugg and Teeny* by Patrick J. Lewis and the *Katie Woo* series by Fran Manushkin; in picture books *Goodnight, Goodnight, Construction Site* was a favorite; in graphic novels Brian Selznick's *Wonderstruck* was popular with children and teens alike. In the fiction collection for readers, Daisy Meadows' *Rainbow Fairies* series, Erin Hunters *Warriors* series, Rick Riordan's *The Heroes of Olympus* series, and the *Geronimo* and *Thea Stilton* series continue to fly off the shelves and receive rave reviews from patrons. A series opener by John Stephens called *The Emerald Atlas* was also a hit in fantasy fiction, compared by *School Library Journal* reviewer to both *Harry Potter* and *The Chronicles of Narnia*. Disney DVDs topped the popularity for feature films with *Tangled*, *Rio*, and *Rango*, but nonfiction additions like John Deere's *Fun on the Farm* series were also in high demand. Youth Services also added nonfiction titles on a broad range of topics, including *Trapped: How the World Rescued 33 Miners from 2,000 Feet below the Chilean Desert* by Marc Aronson, *Every Thing On It* by Shel Silverstein, and several books on art, mythology, gastronomy, and animals.

In Young Adult fiction, the sequel to Pittacus Lore's *I Am Number Four*, entitled *The Power of Six*, was popular, and the upcoming March 2012 release of the *Hunger Games* movie renewed interest in the trilogy by Suzanne Collins. Popular nonfiction titles included *Flesh & Blood So Cheap: the Triangle Fire and its Legacy*. New popular DVDs included the documentary *Dive!*, feature film *Beastly* and episodes of the hit television show *Glee*.

The Children's Room makeover is coming together! The Lynnfield Rotary Club generously donated funds in 2010 to purchase Squiggles, the bright green caterpillar activity bench and stools, for our toddlers. Capital monies from the Town for new furniture and light fixtures, memorial donations by many Lynnfield families and support from the Friends of the Library as well as earmarked Friends' donations, are making these 2012 improvements possible.

The Youth Services Department continues to be a thriving, bustling center of learning and play in the community. We look forward to continuing service to children, teens, and their families in 2012.

Concerts on the Common

Concerts were planned for every Wednesday in July from 6:00 p.m. to 8:00 p.m. on the Common. Linda Burns, Chair and her energetic Concerts on the Common Committee, planned music and booked the following bands: Evolution (Lynnfield Alum rock band), Lynnfield High School Youth Musicians, Bob Bachelder's Totem Pole Orchestra and the Brian Maes Band. The Committee members coordinated the fundraising refreshment groups and organized children's activities and intermission entertainment for each concert. New this year, the Recreation Commission and concerts committee co-sponsored a Lynnfield Farmer's Market at two of the concerts offering fresh produce from local farms. Northrup Associates, The Savings Bank, First Financial Trust, Cervizzi's Martial Arts and the Eastern Bank generously underwrote the four programs and numerous local vendors contributed raffle prizes to encourage donations.

Local History & Genealogy Collection

The Library is collaborating with the Essex Society of Genealogists, the Historical Commission and the Historical Society to organize narratives or stories of a selection of Lynnfield's antique homes using old and current photographs of the houses, maps, deeds, family genealogies, newspaper clippings and engravings. We want to create a digital story that explores and celebrates life in our community and complete it for the 300th celebration of the Meeting House in 2014. We are also making selections of materials from our Local History and Genealogy Collection that will be digitized for the use of local history and family researchers. Our library boasts a superb collection of materials that focus on Essex County history and family genealogy.

Friends of the Lynnfield Library

The Friends of Lynnfield Library continued to support the Library by funding a variety of Adult and Children's Programs. The Friends Executive Board held eight meetings throughout the year, during which the board discussed various fundraising ideas, community outreach and library advocacy. We were fortunate to have Beth Galloway, a Simmons College Adjunct Professor present a program entitled "Social Networking: Meeting Users Where They Are" at our Annual Meeting on May 9.

The Book Sale at Geraniumfest in May was a great success. Additionally, we did well raising funds via our town-wide Annual Appeal. The Friends thanked and honored our loyal volunteers at a lovely Volunteer Reception in June. Several local dignitaries including State Representative Donald Wong and State Senator Katherine Clark attended the reception to join us in expressing our appreciation for the support provided by the Friends and all of its volunteers. Stacy Dahlstedt became President effective July 1 and Janine Saldanha became President-Elect.

The Friends Annual Used Book Sale did exceptionally well on Friday, October 14 and Saturday, October 15. We had a beautiful fall day for this event, which brought in a

steady stream of customers and helped to contribute to sale's profits. The Friends look forward to another successful year where we can continue to support the Library.

Volunteers

Over 100 adults contributed 2,105 hours to help make the Lynnfield Public Library one of the best libraries on the North Shore. Our dedicated volunteers straightened book shelves, mended our materials, planted and maintained the library grounds, and assisted genealogy patrons. They also sorted through thousands of hardcover books, DVDs and paperbacks for the Friends of the Library's two book sales, shifted and stored our newspapers; shelf read and prepared our "What's Happenin' in the Lynnfield Library" calendar for mailing. We honored these same volunteers on June 23 with a reception and open house at the Meeting House.

Community Outreach

Adult programs numbered thirty-two with 1,594 participants. They included the Curious about Cuisine series, the adult non-fiction book club called BookLovers, and a four-part series about composer and lyricist George and Ira Gershwin. We enjoyed programs such as "A Bee in Every Bonnet" in January, Thai cuisine in March and "Mushrooms: Not Your Every Toadstool" in April. In June we toured Appleton Farms, in Hamilton, MA, a Community Supported Agriculture (CSA) working farm. By September attendance at our programs had doubled. "Introduction to Vegan Cooking" kicked off the series, November brought collaboration with the Flower Workshop about growing and preparing winter squash and a hugely successful "An English Tea" finished the year in December. BookLovers read and discussed such titles such as *A Great Improvisation: Franklin, France and the Birth of America* by Stacy Schiff, *Dreaming in Hindi: Coming Awake in Another Language* by Katherine Rich and *Goat Song: A Seasonal Life, a Short History of Herding, and the Art of Making Cheese* by Brad Kessler. Ninety-four participants enjoyed the traveling exhibit "Held on the Homefront: German POWs in the United States, 1943-1946." On February 23, Trustee E. Seavey Bowdoin was awarded the 2010 Elaine R. Melisi Outstanding Trustee of the Year award by Massachusetts Library Trustees Association President Jack Donoghue and Massachusetts Board of Library Trustees Director Robert Maier at a ceremony at the Meeting House.

Flower Workshop of Lynnfield members donated their energy, time and expertise to beautifying the library grounds and changing and managing the seasonal plantings throughout the year. They decorated the inside of the library with poinsettias throughout the first floor and a display on the Circulation Desk during the holidays. In August together with the Friends of the Lynnfield Library and a generous donation of labor and expertise from Chris Drislane of Designsapes, Inc. of Lynnfield, an irrigation system was installed in the front and side of the library grounds enabling the gardeners to maintain the grounds more efficiently. **Village Garden Club** hung garlands on the outside of the library, wreathes on the doors and a swath on the library signpost for the holidays. The members collaborated in April with the Lynnfield Art Guild to design flower arrangements that would interpret selected paintings for a weeklong "Art in Bloom."

Board of Library Trustees

Robert D. Calamari, Jr., Chair
Stanley Schantz, Vice-Chair
Faith Honer-Coakley
E. Seavey Bowdoin
Kerry Haughney

Library Staff**Administration**

Nancy D. Ryan, Library Director
Assistant Director: position vacant since September 2008
Patricia Nutile, Administrative Assistant and Secretary, Board of Trustees

Youth Services:

Laura Bruynell, Head of Youth Services
Pam Griswold, Children's Assistant

Reference Services:

Patricia Kelly, Head of Reference Services
Irene Gorevitz, Reference Staff Librarian

Technical Services

Laurel Toole, Head of Technical Services
Pauline Silva, Technical Services Librarian

Circulation Services

Jennifer Petro-Roy, Circulation Manager (left on June 23, 2011)
Hollin Elizabeth Pagos, Circulation Manager (began August 12, 2011)
Katherine Decker, Circulation Assistant
Jane Doherty, Circulation Assistant
Dawn Mayerson, Circulation Technician
Margaret O'Keefe, Circulation Technician
Betty Whelan, Circulation Technician

Circulation Technician Substitutes

Mary Kraft
Beverly Lenehan
Carolyn Savio

Reference Librarian Substitutes

Marilyn Graves, Reference Staff Librarian

Library Pages

Laura Ricciardone
Ava Landry (left on December 21, 2011)
Marissa Wilkerson
Josephine Hilty

Respectfully submitted,

Nancy D. Ryan
Library Director

PLANNING BOARD

This year Mass Highway made changes at the intersection of Walnut Street and Salem Street and the Walnut Street on and off ramps at Route 128 as part of the off site improvements for Market Street Lynnfield. Construction of the Market Street Lynnfield site is underway. In February the Board granted a special permit for a minor modification to the site plan which provides a green space down the middle of the main roadway and angled parking, creating easier access to stores. The changes do not affect the overall build out of the property. The project still includes 395,000 s.f. of retail, 80,000 s.f. of office space, 180 residential units, the LIFE project and nine-hole golf course. National Development intends to start early next year from Walnut Street with the loop and main roadways and construction of 275,000 square feet of retail/office space.

Over the year we held eleven regular monthly and several site visits. Stony Ridge (470 Salem Street) creating a 5-lot subdivision was approved in February. The roadway and two homes are under construction. Extensions to complete subdivision construction were granted for Georgie's Way, Godding Lane, Haywood Farm, Pondview Lane, Sevinor Road, Tappan Way Extension and Taylor Terrace Extension I (2-lots) and II (4-lots).

BSC Group Inc. provided a report on the construction of and the integrity of Ramsdell Way walls and culverts. During the year, this matter was discussed between the Board, Town Engineer and the developer. We are looking to resolve this matter next year.

The Board made recommendations on 14 petitions to the Board of Appeals requesting Special Permits, Findings and or Extensions; and two Site Plans.

The Board voted to recommend to the October Town Meeting acceptance as public ways Bridle Path, Haywood Farm, Indian Road and Tappan Way. Unfortunately the meeting did not have a quorum and the items were continued to the April 2012 Town Meeting.

Respectfully submitted,
Richard J. O'Neil, Jr., Chairman
Alan K. Dresios, Clerk
John W. Faria
Charles B. Wills

POLICE DEPARTMENT

The Lynnfield Police Department had a number of personnel changes in 2011. David Mayerson, a 35-year veteran of the force, and Louis Trapasso, a four-year veteran, were appointed as Sergeants on July 7. The two appointments filled vacancies that were created by promotions and retirements. Sgt. Mayerson was assigned as the Officer-in-Charge of the third watch and is the Departments Technology Coordinator. Sgt. Trapasso was assigned to the second watch as the Officer-in-Charge. He is also the Firearms Licensing Officer, Domestic Violence Officer, in addition to other duties. In September, Officer Raymond Barnes transferred to Lynnfield from The Peabody Police Department. Due to budgetary constraints and civil service laws, the department is currently under its full compliment of nineteen full time sworn officers. Town Administrator William Gustus is working with Chief Breen to fill the open positions as soon as possible.

The following assignments were effective for 2011:

Officer Peabody- Detail Officer
Officer Tomich- Alcohol Testing Officer
Officer Kilroy- Assistant Armorer, Fleet Maintenance Officer
Officer Hnath- Detective
Officer Topping- Assistant Training Coordinator
Officer Barnes- School Resource Officer, Assistant Training Coordinator
Officer Secatore- Training Officer, Armorer, I.T. Officer, NEMLEC RRT Member
Officer LaBonte- Defensive Tactics Training Coordinator

Furthering our attempt to modernize the agency, organizational changes to the Lynnfield Police Department were implemented in 2011. The policy and procedures manual is continually being updated and will be completed in early 2012. It will be issued electronically to reduce our use of paper. The policies will also be available to the officers from their cruiser mounted laptops. This will enable more convenient access to them in the field. The departments foray into the social media also continued by use of the new CodeRed reverse 911 system. This system was used by Chief Breen when he issued a town wide message during a November snow storm. Training continues to be a major concern for the department. The Commonwealth Of Massachusetts has reduced its training budgets annually. This has caused concern amongst police chiefs who are now trying to find alternative ways to ensure their officers receive proper training.

Chief Breen wishes to thank all employees of The Lynnfield Police Department for their continued efforts to improve the delivery of services to the residents and business owners of Lynnfield. He would also like to encourage residents of town to communicate any concerns or suggestions in how we may serve you better.

**Respectfully submitted,
David Breen
Chief**

Roster

Chief of Police

David J. Breen

Captain

Karl Johnson

Sergeants

Sean Donovan
Richard Lamusta
David Mayerson
Louis Trapasso

Patrol Officers

Charles Peabody
Paul Tomich
Sean Kilroy
Stephen Conley
Bryan Materazzo

Anthony Hnath
Michael Topping
Nicholas Secatore
R. Matthew LaBonte
Mark Bettencourt
Raymond Barnes

Dispatchers

Anne Romano
Maura O'Brien
Diane Williams
Charlotte Peterson
Michael DiCorato

Crossing Guards

Carol Kilroy
John Walsh
Erin Batchelor

Matrons

Carol Kilroy
Kathleen Correale

Clerk

Paula Allen

IBR Summary

Murder	0
Robbery	2
Aggravated Assault	10
Simple Assault	30
Intimidation	35
Extortion / Blackmail	0
Burglary / Breaking and Entering	76
Pocket-Picking	1
Purse Snatching	2
Shoplifting	8
Theft from Building	26
Theft from Motor Vehicle	26
Theft of Motor Vehicle Parts	4
All Other Larceny	103
Motor Vehicle Theft	7
Counterfeiting / Forgery	7
False Pretense / Swindle	16
Credit Card / Automatic Teller	8
Impersonation	9
Embezzlement	0
Stolen Property Offenses	12
Malicious / Destruction / Damage	125
Narcotic Violations	7
Pornography / Obscene Material	1
Weapon Law Violations	2
Bad Checks	5
Disorderly Conduct	2
Driving Under the Influence	11
Drunkenness	9
Family Offenses / Nonviolent	1
Liquor Law Violations	6
Trespass	8
All Other Offenses	93
Traffic / Town By-Law Offenses	192
B&E of a MV	58
Domestic A&B	14
Accidents	200
Alarms	798
Alarms (Fire)	290
Medical calls answered	789
911 Calls for service	984

Activity

Dispatch Entries	10,809
Incidents Investigated	673
Total Offenses	863
Total Felonies	336
Total Misdemeanors	409
Total Violation / Ordinance	326
Total Arrests	264
Total Arrests (On View)	51
Total Arrests (Incidents / Warrants)	41
Total Summons Arrests	172
Total Juvenile Arrests	22
Total Juveniles Arrests Handled	2
Total Juvenile Arrests Referred	20
Total Protective Custody	11

TOWN REPORT
DEPARTMENT OF PUBLIC WORKS
FISCAL YEAR 2011

To the honorable Board of Selectmen and Citizens of the Town of Lynnfield, I hereby submit the following annual report of the Department of Public Works for the period covering July 1, 2010 to June 30, 2011.

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

DENNIS R. ROY, Director
Steven deBettencourt, Assistant Director of Facilities
Anthony Fratonì, Assistant Director of School Operations
Charlie Richter, Town Engineer
Michelle Sweeney, Department Administrative Secretary
Christine Russo, Principle Clerk

Highway:

Mark Rogers, General Working Foreman
John Canavan, Highway Foreman
Richard Peabody
Mark Bushnell, Municipal Maintenance
Rick DeGrande, Highway Crew Super
Kevin Raiche
Frank Savchuk, Mechanic
Gerard D'Orsi
James Carriere

Parks/ Cemetery/ Trees:

Brett Potter, Cemetery/Parks/Tree Foreman
Leonard, Parks/ Cemetery Crew Super
Eddie Downs, Tree Climber
Daniel Ashwell
Todd Boudreau
James Tamburrini

Municipal Buildings:

Keith Hammerbeck, Head Custodian
Roger Harbour Sr.
Paul Harrington
Jonathan Paddock, Part-time Library
John Quinn, Part-time Senior Center

Bus Drivers:

Christy Peterson
Donna Turcotte
Joanne Lawson
Jack Polycarpe
Ann Tondreau
Maureen Teixiera

Custodians:

John Desiderio, High School-Head Custodian
Glenn Anderson, High School
Armando Agramonte Sr., High School
Mike White, High School
David LeBlanc, Middle School-Head Custodian
Armando Agramonte Jr., Middle School
Martin Ayoal, Middle School
Dan Harvey-Middle School

Custodians (Cont.):

Marilyn Bonneau, Huckleberry Hill-Head Custodian
James Reilly, Huckleberry Hill

Arthur Dupuis, Summer Street School-Head Custodian
Robert Burke, Summer Street School
Marien Guzman, Floating Custodian
Michael Manning, Floating Custodian

David King, School Maintenance Specialist

INTRODUCTION

It was a very busy year for the Department as well as a challenging one as the decline in the economy has affected the public sector as well. Level funded budgets are now a regular occurrence at the Annual Town Meeting with requests for current year reductions in the operating budgets at the Annual Fall Special Town Meetings. As the Department tries to maintain the quality of services it provides to its citizens there is very little room to make improvements, or move ahead, with any additional requests or improvement projects.

The Department of Public Works is a service organization responsible for providing essential public works infrastructure support services for the citizens of Lynnfield. It is the second largest town operating budget with the school department being the largest.

Services provided by this department includes engineering design, construction, maintenance and repair of streets, sidewalks, storm drains; maintenance and repair to all DPW vehicles and equipment including school buses and the Council of Aging vehicle; maintenance of parks, playgrounds, cemeteries, athletic fields, public and school buildings; manage refuse collection, disposal and recycling; snow plowing and ice control; administration of construction contracts; review of subdivision projects; manage all public shade trees for pruning, planting and/or removal; school bus transportation; custodial services to all municipal/ school buildings; maintenance of town owned street lights and traffic signals.

The Department divides its multiple responsibilities for the management, maintenance and operations of the Town's infrastructure among five Divisions: Administration, Municipal Building Maintenance, School Building Maintenance, Rubbish/ Recycling Collection and Disposal, and Highway/ Cemeteries/ Parks & Trees.

Lynnfield Public Works employs (47) full- time permanent staff, (2) part-time staff, (16-20) seasonal employees in the summer and has an annual operating budget of \$5.2 million. The FY-11 DPW Capital Budget, approved by Town Meeting, included \$138,000

for town equipment and infrastructure improvements along with \$100,000 for Energy Management Improvements for the schools. Due to budget restraints the 10- year plan for replacing DPW vehicles and equipment has fallen behind and has resulted in some equipment being pulled from service. I hope the town will be able to fund this important equipment replacement program in the coming years.

ADMINISTRATION TEAM

Located in Town Hall is the administration team that is critical to the daily functions of the Department of Public Works. Michelle Sweeney is responsible for the administration support of the Director of Public Works Office and holds the job title of Administrative Secretary to the Director. Also working out of the Town Hall DPW office is, Christine Russo, Principle Clerk, who provides administrative services to all Divisions. Both Michelle and Christine deal directly with all public queries and complaints regarding all operations of the Department such as street lighting and tree problems, trash pickup schedules, snow and ice problems, drainage issues etc. while maintaining employee payroll and department budget/ billing records. All invoice payments, requisitions and purchase orders are also facilitated by the administrative staff. Over (314) street opening, access and trench permits along with (1,305) recycling center and curbside recycling pick-up stickers were issued in fiscal year 2011.

Also part of the core administration team centered in the DPW office is Steve deBettencourt who serves as Assistant Director of Facilities. Steve is responsible for managing the maintenance and HVAC operations of all municipal and school buildings. He also plays a key roll in the repairs and administrating capital improvements to all our town buildings.

Attempting to keep all our (14) municipal and school buildings in good condition is no easy task. Each day presents a different challenge for Steve as he performs his many duties.

The position of Assistant Director of Facilities, before reorganization of the Department several years ago, also included the day to day operations of school busing and custodial staff of all our buildings. As the DPW's responsibilities grew in these area over the years it was apparent that this position needed to be split into two separate functions in order to improve the efficiency of the Department as well as respond in a more timely manner to the day to day problems that arose.

This part of the DPW is now managed by Tony Fratoni, Assistant Director of School Operations. Tony is responsible to make sure all our schools are kept clean each day by managing the (14)- full time school custodians. This position also is responsible for school bus operations while working closely with the School Department to make sure our school buses are ready to transport our students to and from school each day. This includes working with our (6) town drivers and with our private bus company, Vocell Busing, to make sure they too are providing transportation services according to their contract with the town.

Completing his seventh year as part of the DPW administration team is Town Engineer, Charlie Richter, P.E.. The creation of the position of Town Engineer back in 2004 as part of the reorganization of the DPW has proven to be a positive improvement to the operations of the Department. Under the direction of the Director of Public Works the Town Engineer provides leadership assistance to the Director in the planning, coordination and management of the entire Department as well as acting as a consultant to other departments, town boards and commissions. Charlie has rapidly grown to be a great support to the DPW as well as to all other Town departments.

REPORTS BY DIVISION:

HIGHWAY:

The Highway Division of the DPW provides for the maintenance of all town roads, sidewalks, public path ways, municipal and school parking lots, fencing and guard rails.

In addition to the normal surface repair of roads and sidewalks, the Highway Division 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 by keeping them clear of debris to prevent public and private property flooding. The Highway Division also maintains the Pillings Pond Dam spillway area and control logs when needed.

The Highway Division has more than 77 miles (250+ lanes miles) of roads and 91.3 miles of sidewalks that it must maintain.

This past year 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. With the elimination of the sidewalk repair program that was once in place several years ago it has made it difficult to keep up with the much needed repairs throughout town. I hope that the town will, in the near future, be able to reinstitute the funding for this very important and needed program.

This year Public Works cleaned a total of 1600 catch basins throughout the town which helped in preventing street flooding caused by clogged drain lines.

The DPW continued its' aggressive program to repair damaged manholes and catch basins throughout town. We were able to repair over (67) collapsed catch basins and manholes this year as well as jet vacuum (24) additional catch basins that were partially or completely blocked.

The Town replaced over (2300) feet of damaged curbing from this past winter's plowing.

The spring season brought the usual DPW clean-up efforts with the street sweeping program beginning in early April and completed by mid-May. The street stripping program was completed in early June. Over (105) street and traffic signs were replaced this past year.

Since the price of asphalt has dramatically increased over the past two years and continues to climb because of the price increases to crude oil it will mean that less roads will be resurfaced each year. With the only funding source for highway resurfacing being Mass Highway Chapter 90 funds it will be very difficult to keep up with the (40) year highway resurfacing program established by the department back in 2003. In that report it estimated that \$ 370,000/yr. would be needed to keep the program on target. With inflation that number is closer to \$450,000/yr. in 2011.

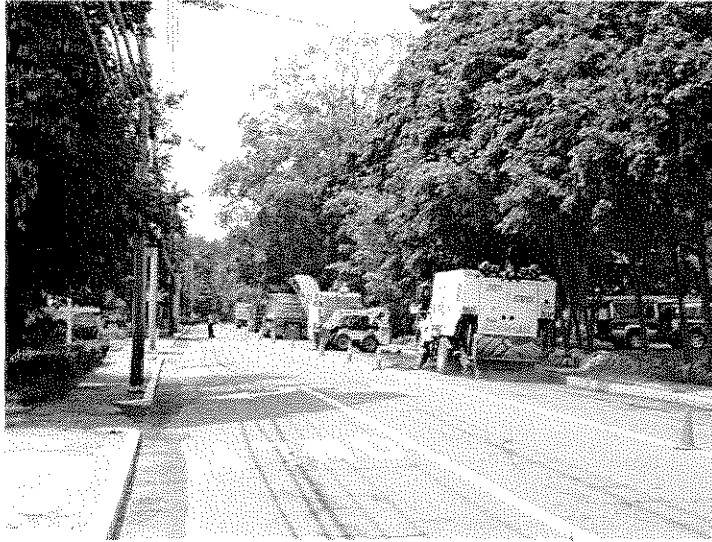
Public Works received \$ 413,766/yr. in FY-11 from the state as our apportionment of Chapter 90 funding. This was a 28% increase from last year's appropriation. To get some prospective as to what it costs to pave a road the town spent over \$150,000 for the work completed on Salem Street. In order to maximize the funds available alternative measures such as grinding and overlaying sections of roads are part of the plan now. New England winters take a tremendous toll on our road system each year degrading even the sturdiest of road surfaces. The continuous freeze and thaw cycle creates stress cracks in just 5- 10 years on some new roads. Economy affects our road surfaces as well. When fuel oil prices escalate, as they have, we have more requests from residents to convert to natural gas. National grid presents numerous requests to the DPW for utility cuts in our roads in order to provide residents with natural gas. Each year the town tries to co-ordinate our work with the gas company and other utility companies, however, they do not know themselves who may want to connect to gas. The town has a hard and fast policy that no roads can be dug up, unless for emergency repairs, for a period of (5) years.

Fiscal year 2011 continued to be a very busy year for paving that started in early July and continued up until early October.

The following streets were paved this fiscal year:

SALEM STREET- (850 linear feet) Maple Street to Route 1

The top 1-1/2" of existing road surface was milled off and resurfaced with 2" of new bituminous concrete binder. New granite curbing, concrete handi-cap ramps, thermoplastic center/fog lines and bituminous concrete sidewalks were installed as part of this project. This now completes the (5)-year program on Salem Street that began at the Wakefield line back in 2005. The remaining section of Salem Street in South Lynnfield is part of the state highway system. The DPW has petitioned MASS DOT to place this section of Salem Street on their resurfacing list since it is in poor shape.



Milling existing pavement- Salem Street

BROOK DRIVE - (Entire length of 970 linear feet)

The top 1-1/2" of existing road surface was milled off and resurfaced with 2-1/2" of new bituminous concrete. New bituminous concrete cape cod berm was installed along with new concrete wheel chair ramps and sloped granite curbing at the intersections of Salem Street, Willowdale Drive and Route 1. Repairs were made to catch basins. A bituminous overlay was done on sections of the existing sidewalk to complete this project.

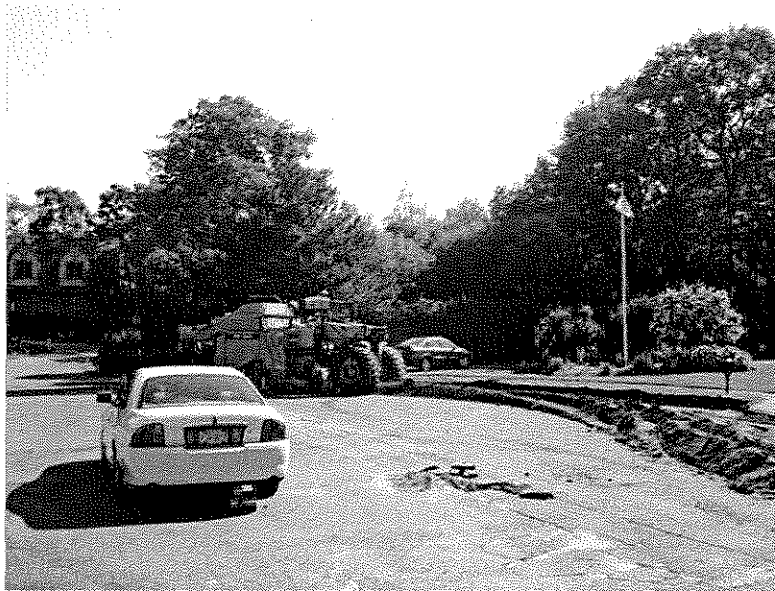


Setting sloped granite curb- Brook Drive

MAGNOLIA TERRACE - (Entire length of 690 linear feet)

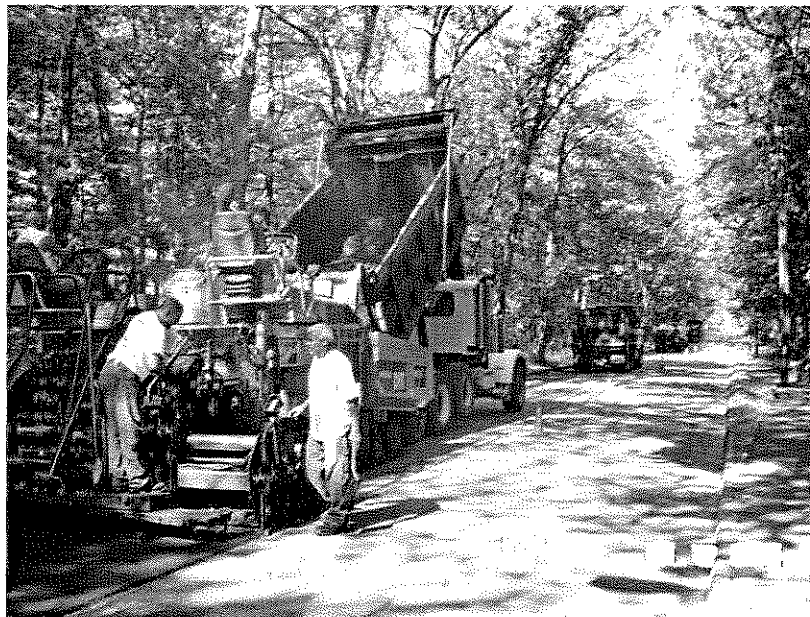
Due to the extensive poor condition of the road and sub base the entire road surface needed to be reclaimed and reshaped before it could be repaved. After reshaping the road base 2-1/2" of new bituminous concrete binder and 1-1/2" of bituminous top was placed.

Nineteen hundred feet of new bituminous cape cod berm was installed and granite curb was set at the intersection of Wildewood Drive.



Reclamation of existing pavement- Magnolia Drive

MAIN STREET - Various locations



Paving of upper Main Street near Middleton line

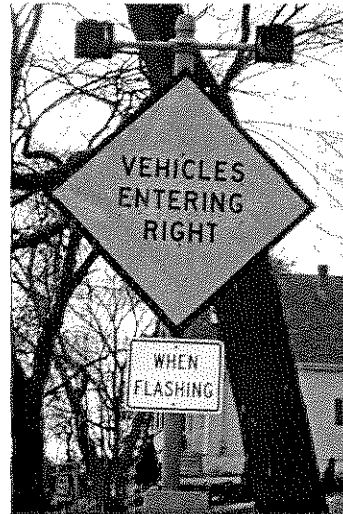
Due to the deterioration of some of our main roads the town performed some selective permanent repairs to several sections of main street that were constant patching problems. Rather than let Main Street fall into further deteriorating condition the following areas were milled and repaved:

Main Street at Old Town Road (500 linear feet) one lane
Main Street between #368-#395 (585 linear feet) full width
Main Street area of #1414 (510 linear feet) one lane
Main Street from Middleton town line to Friendship Lane (1170 linear feet) one lane

GIANNA DRIVE – Installed a new Dynamic Warning Sign and traffic island



Gianna Drive traffic island



Walnut St. warning sign

After many years trying to find a solution to make the Gianna drive intersection with Walnut Street safer the Town decided that a flashing dynamic warning sign heading south on Walnut Street would be the best and only solution to the issue.

The Department of Public Works hired Vanasse Hangen Brustlin, Inc. of Watertown, MA to develop specifications and plans for the construction of a warning system to alert drivers on Walnut Street of vehicles approaching from Gianna Drive. The contract to install this new sign was given to Bell Traffic of Weymouth, MA.

Construction on this sign began in the summer of 2010 and was completed in the spring of 2011.

CEMETERIES:



During the past year there were (53) interments at Forest Hill Cemetery and (13) at Willow Cemetery. During this same period there were a total of (40) new graves sold at Forest Hill and (2) sold at Willow Cemetery.

As we do each year, the Department spends many man hours cutting the many acres of grass along with the caring for the many shrubs, trees, etc. in an effort to keep our cemeteries looking beautiful.

In the next 5-10 years the town will need to consider seeking additional land for cemetery purposes in order to have graves available for future burials. If land is not acquired soon then the town may need to consider restricting advanced sale of lots.

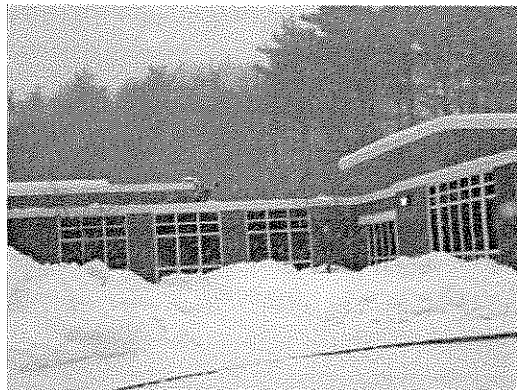
Anyone who may own a lot or lots that they no longer intend to use are encouraged to sell them back to the town for a full refund of their original purchase price. You can contact the DPW office on how this is done.

SNOW & ICE :

Public Works is responsible for clearing over (250) lane miles of roadway and (15) of the towns (91) miles of sidewalks along with (4) school parking lots and (5) municipal building parking lots which includes Post Office Square.



Cranberry Lane-down to one lane



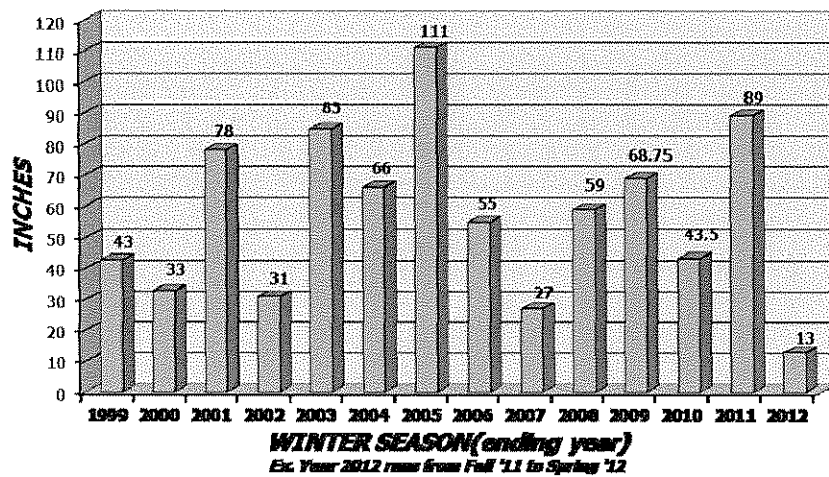
Huckleberry Hill School- note snow blower on roof

In addition to the roads and municipal/school parking lots DPW is responsible for clearing all avenues in both cemeteries. Depending on the intensity of the storm this may take several hours or several days to complete. Our Department works continuously until the job is completed.

The 2010-2011 snowfall season was a sever, long and costly New England snow season that lasted 102 days. The snow season began on December 20th when 2-1/2" of snow fell and finished on April 1, 2011 again when 3-3/4" of snow fell.

The total snowfall amount for the season was recorded at (89.0") inches. This was double the amount that the Town experienced during last winter season in which (43.5") inches of snow fell. The average annual snowfall amount for Lynnfield is usually between 60-65 inches of snow.

LYNNFIELD SNOW TOTALS
1999-2012



During this season the town experienced (16) storms where between one and six inches of snow fell, only (2) snow events between 6-12 inches and (2) storms where more than 12 inches fell. The largest storm of the season occurred on January 11-12, 2011 when (19") inches of snow fell. The second largest snowfall occurred the day after Christmas when (16) inches of snow was recorded. This winter season was challenging in many ways since much of the snow that fell in January and February did not melt during the day causing unusual large snow bankings and accumulations on building roofs. The DPW was forced to send larger equipment out on a regular basis to widen narrow roads. The town performed snow removal operations for the first time in over 20 years because there was no place to put the snow. Luckily we were able to use the King Rail golf course as a storage site.



Snow pile from snow removal operations



Snow removal from Middle School roof

Bulldozers and heavy trucks were working a 24 hour operation to keep up with the accumulating snow.

Many area roofs were collapsing from the weight of the snow and the Town was forced to shovel off roof on all our school buildings. This was a costly operation that took several days to complete.

Due to the severity of the Jan.11-12 storm the federal government declared this to be disaster that the town could seek reimbursement costs. The DPW substantiated storm related costs of \$105,244 of which the Town was reimbursed at a rate of 75% totaling to \$78,932 that was returned to the town.

In total this year expenses to control snow and ice operations ran at a record level of nearly \$580,000, which included snow removal and roof clearing operations.

During the season Public Works was called upon to go out many more nights and early mornings besides the (20) snow events in an effort to keep our roadways, sidewalks, schools and municipal buildings clear and safe from ice so that they would be safe for the public and school children when commuter hour arrived.

One saving grace this year was the fact that salt prices dropped by nearly 19% (\$52.85/ton to \$43.00/ton). This resulted in a \$27,000 savings this year. Since the town is part of a larger consortium for the purchase of salt and this contract is for three years the town should see a similar savings in future years.

I would like to thank the men of the department who worked the many sleepless hours performing an outstanding job and service to the town.

PARKS & PLAYGROUNDS:

The DPW is responsible for maintaining over 60+ acres of public open space, comprising (6) playgrounds and/or tot lots; (4) parks; the grounds around (5) municipal

buildings, (4) school buildings; (4) basketball courts, (11) tennis courts, (1) outdoor running track, (2) football fields, (12) baseball/ softball diamonds, (5) multi-use playing fields used for soccer, field hockey, and lacrosse. This maintenance includes irrigation wells and systems for most of these fields.

In addition to routine maintenance of all school/ municipal grounds and parks the DPW the town performed the following improvements:

- Relined the Middle School track after performing minor track repairs



- Resod worn out sections of the Middle School football field



- Completely reconstruct and resod the Middle School girl's field hockey field including additional irrigation this past fall



Girl's field hockey field reconstruction



Sod installation- middle School

- Refurbished Newhall Park playground with new fencing, play structure parts, swings and play surface material that was damaged by vandalism.



Newhall Park Tot Lot

- Refurbished entire Glen Meadow Park tennis courts with new fencing, painted surface and basketball netting.



Glen Meadow Courts

- Repair High School Tennis Courts
- Assisted Youth Soccer in their design to construct additional parking at Jordan Park

As is happening in many towns the ever-increasing number of athletic programs is causing very serious maintenance problems for the DPW. The Town currently has a significant shortage of field space. Due to the demand the town is consistently over using its' fields and unable to allow them time to rest to re-establish the turf grass. Even with an aggressive field maintenance program, the town cannot deliver quality playing fields without resting them by taking them out of service.

Sports teams begin using our fields sometimes even before snow is gone in early spring and play until early to mid- December. DPW has had to lay sod in certain areas of the fields in order to get those fields back on line for the next season's usage.

DPW is committed to using every resource it has to try and give the many sports organizations in town the best playing fields that we can with the budget that is allowed.

FORESTRY/ TREES:

This past year over 35 diseased, storm damaged, or root damaged trees were taken down. There were many more that were pruned back of their dead wood. With the limited funds that the DPW has to work with each year Public Works can only take down those trees that are determined to be safety hazard or badly diseased.

The DPW also continued its road clearing program on several streets. This is where we try to reclaim sidewalks and roads that have brush and tree overgrowth that have encroached into the right of way. The roadside cutter that was purchased several years ago has proven to be a great tool in this effort.

Last spring the state experienced a severe outbreak of winter moth damage. This caused defoliation of many maple and oak trees. Single attacks are seldom harmful to the tree, but yearly infections will cause reduced growth and may predispose the tree to other stresses.

Winter Moth, an abundant species in Europe, originated from Nova Scotia. The moths are considered to be an invasive species in the U.S. due to the severity of their infestations. Mature winter moths mate in late fall and lay their eggs in early winter. The eggs hatch in the spring once temperatures reach 55 degrees. This makes spring an ideal time to start looking for signs of early infestation on trees. Winter Moth caterpillars can be identified by their light green color. They have pale lines down their sides and a darker line along the top. Winter Moths feed on the new leaves and buds of maples, oaks, birches, and almost any other type of tree or shrub. Fruit trees like apple and blueberry are extremely

susceptible to the damage that winter moth can cause. Their feeding cycle is finished by the middle of June each year

Once (the larvae) hatch, they start to make a kind of trek to the outer ends of the branches. The leaves might not even be out yet but the days are warm enough that the buds have cracked open a little bit so they can get inside the bud and start to feed.

Tree experts suggest the following action that can be taken to reduce this disease:

- Spray the tree twice with a natural product derived from the chrysanthemum plant. Applications typically cost about \$180 to \$200 each.
- Two chemicals that work well in treating the winter moth are Bacillus Thuringiensis (BT) and Spinosad. Tree spraying should be performed by a trained arborist.

The town received “Tree City USA” designation for its 6th year. Thanks to the help and work provided by the Towns’ Tree Committee we were able to easily fulfill the requirements for this designation.

Public Works continued to work with Townscape this spring with the planting of 10 new trees around town. We are always happy to assist them with there very important program that residents can really appreciate each spring when you see the pink ribbons which identify all the trees over the years that were planted as part of this organization.

As Tree Warden, I try to educate residents as to what is a Public Shade Tree under MGL Chapter 87 is. The DPW responds to over 300 calls per year regarding tree issues. I recommend that all residents call the DPW before they decide to take any action on trees that are located in their front yard near the roadway. Many times these trees are public shade trees and are protected by state law. The fine associated with cutting a public shade tree can be expensive.

SOLID WASTE / RECYCLING:

The Public Works department is responsible for managing residential solid waste collection and disposal services for approximately 4350 residential households along with the recycling and recovery program that includes the annual collection of residential household hazardous waste.

The town continues to use the services of JRM Hauling & Recycling to collect and haul all our trash and recyclables. They have been a reliable and dependable contractor with the town since 2000 and are contracted until the year 2016. During fiscal year 2011 the town collected and disposed of the following amounts from curbside collection:

4685 tons of solid waste (trash)
430 tons of co-mingled plastics/glass
662 tons of mixed paper
145 TV monitors
45 appliances
15 lawnmower/ grills
35 AC units
36 other large items

In addition to the curbside collected items residents also used the recycling center located behind town hall to dispose of:

778 fluorescent light tubes
112 mercury thermometers
375 tons of leaves, grass clippings, yard waste
Undetermined amount of clothing items (donated to St. Vincent DePaul)

Removing many of these items from the waste stream not only provides for a cleaner and healthier environment but it also saves the town money. For example, when mixed paper is recycled vs. throwing it in the trash the town is able to collect \$25 per ton while also avoiding the current tipping fee of \$65.00 per ton. That is an \$90.00 per ton benefit to the town.

Public Works along with the concerted efforts of our Recycling Committee, continues to try and find ways to improve our recycling percentages each year. There is always room for improvement.

The tipping fee at Covanta, in Haverhill, increases every year and was \$65.00 per ton for the FY-11 fiscal year. This results in a cost of over \$ 304,525 this fiscal year to dispose of the Towns unrecyclable trash. The Town was able to extend Covanta's contract with the town until the year 2016 with a modest increase each year of one dollar per ton for the next three years. In the last two years of the contract trash fees will increase by two additional dollars per year.

Public Works held its' annual Household Hazardous Waste Collection Days this past November at no cost to Lynnfield Residents. This event again was very successful in which (176) residents took part in. When this event was formerly run back in the mid 1990's there were only (70) residents who used this service. People were able to dispose of chemicals, oil base paints, TV's, propane tanks, pesticides and many other hazardous materials at this event.



Nov.13, 2010 - Household Hazardous Waste Collection Day

The grant from DEP that once helped defray much of the cost of this event has been eliminated which will mean that if the town wants to continue sponsoring this much needed event it will have to do so either by charging residents the full cost or by putting it into the DPW operating budget. The cost to sponsor this once a year event is around \$8,000.

Please refer to the DPW's web site for all updates regarding trash and recycling.



SCHOOLS:

One of the missions of the DPW is to provide the Town of Lynnfield with a high degree of quality service in custodial services, maintenance, and improvements to our schools. We are committed to protect the town's recent investment in the renovations of all our school facilities. With the school building projects completed now for more than (6) years the DPW has the responsibility to maintain these facilities to an acceptable condition.

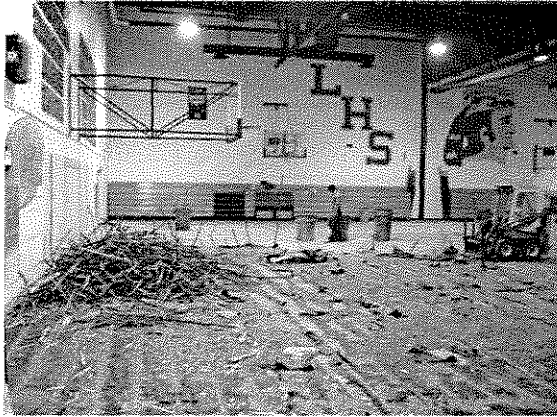
Some of the annual repairs done to all schools include:

- Replaced numerous exhaust fan and air handler belts
- Replaced all building air filters twice during the school year
- Painted many common areas during the summer that needed to be touched up
- Resolved miscellaneous "no heat" problems
- Completed miscellaneous carpentry projects
- Replaced ceiling tiles in classrooms and hallways as required
- Completed annual fire alarm inspection and testing
- Repaired plumbing and fixture problems throughout building
- Performed preventative maintenance service on both the High School and Middle School emergency generators.

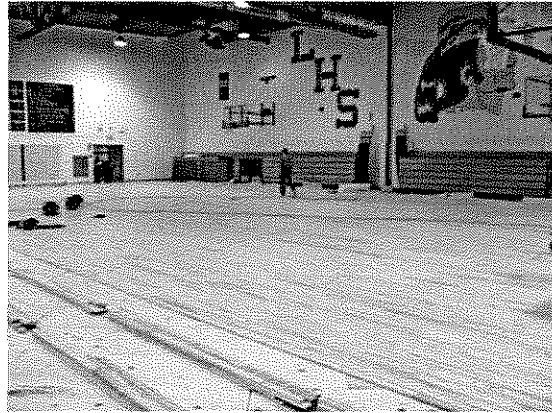
Some of the many projects that were site specific and completed and/or managed by the DPW in 2011 were:

High School:

- Removed the old gym hardwood floor damaged by a faulty sprinkler head and replaced it with a new resilient athletic hardwood floor.



Demolition of old floor



New resilient athletic hardwood floor being installed



New Concrete sidewalk and ramp at High School

- Maintained and operated the building's sewerage disposal facility and system to keep in compliance with DEP permits.
- Repaired fire alarm panel and security system
- Replaced high school concrete entrance walkway that was badly spalled.
- Had Essex County Correctional Graffiti Unit in to remove building graffiti
- Performed general roof maintenance on the flat roofs
- Completed annual flush down, inspection and cleanout of two boilers
- Cleared plugged roof drains
- Had an engineering study performed on the schools EMS system to identify deficient components of the system.

Middle school

- Refinished and relined hardwood floors in gym and auditorium stage
- Repaired several roof leaks not covered by warranty
- Rebuilt long jump pits
- Had an engineering study performed on the schools EMS system to identify deficient components of the system.
- Replaced gym basketball backboards with new glass units donated by Youth Basketball.

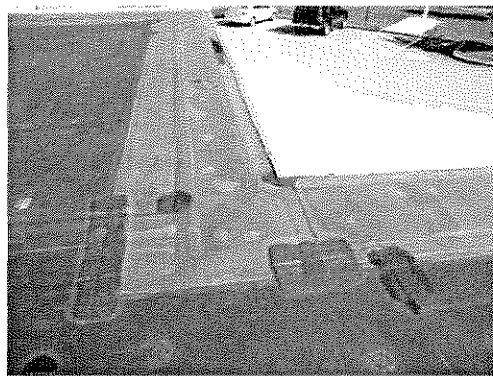
Summer Street School

- Repaired resilient playground surface
- Added additional signage at driveway and bus loop for enhanced safety
- Plumbing work in kitchen for compliance with Board of Health
- Numerous repairs and rework of door hardware
- Repaired basketball adjustable backboards
- Refinished hardwood floor in all purpose room
- Added new electrical outlets and ceiling fans
- Had an engineering study performed on the schools EMS system to identify deficient components of the system.

Huckleberry Hill School



New fascia efface



Roof repair

- Extended yard fencing at basketball hoops
- Repaired and relined gym hardwood floor that was buckling from humidity



Refinished gym floor

- Numerous repairs and rework of door hardware
- Added new electrical outlets and ceiling fans
- Repaired front fascia efface caused by a drain problem on the roof and fixed roof drain problem
- Had an engineering study performed on the schools EMS system to identify deficient components of the system.

MUNICIPAL BUILDINGS:



One of the many functions of the Public Works Department is to maintain our Municipal buildings and facilities. The Department maintains, which includes daily cleaning, (7) active town buildings and (2) inactive town buildings along with the parking lots and grounds that surround these buildings. This proves to be a very challenging job

Some of the many projects and functions completed and/or managed by the department :

TOWN HALL/ POLICE STATION COMPLEX:

- Reset and repointed front Town Hall granite steps
- Installed new A/C to IT room for proper room temp for new computer equipment
- Renovated new cable access area in Selectmen's room
- Replaced (6) ton A/C roof top unit serving Police station
- Repaired spalling concrete ramp to Police/Fire station

CENTER LIBRARY

- Performed minor roof and gutter repairs
- Repaired front concrete steps that were cracked.
- Pumped out septic system

SENIOR CENTER

- Completely refinished main room hardwood floor
- Made many electrical improvements in basement
- Pumped out septic system and hair salon holding tank
- Painted exterior trim on building
- Installed new A/C unit in kitchen area



- Installed new Senior Center sign

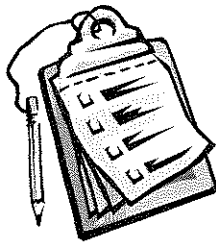
MAJOR DPW CAPITAL EQUIPMENT PURCHASES:



New 17,500 GVW rack body truck (Truck #14)



Continue with new 6" sign program



GENERAL NOTES:

Along with the various projects undertaken by the Department of Public Works this year, the following miscellaneous activities occurred:

- Negotiated a 2 year agreement with HESS that will guarantee lower natural gas prices for heating all our town facilities.
- Continue to upgrade our web site to keep residents informed and up to date on department programs, warnings and activities.
- Continue to work with organizations, committees and residents in seeing that we could provide them with the assistance for their events to make them run smooth. Some of these events included the Annual Tree Lighting Ceremony, Concerts on the Commons, Rotary barbeque, numerous sponsored road races, parades and individual block parties held throughout the year.
- The Essex County Correctional Facility provided the community with service inmates to clean the litter on town roads and in areas where illegal dumping took place. They also provided the town with their graffiti removal mobile unit and crew to remove painted graffiti around town buildings and parks.
- Continued to act as the lead community for the Tri-Town Consortium of which Lynnfield is a part of. Sealed bids for over 20 items, such as street sweeping, bituminous paving, catch basin cleaning etc. were opened and (3) year contracts awarded. This will save each of the Towns of Lynnfield, Middleton and North Reading a considerable amount of money as we use these similar services.

In conclusion, as you can see we have had a busy year for a busy Department.

I would like to thank the Board of Selectmen, Town Administrator, and the Community for their continued support of the Public works Department throughout the year.

Finally, the accomplishments of the Department could not have been done without the dedication and hard work of all the employees of the DPW who continue to faithfully serve the growing needs of the Community.

Respectfully submitted,

DENNIS R. ROY
Director of Public Works



RECREATION COMMISSION

Board Members as of January 1, 2011

Tom Terranova – Co-Chairperson

Mark Panzini – Co-Chairperson

Bob MacDonald – Member

Vince Inglese – Member

Wayne Shaffer – Member

Kevin Sullivan – Resigned from the board in the spring of 2011

***Newly appointed Directors and Members in 2011**

Tricia Torosian – Co-Director

Joe Maney – Co-Director

Chris Barrett – Member

Matt Monkiewicz – Member

The enclosed report is an outline for the Lynnfield Recreation Commission (LRC). The information includes an overview of all programs and events sponsored by the LRC in the year 2011.

Annual Tree Lighting & Gingerbread House Contest

The 8th annual Tree Lighting was held on Saturday, December 3 on the Lynnfield Commons. The tree lighting is combined with an annual Ginger Bread House decorating contest. The LRC works with the Girls Scouts to provide this outstanding community event. The majority of the work is done by the LRC but efforts of volunteering are demonstrated by the Girl Scouts of Lynnfield. This year's event was a great success with a record turn out and beautiful weather. The Lynnfield DPW was an extraordinary resource in the success of the event. The support of the Centre Congregational Church and the efforts of many volunteers help to make this day possible. The dedication and support of the Police and Fire Departments are greatly appreciated. It was a pleasure working with Chief Breen and Chief Bogart. Also, the LRC is grateful for the town Selectman's time and would like to acknowledge Arthur Bourque for his service as Master of Ceremonies. Lastly, the Lynnfield High School Music Department also plays an important role in the day as singers who perform and lead the group in a community sing-along.

Father/Daughter Dance

The annual Father/Daughter dance is sponsored by the LRC for girls in grades 1-6. The event was held at the Holiday Inn on Rt. 1 in Peabody. The couples enjoy an evening of dining, dancing and a professional portrait is taken as a keepsake. The overall count for 2011 was over 350 in attendance.

Girls Softball Program

This program is offered to girls in grades 2-4. The teams are selected according to age. The coaching staff is comprised of parent volunteers. For the 2011 season there were

over 60 girls enrolled which totaled 6 teams. At the end of the season the LRC sponsored a carnival day for the girls to celebrate with carnival rides and treats.

Recreation Station

This program is the most successful event for the LRC. This is the 'bread and butter' of the Commission. The Recreation Station Program is held at the Summer Street School. The program runs from 9 a.m. to noon Monday through Friday. The program begins the week after July 4 and runs for approximately five weeks (sometimes more depending on the calendar and when Independence Day is celebrated). In 2011, the enrollment was increased to allow 300 applicants into the program. This is a highly sought after program as it has a tremendous value for the quality. With over 18 years of experience running this program, Louise Ferullo oversees all aspects of the day to day operations, as well as program ideas and implementation. The program hires several paid counselors, volunteers, Director and Co-Director. This is a self-funded program with arts and crafts, music, fun Fridays and a decided philosophy to play as in days gone by where children can play freely with friends in a secure and safe environment.

Recreation Station Jr

This is a program new to the LRC for 2011. The introduction of this new program was to allow additional children to benefit from a pre-Kindergarten experience in a fun and safe environment where they could develop social skills and meet new friends. The other side of the Summer Street School playground was the home to this program. The children followed the same schedule of the Recreation Station program which worked out very nicely for parents to drop-off and pick-up. There were 30 children enrolled for 2011 and the program Directors were kindergarten teachers Traci Ross and Christine Sartorelli.

Tennis Clinic- NEW in 2011

The tennis clinic is a new program for the LRC. This program was offered to all members of the community. For the most part, the clinic was comprised of local women. Each week the tennis pro, Scott Donovan would provide a 1 hour lesson to groups of 2, 3 or 4 players. This clinic served as an introductory level of lessons and play. The clinic sponsored 4 teams and ran for about 5 weeks. The tennis courts used for this program are at Glen Meadow Park. The courts had been updated and renovated in the spring of 2011. Given the outstanding upgrade to the courts this was a positive way for taxpayers to appreciate a recreational experience for a nominal fee. The instruction was about \$10.00 per lesson to \$60.00 per six-week session.

Farmers' Market- NEW in 2011

A new opportunity for the LRC, the Farmers' Market was held during the concerts on the common series for five weeks during the summer of 2011. The Market was a huge success. After the concert series was over the Farmer's Market moved to the St. Paul's Episcopal Church to hold a crop share pick up as well as extend the schedule for the Farmer's Market. We worked with Jim Vath and Mike from First Light Farms in Beverly, Mass. There was a vendor charge for space on the common, but it was a nominal fee. The total amount of revenue derived from the Farmers' Market was \$120.00 in a check payable by James Vath.

Water Country

An annual event, the 2011 Water Country trip is coordinated by the LRC. Groups meet in the post office parking lot in South Lynnfield and caravan to Water Country in Portsmouth, NH where discounted tickets are purchased for the entire group. In 2011 this event was cancelled due to severe rain and lightning on the scheduled date as well as the rain date. There were more than 20 groups signed up to attend the day of fun. No reimbursements were necessary as payment is received on the morning of the trip at the parking lot.

Strike One

This is a baseball clinic program which instructs young children of the community with certified baseball instruction. This program has taken place at Jordan Park and Lynnfield Middle School. The program was cancelled in 2011 due to some issues regarding the Lynnfield Department of Health and concerns with employee health and work history records.

Mother/Son Kickball

The annual Mother/Son kickball event did not happen in 2011 as there was no available building or gym space to accommodate the event.

Respectfully submitted by,

Tricia Torosian – Co-Director

Tom Terranova – Co-Chairperson

Mark Panzini – Co-Chairperson

Joe Maney – Co-Director

Bob MacDonald – Member

Vince Inglese – Member

Wayne Shaffer – Member

Chris Barrett – Member

Matt Monkiewicz – Member

SCHOOL DEPARTMENT

Message from the Superintendent of Schools

When I assumed the role of Superintendent of Schools in July of 2011, I immediately began to try and discover the secret of what many describe as the “Miracle of Lynnfield”. That is, how does a district which spends significantly below the state average on a per pupil basis continue to achieve among the highest echelon of districts in the Commonwealth. What I have learned in my inquiry speaks volumes about the citizens who comprise this great town. First and foremost, there is strong commitment to quality education. This is reflected in modern, well-maintained schools which have all been updated and renovated within the last decade. The final part of this initiative is an addition for Lynnfield High School that has received both local and state approval and is going out to bid as of this writing. Last spring amidst challenging financial times, the voters, town officials, and employee bargaining groups worked cooperatively to strike a compromise that allowed us to maintain our system while many communities decimated their schools through massive layoffs. As importantly, Lynnfield families value education personally and work to support the efforts of educators. This partnership is evident in the spirit of volunteerism that permeates all of our schools and the incredible contributions provided by our PTOs and booster groups. Also, we have indeed been fortunate to have an exceptional faculty and support staff in all of our schools. There is no single greater determinant to educational performance than quality teachers. There are many accomplishments by our students and staff which we’ve highlighted in our school updates. The success of our students has been across the spectrums of academics, arts, and athletics – all of which are important in shaping a well-rounded education.

As a district we remain committed to using data to drive continuous progress. Academically we’re looking to strengthen our intervention and support systems for struggling learners at all levels. Recent distinguished performance on the MCAS at the elementary level where we rank among the top 1% reflects a commitment to meeting the needs of all learners and provides a strong foundation for the district for years to come. I invite you to visit our website, www.lynnfield.k12.ma.us to learn more about our students, programs, events, and accomplishments.

Please feel free to contact me personally at jeffersons@lynnfield.k12.ma.us or via phone 781-334-9200 if you have questions, concerns, or ideas you would like to share.

Respectfully submitted,
Thomas W. Jefferson, Ed.D.
Superintendent of Schools

High School

We opened our doors in September 2011 with 616 students and 80 faculty members and support staff. We welcomed the following new faculty members to our roster this year:

Maryellen Iannibelli (English Department Head), Joseph Puleo (English), Julie Sgroi (Foreign Language), and Rita Wakefield (Math).

Our focus this year for school improvement includes the development of a formal transition program for incoming students. We are also looking to align our science curriculum to achieve grade level consistency for Biology and Chemistry.

We are pleased to announce that Scott Gordon and Elizabeth LaMonica were recently honored by MassRecycle with their “Green Binnie” award for outstanding contributions among Massachusetts K-12 schools. Their recycle and reuse initiatives have been very successful.

Once again, Lynnfield High School students experienced tremendous success on the high-stakes tests of MCAS, SAT, and AP. Thirty-six students were awarded the distinction of being named Advanced Placement Scholars, with twelve AP Scholars with Distinction, five AP Scholars with Honor, and nineteen students as AP Scholars. We also have one student who has advanced as a Finalist in the 2012 National Merit Scholarship Program. In addition, the high school continued to exceed the Adequate Yearly Progress required by the No Child Left Behind Act.

Our students have also experienced outstanding success on the athletic fields and on the stage in our music programs. Our production of “The Boyfriend” was an outstanding success. In March, our choral arts members will travel to San Antonio and our band members to Nashville.

This past November, Lynnfield High School successfully completed its decennial Accreditation visit from the New England Association of Schools and Colleges. The preliminary feedback from the visit was very positive and we look forward to receiving our formal report sometime in March.

Our building expansion project is progressing nicely with construction set to begin this spring/summer. The projected completion date is estimated to be January 2013.

Middle School

The faculty and students of the Lynnfield Middle School grow and learn in a building that entered its ninth year of existence. The building reflects the students who attend via classroom projects, accomplishments, and images.

Enrollment continues to rise and there are currently 779 students for grades 5-8. The beginning of the 2011-2012 school year has seen the addition of several newly hired staff and an entire class of 200 fifth grade students new to the middle school. Grade 5 has four teams of two teachers and grade 6 has two teams of four teachers. This provides for greater subject specialization as well as a gradual progression from elementary to high school. Teachers continue to deliver the curriculum via a wide variety of strategies and

practices. Differentiation of instruction is a key element within the heterogeneous composition of the middle school classroom.

Students in all grade levels have a variety of courses beyond the academic core (Reading, Language Arts, Math, Science, Social Studies). Courses such as health, physical education, art, music, and media center are part of all students' annual experience. Further, students in grades 6-8 opt for Spanish or French and have opportunities in performance groups such as band and chorus.

Students continue to prepare for the MCAS testing in the spring. At that time, all students in grades 5-8 will be assessed in English/Language Arts and Mathematics. Science, Technology and Engineering exams will be administered to 5th and 8th grade students. The social studies exams for grades 5 and 7 have been suspended indefinitely by the DESE. The volume of testing, though a challenge to administer, provides the school with a tremendous amount of data that can be utilized to guide curriculum and decision making regarding instruction.

Technology in the classroom has continued to increase in quality and frequency. The media center computer lab is frequently used by students within the media classes as well as subject-specific courses. Our biggest change for the 2011-2012 school year has been the transformation of the grade 8 computer course into a STEM course. STEM stands for science, technology, engineering, and mathematics. This course combines computer-based design projects with hands-on construction using the engineering design/build model.

In conclusion, 2011 has seen change towards improvement in the middle school.

Huckleberry Hill School

The Huckleberry Hill School has a population of 383 students in grades K-4. Our school has over 60 faculty and staff members committed to providing our students with the very best instruction and supervision. We have 18 regular education classrooms K-4, one classroom providing specific programming needs for multi age students, as well as an additional classroom that services students with special needs grades 1-4. Our school has four kindergarten classrooms. Three that are tuition based, full day programs, and one .7 kindergarten classroom. Huckleberry Hill was happy to welcome three new classroom teachers this year: Ms. Emily Bonanno – Kindergarten teacher, Ms. Tanya Amero - .7 Kindergarten teacher and Ms. Heather McLeod – grade 4 teacher.

Earlier this year, the teachers worked with Christina Noce, the Mathematics/Science and Technology Curriculum Specialist at each grade level to align our current state standards for math with the new Common Core, national standards. The teachers worked as grade level teams from both elementary schools, to identify areas where our math curriculum is consistent with the Common Core standards and pinpoint areas where additional resources were needed. The teachers have also continued to work closely with Maureen Fennessy, the English Language Arts/Social Studies Curriculum Specialist to improve the

writing skills of our elementary school students. Using the Empowering Writer's writing program, the teachers have been working with the students to add more voice and detail to their writing in all subject areas. This program also provides the students and teachers with a common language and set of expectations that will be used as the students move from one grade to the next. Math and language arts will continue to be areas where instructional and assessment practices will be analyzed and assessed to support student achievement.

The character program at Huckleberry Hill, Huckleberry Heroes, is in its second year of implementation. The goal of the program continues to be to provide a safe physical and emotional environment for all members of the school community. Our aim is to also provide a physical environment designed and maintained to facilitate learning and encourage parental, family, and community involvement to support student achievement.

The program has been successful in promoting the development and practice of social and interpersonal skills that help to maintain a climate that supports the pursuit of learning. The long range objective of the program will be to instill a sense of responsibility in each individual to be a respectful and caring citizen, while demonstrating respect for diversity and individuality among members of the school community.

The teachers at Huckleberry Hill continue to expand the use of technology as an instructional and assessment tool to support academic achievement. Through the continued generosity of our PTO we are very excited to have some new technology in our classrooms. The recent purchases of Smart Board document cameras for the third and fourth grade classrooms, has added an exciting and engaging instructional tool for the teachers and students. These devices can be used in the classroom to share student work, a page from a read aloud book, model a difficult math problem or zoom in on an intricate science experiment. These document cameras, in conjunction with the use of the Smart Board technology continue to be used to introduce and reinforce some of the 21st century skills the students will need to possess as they enter the world beyond school.

Lastly, we are excited for, but saddened by the retirement of Ms. Maryann Mazzola. As an educator for nearly forty years, twenty of which were served in the Lynnfield Public Schools, she has educated and inspired hundreds of children, and fellow teachers, over the course of her career. She will be missed by her colleagues as well as the entire school community. We wish her well as she begins this next chapter in her life.

Summer Street School

Summer Street School is comprised of 447 students in grades K-4 with over 50 committed and dedicated faculty and staff. We have 22 classrooms K-4 with 1 additional classroom servicing students with special programming needs. All four of our kindergarten classrooms are tuition-based full-day programs, in addition to some .7 kindergarten students embedded in the full-day programs. We welcomed one new faculty member to our roster this year: Ms. Danielle Suslak, first grade teacher.

We continue to work on the multi-year goal regarding mastery learning in the area of English Language Arts. Faculty members continue to work diligently with Maureen Fennessy, the ELA/Social Studies Curriculum Specialist, to identify mastery learning standards for each grade level based on the Common Core Learning Standards. The focus of this year's work was in the area of writing, specifically narrative writing. Teachers worked collaboratively across both elementary schools to ensure that grade level materials and resources such as smart board lessons to support learning were consistent and available for all classroom teachers.

We committed many resources and professional development time to the other two initiatives outlined in our School Improvement Plan (May 2011) regarding a review of the Common Core Learning Standards in the area of Mathematics and character building at Summer Street School. With the generous and on-going support of the Summer Street School PTO all of our students in grades K-4 are continuing to work with a character consultant, Ms. Ann Ozanian. The focus of the work is to build individual, as well as classroom, character to ensure that all students are provided a safe learning environment free from physical and verbal harassment.

When we close our doors in June we say goodbye to three long time members of the Lynnfield School system as they begin their retirement: Ms. Susan Arrington, Elementary Art Specialist who has taught art in Lynnfield for 33 years; Ms. Susannah Ferrante, a second grade teacher with 37 years of service at the elementary level; and finally, Ms. Susan Tsiatis, Library Media Specialist with 21 years of service to our elementary schools. Combined these dedicated professionals have given 91 years of service to the children in the Lynnfield Public Schools. We wish them well as they begin a new chapter in this journey of life.

Lynnfield Preschool

The Lynnfield Preschool has been in existence since 1995 and has grown from one classroom to five classrooms serving children in multi-age groupings ranging from 3 to 5 years of age. Both morning and afternoon programs are offered. Our preschool is integrated, serving both typically developing children and students with identified special needs. The program is language based and incorporates both a consultative and integrated therapy model promoting growth in self-advocacy and independence.

Readiness skills are taught through a multi-sensory approach incorporating differentiated instruction so that each child is able to achieve at his or her skill level.

We are very proud to report that the Lynnfield Preschool was awarded the prestigious National Association for the Education of Young Children accreditation this year. The Lynnfield Preschool is the only preschool in Lynnfield that has earned this accreditation for meeting the NAEYC Early Childhood program standards, which are considered the "gold standards" in the field of early childhood education.

Since January 2008, we have offered a preschool program based on the principles of ABA (Applied Behavioral Analysis) for students on the Autism Spectrum, ages 3 to 5 years old. The program is taught by a master's level BCBA (Board Certified Behavior Analyst) teacher, with paraprofessional support as required to provide access of the curriculum. There is also a district-wide behavioral specialist (bachelor's level) providing a continuum of services depending on the identified level of student need.

Academic skills are taught through a combination of hands-on activities and structured lessons that allow children to experiment, discover, and problem-solve. Communication skills are integrated within the instruction provided in the classroom experience as part of the preschool day. A "total-communication" approach (combination of words, text, picture symbols, photographs, and sign language) is used to facilitate the development of age appropriate speech and language skills. Additionally this year the preschool expanded their technology integration with the use of a Smart Board; an interactive electronic device designed for preschool and kindergarten students.

Facilitated by district commitment to the model of a professional learning community, professional development is fostered through school-based initiatives aligned with the MA Curriculum Frameworks. The high standards of the Lynnfield Preschool continue to be enhanced by the dedication and commitment of staff as well as by the enrichment provided through strong parent support.

TOWN TREASURER/TAX COLLECTOR

The Board of Selectmen appoints the Treasurer/Tax Collector.

The Treasurer receives; take charge of, and accounts for all monies belonging to the Town. Custodian of the stabilization funds, pensions, funds and trust funds, maintains breakdown of all receipts, disbursements and cash balances.

Responsibility to make provision for adequate funds to cover current obligations including safekeeping of all funds and issuing of all long term and short term debt. In addition, invests funds to ensure maximum yield on investments while maintaining adequate availability of cash.

Fund and account for all amounts due for salaries and wages.

Receives, accounts and disburses all payroll and personnel deductions amounts for taxes, retirement, insurance and annuities.

Maintains all payroll and personnel records and acts as liaison between employees, retirement board and insurance vendors.

Acts as custodian and administrator of the unemployment compensation program.

Assures compliance with the provisions of local personnel bylaws and union contracts.

Manage funds of the municipality so that all obligations such as payroll, bills, bonds, notes and all other remittances can be paid in a timely manner.

Familiarity with the provisions of various sections of Chapter 60 of the General Laws regarding tax title and tax foreclosures.

Prepare various reports, including a reconciliation of treasurers' cash, monthly report of all receipts and balances, reports of payroll deductions (federal, state, retirement funds, group insurance, credit union dues), annual report, including a statement of debt, trust funds, report to the Bureau of Accounts for reconciliation of treasurers' cash and annual report of cash management achievements.

Supervises preparation of the payroll for all town and school employees, working closely with the School business office to ensure all aspects of the payroll are completed accurately.

The payroll department processed 879 W2's for 2011.

The tax collection of all money concerning taxes as committed by the Board of Assessors, these include real estate, personal property and excise taxes.

Preparation of certificates of municipal liens. These are legal documents that are filled at The Registry of Deeds when a house is sold or refinanced.

Safeguarding the Town's interest for unpaid real estate taxes by tax taking in a timely manner. A tax taking places a lien against the taxpayer's property so that it may no be sold or transferred until the tax obligation is met.

Reconciliation of moneys collected with the Town Accountant.

Coordination of the Senior Volunteers Program.

The Volunteer Program allows the usage of our senior citizen's talents in the everyday goings on at the Town Hall. This program was initiated to help our seniors defray the cost of ongoing increases in taxes with the approval of Town Meeting, allows this amount to be abated and thus the number of people who can be chosen to work and receive credit against their taxes may increase. With the abatement procedure the time spent working during the calendar year must be completed before the actual tax bill for the fiscal year has been issued and the abatement will be applied to the third and fourth quarter tax bills evenly. The Senior Volunteer Coordinator is part of the Tax Collector's duties.

The Senior Volunteer Program has been a great success. Congratulations, Seniors, and keep up the great work.

I would like to thank my staff Maureen Lanpher, Sue Nugent, Nancy Casey and Rose Kenney for all their efforts and commitment. Together we look forward to serving the Town of Lynnfield in the upcoming year.

**Respectfully submitted,
Christine O'Sullivan
Treasurer/Tax Collector**

VETERANS AFFAIRS

The Lynnfield office of Veterans Affairs organizes and provides state level veterans benefits to residents. The office also coordinates and advises on federal benefit applications.

The office organizes the Memorial Day and Veterans Day ceremonies.

Currently the office provides benefits in accordance with Massachusetts General Law Ch. 115. These benefits are provided to residents that meet the criteria put forth by the state. Although the benefits provided are Town and State level benefits the office assists with federal applications.

As of January 2011 there are approximately 650 veterans registered to vote and living in Lynnfield.

Respectfully submitted,
Nicholas Secatore
R. Matthew LaBonte
Veterans Service Officers

ZONING AND ENFORCEMENT

Building Department

<u>2011 ANNUAL REPORT BUILDING DEPARTMENT</u>			
<u>MONTH</u>	<u>PERMITS</u>	<u>ESTIMATED</u>	<u>PERMIT</u>
	<u>ISSUED</u>	<u>COST</u>	<u>FEES</u>
JANUARY	13	\$ 335,630.00	\$ 3,351.40
FEBRUARY	10	\$ 934,600.00	\$ 9,346.00
MARCH	25	\$ 577,127.00	\$ 6,967.00
APRIL	35	\$ 552,040.00	\$ 9,645.00
MAY	37	\$ 1,818,333.00	\$ 19,358.00
JUNE	45	\$ 1,738,355.00	\$ 29,270.00
JULY	25	\$ 533,601.00	\$ 5,241.00
AUGUST	31	\$ 1,696,580.00	\$ 18,767.00
SEPTEMBER	36	\$ 699,505.63	\$ 7,154.00
OCTOBER	40	\$ 2,401,208.00	\$ 23,276.00
NOVEMBER	30	\$ 1,809,681.00	\$ 17,030.00
DECEMBER	32	\$ 906,742.00	\$ 10,477.00
TOTALS	359	\$ 14,003,402.63	\$ 159,882.40
<u>PERMIT</u>	<u>PERMITS</u>	<u>ESTIMATED</u>	<u>PERMIT</u>
<u>CATEGORY</u>	<u>ISSUED</u>	<u>COST</u>	<u>FEES</u>
ADDITION	207	\$ 5,171,173.63	\$ 69,903.40
DEMOLITION	6	\$ 86,000.00	\$ 860.00
ROOFING/SIDING	77	\$ 1,400,340.00	\$ 12,385.00
DWELLING RES	12	\$ 6,724,000.00	\$ 70,130.00
DWELLING COM			
FOUNDATION	1	\$ 2,000.00	\$ 200.00
POOL	8	\$ 206,650.00	\$ 2,100.00
STOVE (WOOD/PELLET)	5	\$ 30,939.00	\$ 332.00
SIGNS	3	\$ 55,500.00	\$ 530.00
ACCESSORY BUILDINGS	40	\$ 326,800.00	\$ 3,442.00
TOTALS	359	\$ 14,003,402.63	\$ 159,882.40

Respectfully submitted,
 Jack Roberto
 Building Inspector

INSPECTOR OF WIRES

The Office of the Inspector of Wires issued a total of 335 Permits during 2011 with revenue of \$32,851 collected in fees.

Respectfully submitted,
Steven W. Furey, Electrical Inspector
Ted A. Cohen, Assistant Electrical Inspector
Winnie Barrasso, Secretary

PLUMBING AND GAS DEPARTMENT

In the year 2011, the Lynnfield Plumbing and Gas Department received \$15,090.00 in Plumbing fees and \$11,518.00 in Gas fees for a total of \$26,608.00 in revenue for the Town of Lynnfield. One hundred and ninety three Plumbing permits were issued, and one hundred eighty seven Gas permits were issued.

Respectfully submitted,
Martin S. Katz, Plumbing and Gas Inspector