

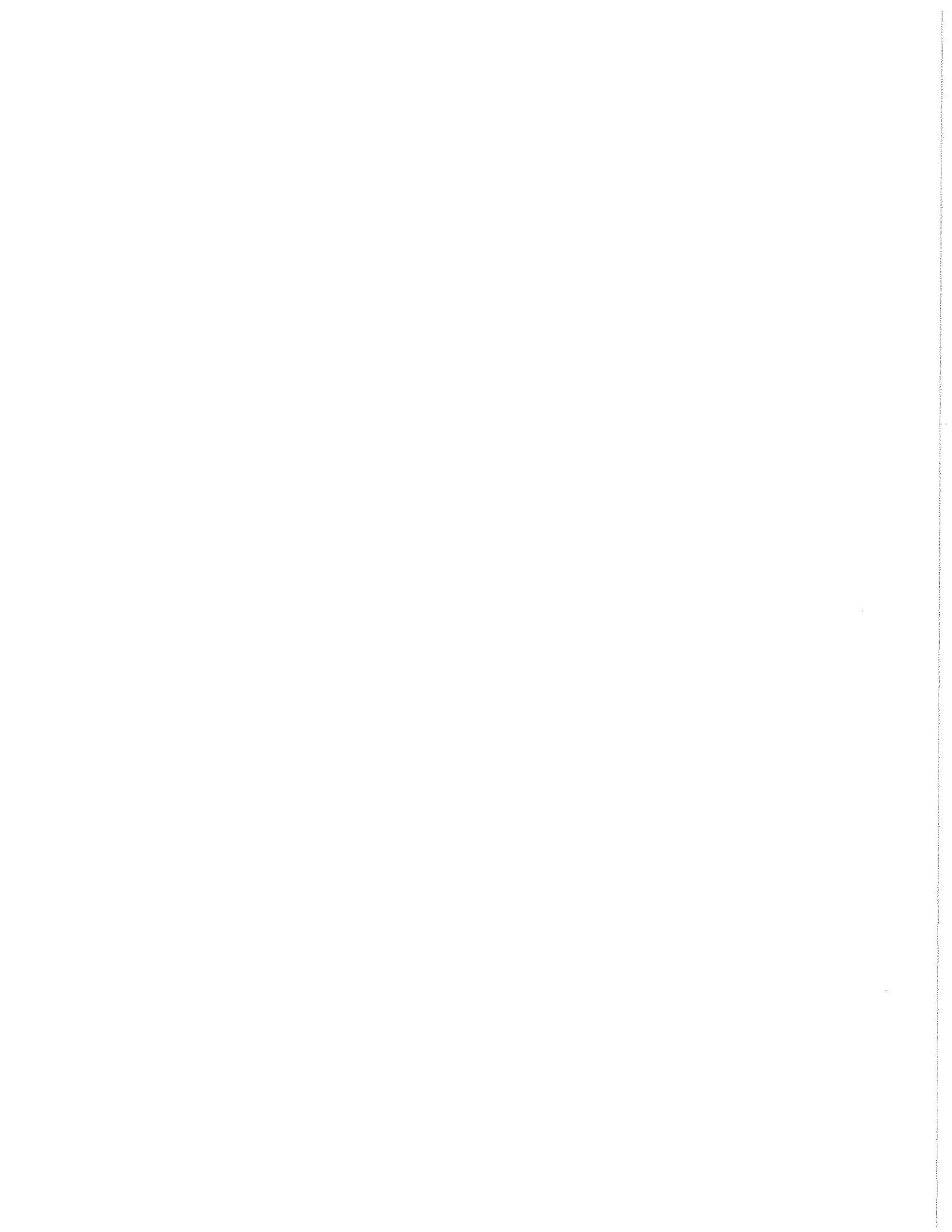
Town of Lynnfield

2012 Annual Report



TABLE OF CONTENTS

BOARD OF SELECTMEN.....	1
ACCOUNTANT.....	4
COUNCIL ON AGING.....	21
BOARD OF APPEALS.....	22
BOARD OF ASSESSORS.....	23
CONSERVATION COMMISSION.....	27
FIRE DEPARTMENT.....	29
BOARD OF HEALTH.....	34
HISTORICAL COMMISSION.....	44
LIBRARY.....	46
PLANNING BOARD.....	50
POLICE DEPARTMENT.....	51
PUBLIC WORKS.....	53
RECREATION COMMISSION.....	71
SCHOOL DEPARTMENT.....	73
TOWN CLERK.....	77
TOWN TREASURER/TAX COLLECTOR.....	110
VETERANS AFFAIRS.....	111
ZONING AND ENFORCEMENT.....	112



BOARD OF SELECTMEN

In 2012, the Board of Selectmen saw two longtime public servants leave the Board and added a new member. Chairman Arthur J. Bourque III decided not to seek a fifth term on the Board of Selectmen, choosing instead to seek the position of Town Moderator. With his election to that position, Mr. Bourque will continue to serve the Town and work closely with the Board, where it can call on his deep knowledge of the Town and his expertise in many areas of municipal government.

David M. Nelson was elected to the Board in April, and with his experience as a member of the Board of Assessors and Finance Committee he was well prepared to serve the Town immediately.

On a more somber note, Selectman Al Merritt resigned effective December 31 due to his need to devote his full attention to health issues. During Mr. Merritt's two terms on the Board, and his service as Chairman of the School Building Committee and the Economic Development and Housing Advisory Committee, he was instrumental in shaping two projects that will have an impact on the Town for decades: the school building project which resulted in a new middle school and the complete renovation of the Town's high school and two elementary schools, and the MarketStreet development, a mix of residential and commercial uses which will meet the Town's need to expand its commercial tax base and address its affordable housing mandate. The Board and the Town will deeply miss his wisdom, insight and discernment.

As 2012 opened, the Board of Selectmen was immersed in its annual task of reviewing the requests of Town departments, boards and committees and balancing the desires of Town officials to serve the residents of Lynnfield by maintaining current services and improving and expanding existing programs with the desire of taxpayers for prudent and careful spending policies. The Board's goal was to fund existing programs and enhance them where necessary and appropriate within anticipated revenues and without the need for an override of Proposition 2-1/2.

After careful review, the Board put forward to voters at the annual town meeting a budget that met its goals. The budget addressed some outstanding needs, including additional hours for positions at the Senior Center to meet the growth in programming and attendance there, the restoration of the assistant director position at the Library, and

The capital budget totaled \$513,954, which included \$250,000 for school technology. This capital plan did not require the use of borrowing, and the Town was able to place \$100,000 in the Stabilization Fund and \$100,000 in the Capital Facilities Maintenance Fund.

In May, the Town was able to bond \$1,147,032 in existing capital debt at a very low interest rate, due to the Town's outstanding financial health and the advantageous borrowing climate.

At the annual town meeting, the Town voted to appropriate \$100,000 to conduct a feasibility study of land off Main Street owned by Lynnfield Center Water District for its suitability for use as a recreational park, which would address a shortage of athletic fields in Town and the desire of residents for more passive recreational uses. The Board appointed an advisory committee to explore this issue, chaired by Arthur Bourque III, and including Finance Committee Vice Chairman Phil Crawford, former Recreation Commission Chairman Kevin Sullivan, and residents Kyle Shinnick and Bob Priestley. After a competitive process, Gale Associates was selected to survey residents on their preferences, examine current recreational facilities and usage, determine the suitability of the Main Street site for this use, and identify options. The committee's efforts were ongoing as 2012 came to a close.

The Board also appointed a Cable Television Advisory Committee to investigate options for the Town's cable television operation. The Board appointed Deanne Healey, Ted Caswell, Marshall McCausland and Sale Cammarata to this new Board, which has been working diligently since its appointment to examine the Town's existing cable television operation, study cable operations in other communities, create a business plan for the Town's cable operation, and prepare for the creation of a cable television studio at the Al Merritt Media and Cultural Center.

The Town had one change in department heads during 2012. Fire Chief Thomas Bogart resigned to pursue other opportunities after two years as chief and several years as a call firefighter. The Board chose Capt. F. Joseph Lingel and Capt. Glen Davis, two longtime members of the Lynnfield Fire Department, to serve as interim chief and interim assistant chief, respectively.

Progress of the MarketStreet development on the former Colonial golf course site on Walnut Street was dramatic in 2012. Site work continued as buildings went up and permits were granted. National Development of Newton Lower Falls and WS Development announced a number of tenants, and the Board began receiving and granting licenses for retail space tenants. An August 2013 opening was announced. Once completed, this development will significantly increase the Town's commercial tax base and will offer several well documented benefits to residents of the Town.

As in most years, the Town saw many longtime volunteers leave Town service, and saw new volunteers willing to take their place and serve. As volunteers are the backbone of Lynnfield's government, the Town is dependent on citizens willing to give of their time and expertise. The Board thanks Peter Scantalides of the Conservation Commission; Christopher Barrett of the Finance Committee, Robert MacDonald and Wayne Shaffer of the Recreation Commission and Arthur Carakatsane of the Reading Municipal Light Department Advisory Board for their past service, and thanks Paul Martindale and Christina Prew of the Conservation Commission, Mary Stewart of the Cultural Commission, and Bob Relihan, John Judd and Frank Morelli of the Recreation Commission for joining the ranks of Town volunteers.

As 2012 came to a close, the Board began anew the budget cycle, holding a Budget Summit in December for all departments, boards and commissions to begin preparations for the development of the Fiscal Year 2014 operating and capital budgets. The Board also extended its contract with Town Administrator William J. Gustus, ensuring that the Board and the Town will have at their disposal his considerable skills and judgment for the next two years.

Respectfully submitted,
Robert P. MacKendrick, Chairman
David M. Nelson, Vice Chairman
Board of Selectmen

William J. Gustus, Town Administrator
Robert E. Curtin, Assistant to Administration

ACCOUNTANT

A Fiscal 2012 audit of the Town's financial records was successfully completed by Melanson Heath & Co, PC. The Town of Lynnfield has addressed all of the prior year's management comments and is implementing recommendations made by the Auditors.

The Town is in compliance of GASB (Governmental Accounting Standards Board) statement 45. GASB 45 addresses other post-employment benefits (OPEB), including medical, dental, and other health-related benefits provided to terminated or retired employees and their dependents and beneficiaries. The actuarial valuation was update was completed this year and is done on a bi-annual basis.

I would like to thank the many members of the various boards, committees and departments for their support and assistance during the year. Also, my sincere appreciation to my assistant Janice Coburn for all her efforts and commitment. Together we look forward to serving the Town of Lynnfield in the upcoming year

*Respectfully submitted,
Julie McCarthy
Town Accountant*

Town of Lynnfield Special Revenue Accounts Fiscal 2012

	Carry Forward	Receipts or Grant Amount	Transfers In	Transfers Out	Expended	Encumbered	Balance	
Federal Grants								
Department of Justice JAG award	\$0	\$11,087	\$0	\$0	\$11,087	\$0	\$0	
Asst. to Firefighters Equip. FEMA	\$0	\$87,780	\$0	\$0	\$87,534	\$0	\$246	
Title IV Safe & Drug Free School	\$202	\$0	\$0	\$0	\$202	\$0	\$0	
Enhancing Education/Technology	\$0	\$2,994	\$0	\$0	\$2,994	\$0	\$0	
Title I Reading	\$12,535	\$65,781	\$0	\$0	\$76,534	\$0	\$1,782	
Teacher Quality	\$6,830	\$27,257	\$0	\$0	\$34,062	\$0	\$25	
Spedal Ed Reimbursement Fund	\$0	\$264,742	\$0	\$0	\$264,742	\$0	\$0	
Sped Program Improvement	\$0	\$27,027	\$0	\$0	\$27,027	\$0	\$0	
94-142 Inclusion Education	\$10,802	\$489,350	\$0	\$0	\$484,207	\$0	\$15,945	
Early Childhood	\$427	\$16,528	\$0	\$0	\$16,530	\$0	\$425	
ARRA Ed Jobs	\$0	\$198,517	\$0	\$0	\$194,693	\$0	\$3,824	
Graeter Lawrence Consortium	\$0	\$900	\$0	\$0	\$900	\$0	\$0	
Council on Aging GLSS grant	\$22,859	\$8,611	\$0	\$0	\$4,440	\$0	\$27,030	
<i>Current Year Federal Grants</i>	<i>-\$12,182</i>	<i>\$1,200,574</i>	<i>\$0</i>	<i>\$0</i>	<i>\$1,204,951</i>	<i>\$0</i>	<i>\$49,278</i>	<i>-\$16,558</i>
State Grants								
Extended Polling Hours	\$8,234	\$1,218	\$0	\$0	\$4,164	\$0	\$5,288	
E911 Grant	\$0	\$30,425	\$0	\$0	\$30,425	\$0	\$0	
Emergency Medical Dispatch	\$0	\$7,000	\$0	\$0	\$1,745	\$0	\$5,255	
S.A.F.E. Grant	\$0	\$4,665	\$0	\$0	\$4,330	\$0	\$335	
Academic Support	\$0	\$3,100	\$0	\$0	\$3,100	\$0	\$0	
Racial Imbalance (Metco)	\$0	\$178,834	\$0	\$0	\$178,834	\$0	\$0	
Chapter 90	\$47,273	\$413,766	\$0	\$0	\$402,551	\$0	\$58,487	
Green St. Sidewalk	\$1,308	\$0	\$0	\$0	\$0	\$0	\$1,308	
MEMA reimbursement	-\$78,803	\$98,976	\$0	\$0	\$20,173	\$0	\$0	
Elderly Programs	\$0	\$17,456	\$0	\$0	\$17,456	\$0	\$0	
WPAT Setic Sytem Loan Admin	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Library library state aid	\$79,379	\$12,409	\$0	\$0	\$14,219	\$0	\$77,569	
Center of Excellence (Library)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<i>Current Year State Grants</i>	<i>-\$202,340</i>	<i>\$767,849</i>	<i>\$0</i>	<i>\$0</i>	<i>\$676,997</i>	<i>\$0</i>	<i>\$148,242</i>	<i>-\$111,488</i>
Revolving Funds								
Cable PEG Access	\$308,416	\$152,434	\$0	\$0	\$82,868	\$0	\$377,981	
Pillings Pond Benches	\$39	\$0	\$0	\$0	\$0	\$0	\$39	
Design Review Planning	\$12,012	\$1,100	\$0	\$0	\$12,348	\$0	\$764	
Design Review Conservation	\$27,261	\$15,900	\$0	\$18,501	\$0	\$0	\$24,661	
Design Review Board of Appeals	\$18,098	\$0	\$0	\$0	\$0	\$0	\$18,098	
Meadowwalk Consultants DSR	\$8,513	\$20,046	\$0	\$0	\$15,161	\$0	\$13,398	
Highway Design Review	\$347	\$10,000	\$0	\$0	\$347	\$0	\$10,000	
Police Ins Reimb Under 20K	\$0	\$3,232	\$0	\$0	\$2,807	\$0	\$425	
Fire Ins Reimb Under 20K	\$0	\$10,866	\$0	\$0	\$10,866	\$0	\$0	
DPW Ins Reimb Under 20K	\$0	\$14,415	\$0	\$0	\$14,331	\$0	\$84	
Law Enforcement Trust	\$9,808	\$0	\$0	\$0	\$0	\$0	\$9,808	
Athletic Fund	\$37,278	\$34,967	\$0	\$0	\$9,696	\$0	\$62,548	
Activity Fee	\$32,380	\$187,075	\$0	\$170,000	\$1,212	\$0	\$48,243	
Full Day Kindergarten Fee	\$161,681	\$281,364	\$0	\$225,000	\$0	\$0	\$218,045	
Book Damage Ch. 88 HS	\$5,553	\$2,853	\$0	\$0	\$76	\$0	\$8,331	
Book Damage Ch. 88 MS	\$124	\$1,760	\$0	\$0	\$0	\$0	\$1,884	
Book Damage Ch. 88 Summer	\$613	\$190	\$0	\$0	\$0	\$0	\$803	
Book Damage Ch. 88 Huckleberry	\$85	\$35	\$0	\$0	\$0	\$0	\$120	
Middle School Afterschool Homework	\$0	\$1,550	\$0	\$0	\$1,313	\$0	\$238	
Adult Education	\$0	\$15,936	\$0	\$223	\$15,713	\$0	\$0	
Art Works	\$0	\$132,524	\$0	\$0	\$132,228	\$296	\$0	
Extended Day	\$0	\$318,658	\$0	\$131,544	\$187,115	\$0	\$0	
Intramurals	\$0	\$61,422	\$0	\$19,947	\$41,475	\$0	\$0	
S.O.F.A.	\$0	\$238,505	\$0	\$64,536	\$173,969	\$0	\$0	
Support	\$54,497	\$0	\$208,642	\$42,000	\$123,345	\$0	\$97,794	
Lunch Program System Wide	\$111,676	\$812,303	\$0	\$0	\$846,597	\$0	\$77,382	
High School Jazz Band	\$0	\$6,188	\$0	\$0	\$4,049	\$0	\$2,139	
School Build Ins Reimb Under 20k	\$0	\$821	\$0	\$0	\$0	\$0	\$821	
Board of Health Revolving	\$15,555	\$2,964	\$0	\$0	\$12,854	\$0	\$5,665	
Recreation Revolving	\$14,479	\$57,515	\$0	\$0	\$39,552	\$0	\$32,442	
C.O.A. Activity Revolving	\$58,608	\$33,342	\$0	\$0	\$23,326	\$0	\$68,623	
Library Revolving	\$292	\$1,564	\$0	\$0	\$1,516	\$0	\$340	
Arts Revolving	\$3,595	\$4,063	\$0	\$0	\$3,253	\$0	\$4,425	
<i>Revolving Funds</i>	<i>\$754,412</i>	<i>\$2,423,611</i>	<i>\$208,642</i>	<i>\$671,750</i>	<i>\$1,756,017</i>	<i>\$296</i>	<i>\$1,085,100</i>	<i>\$958,603</i>

Receipts Reserved for Appropriation

Sale of Real Estate	\$869,598	\$150,000	\$0	\$0	\$0	\$0	\$1,019,598
Insurance Proceeds >20K	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Wetland Protection	\$56,471	\$3,555	\$0	\$0	\$1,218	\$0	\$58,808
Sale of Cemetery Lots	\$11,564	\$17,800	\$0	\$11,564	\$0	\$0	\$17,800
Betterments-WPAT Septic Loans	\$172,296	\$74,333	\$0	\$10,100	\$0	\$0	\$236,529
Receipts Reserved for Approp.	\$1,040,320	\$245,688	\$0	\$21,664	\$1,218	\$0	\$1,332,735

\$1,263,127

Gift Accounts

Italian Program Gift	\$16,689	\$3,500	\$0	\$0	\$1,274	\$0	\$18,915
Technology Gifts	\$0	\$742	\$0	\$0	\$0	\$0	\$742
Nurse Substitutes	\$150	\$1,125	\$0	\$0	\$733	\$0	\$542
Friends of METCO	\$2,267	\$1,290	\$0	\$0	\$0	\$0	\$3,557
Special Education Gift	\$14,158	\$21,925	\$0	\$0	\$21,971	\$0	\$14,111
Summer St. Gift	\$23,498	\$13,441	\$0	\$0	\$19,392	\$0	\$17,547
Huckleberry Hill Gift	\$3,450	\$20,408	\$0	\$0	\$1,560	\$0	\$22,298
Middle School Misc. Gifts	\$5,865	\$5,579	\$0	\$0	\$2,625	\$0	\$8,819
Wilson Memorial Scholarship	\$6,142	\$37	\$0	\$0	\$500	\$0	\$5,679
High School Gifts	\$1,382	\$3,930	\$0	\$0	\$2,172	\$0	\$3,140
Unified Arts	\$8,293	\$20,537	\$0	\$0	\$18,377	\$0	\$10,442
Partridge Island Gift	\$3,278	\$169	\$0	\$0	\$3,446	\$0	\$1
Wetlands Mitigation Gift	\$10,000	\$0	\$0	\$0	\$5,500	\$0	\$4,500
Engineering Study-Drainage	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Traffic Mitigation Measures	\$15,799	\$0	\$0	\$0	\$15,799	\$0	\$0
Parks & Recreation Gifts	\$1,935	\$0	\$0	\$0	\$0	\$0	\$1,935
Lynnfield Common Lighting Fund	\$27	\$0	\$0	\$0	\$0	\$0	\$27
Senior Center Gifts	\$12,525	\$0	\$0	\$0	\$1,680	\$0	\$10,845
Senior Center Renovation Gift	\$2,898	\$0	\$0	\$0	\$0	\$0	\$2,898
Library Gifts	\$16,346	\$959	\$0	\$0	\$8,968	\$0	\$8,338
Local History & Genealogy Gift	\$9,321	\$0	\$0	\$0	\$0	\$0	\$9,321
Public Libraries Fund	\$7,338	\$0	\$0	\$0	\$0	\$0	\$7,338
Library Expansion Gift	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Concerts on the Common	\$4,111	\$3,672	\$0	\$0	\$2,544	\$0	\$5,238
Essex National Heritage Partnership	\$17	\$0	\$0	\$0	\$0	\$0	\$17
Historical Book Proceeds	\$654	\$175	\$0	\$0	\$0	\$0	\$829
J. Rubbico Recreation Gift	\$825	\$0	\$0	\$0	\$0	\$0	\$825
Fire Rescue Equipment Gift	\$2,418	\$0	\$0	\$0	\$0	\$0	\$2,418
Police Motorcycle Lease Gift	\$3,900	\$0	\$0	\$0	\$3,900	\$0	\$0
Gifts	\$282,199	\$97,489	\$0	\$0	\$110,442	\$0	\$270,322
Grand Total	\$1,862,410	\$4,735,211	\$208,642	\$693,414	\$3,749,625	\$296	\$2,885,677

\$269,245

Town of Lynnfield Operating Budget Fiscal 2012

	Carryforward	Appropriation	Transfers In	Transfers Out	Expenditures	Encumbrances	Returned Surplus
General Government							
Selectmen							
Board Salaries	\$0	\$2,250	\$0	\$0	\$2,250	\$0	\$0
Town Administrator	\$0	\$150,467	\$12,288	\$0	\$162,754	\$0	\$1
Other Salaries	\$0	\$59,160	\$2,000	\$0	\$61,160	\$0	\$0
General Town Insurance	\$0	\$336,925	\$0	\$0	\$311,482	\$0	\$25,443
Professional Service	\$2,500	\$47,000	\$0	\$0	\$44,881	\$0	\$4,619
Expenses	\$0	\$15,000	\$0	\$0	\$12,743	\$0	\$2,257
Contingency Fund	\$0	\$40,000	\$0	\$39,861	\$0	\$0	\$139
Selectmen	\$2,500	\$650,802	\$14,288	\$39,861	\$595,270	\$0	\$32,460
Finance Committee							
Other Salaries	\$0	\$2,500	\$0	\$0	\$1,235	\$0	\$1,265
Reserve Fund	\$0	\$45,000	\$0	\$40,000	\$0	\$0	\$5,000
Town Reports	\$0	\$1,500	\$0	\$0	\$1,225	\$0	\$275
Expenses	\$0	\$420	\$0	\$0	\$361	\$0	\$60
Finance Committee	\$0	\$49,420	\$0	\$40,000	\$2,821	\$0	\$6,600
Town Accountant							
Accountant Salary	\$0	\$85,000	\$6,000	\$0	\$91,000	\$0	\$0
Other Salaries	\$0	\$44,317	\$0	\$0	\$44,317	\$0	\$0
Expenses	\$0	\$3,200	\$0	\$0	\$3,180	\$0	\$20
Town Accountant	\$0	\$132,517	\$6,000	\$0	\$138,497	\$0	\$20
Board of Assessors							
Board Salaries	\$0	\$11,500	\$14	\$0	\$11,514	\$0	\$0
Other salaries	\$0	\$87,924	\$0	\$0	\$75,321	\$0	\$12,603
Revaluation	\$0	\$12,700	\$0	\$0	\$1,850	\$0	\$10,850
Professional Services	\$1,695	\$10,300	\$40,000	\$0	\$44,296	\$638	\$7,061
Expenses	\$0	\$10,250	\$0	\$0	\$8,370	\$1,275	\$605
Board of Assessors	\$1,695	\$132,674	\$40,014	\$0	\$141,350	\$1,913	\$31,120
Town Counsel							
Professional Services	\$0	\$41,837	\$0	\$0	\$40,954	\$0	\$883
Expenses	\$0	\$1,750	\$0	\$0	\$1,750	\$0	\$0
Town Counsel	\$0	\$43,587	\$0	\$0	\$42,704	\$0	\$883
Personnel Board							
Other Salaries	\$0	\$2,874	\$0	\$0	\$71	\$0	\$2,804
Professional Services	\$0	\$2,870	\$0	\$0	\$225	\$450	\$2,195
Expenses	\$0	\$330	\$0	\$0	\$250	\$0	\$80
Personnel Board	\$0	\$6,074	\$0	\$0	\$546	\$450	\$5,079
Conservation Commission							
Other Salaries	\$0	\$55,794	\$2,282	\$0	\$58,076	\$0	\$0
Professional Services	\$20	\$520	\$0	\$0	\$540	\$0	\$0
Expenses	\$102	\$1,725	\$0	\$0	\$1,827	\$0	\$0
Open Space	\$2,417	\$1,500	\$0	\$0	\$2,649	\$1,268	\$0
Conservation Commission	\$2,539	\$59,539	\$2,282	\$0	\$63,092	\$1,268	\$0
Planning Board							
Other Salaries	\$0	\$38,065	\$95	\$0	\$38,160	\$0	\$0
Expenses	\$109	\$3,286	\$0	\$0	\$2,762	\$0	\$633
Planning Board	\$109	\$41,351	\$95	\$0	\$40,922	\$0	\$633
Board of Appeals							
Expenses	\$0	\$2,661	\$0	\$0	\$2,342	\$0	\$319
Board of Appeals	\$0	\$2,661	\$0	\$0	\$2,342	\$0	\$319
General Government	\$6,843	\$1,118,625	\$62,679	\$79,861	\$1,027,543	\$3,631	\$77,113

Finance & Administration

Treasurer

Treasurer Salaries	\$0	\$66,320	\$8,000	\$0	\$74,318	\$0	\$2
Clerical Salaries	\$0	\$70,161	\$0	\$0	\$66,265	\$0	\$3,896
Expenses	\$5,797	\$16,140	\$0	\$0	\$12,928	\$9,000	\$9
Treasurer	\$5,797	\$152,621	\$8,000	\$0	\$153,510	\$9,000	\$3,907

Tax Collector

Tax Title Expenses	\$0	\$6,000	\$0	\$0	\$5,590	\$0	\$410
Expenses	\$794	\$10,993	\$0	\$0	\$5,271	\$3,396	\$3,121
SR-work off program	\$0	\$9,000	\$0	\$1,400	\$7,600	\$0	\$0
Tax Collector	\$794	\$25,993	\$0	\$1,400	\$18,461	\$3,396	\$3,531

Operations Support

Other Salaries	\$0	\$74,275	\$0	\$0	\$71,785	\$0	\$2,490
Expenses	\$0	\$35,100	\$0	\$0	\$33,961	\$0	\$1,139
Operations Support	\$0	\$109,375	\$0	\$0	\$105,747	\$0	\$3,628

Information Systems

Other Salaries	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0
IT Capital	\$1,650	\$22,000	\$0	\$0	\$17,634	\$5,095	\$921
Expenses	\$5,000	\$55,130	\$0	\$0	\$58,944	\$0	\$1,186
Information Systems	\$6,650	\$79,630	\$0	\$0	\$79,079	\$5,095	\$2,106

Town Clerk

Other Salaries	\$0	\$93,165	\$1,000	\$0	\$93,681	\$0	\$484
Election Expense	\$0	\$22,876	\$0	\$0	\$12,433	\$0	\$10,443
Registration Expense	\$0	\$3,550	\$0	\$0	\$3,262	\$0	\$289
Expenses	\$56	\$5,450	\$0	\$0	\$2,657	\$0	\$2,850
Town Clerk	\$56	\$125,041	\$1,000	\$0	\$112,033	\$0	\$14,065

Finance & Admin	\$13,297	\$492,660	\$9,000	\$1,400	\$468,829	\$17,491	\$27,237
-----------------	----------	-----------	---------	---------	-----------	----------	----------

Public Safety

Police Department

Chief Salary	\$0	\$133,096	\$7,586	\$0	\$140,680	\$0	\$2
Patrolmen Overtime	\$0	\$382,500	\$190,528	\$0	\$573,028	\$0	\$0
Patrolmen Training	\$0	\$47,639	\$0	\$10,238	\$37,401	\$0	\$0
Other Salaries	\$0	\$1,574,348	\$0	\$90,000	\$1,483,664	\$0	\$684
Expenses	\$8,600	\$140,417	\$0	\$0	\$132,540	\$1,662	\$14,815
Police Department	\$8,600	\$2,278,000	\$198,114	\$100,238	\$2,367,312	\$1,662	\$15,501

Fire Department

Chief Salary	\$0	\$120,796	\$0	\$8,500	\$110,911	\$0	\$1,385
Firefighter Salaries	\$0	\$488,516	\$0	\$32,221	\$456,195	\$0	\$100
Call Firefighter Salaries	\$0	\$351,283	\$32,221	\$0	\$383,146	\$0	\$358
Fire Alarm Salaries	\$0	\$12,138	\$0	\$0	\$12,132	\$0	\$6
Expenses	\$0	\$102,300	\$0	\$0	\$85,920	\$0	\$16,380
Fire Alarm Expenses	\$0	\$7,500	\$0	\$0	\$6,734	\$0	\$766
Fire Department	\$0	\$1,082,533	\$32,221	\$40,721	\$1,065,037	\$0	\$18,996

Zoning Enforcement/Inspect

Other Salaries	\$0	\$106,048	\$0	\$0	\$103,826	\$0	\$2,222
Professional Services	\$0	\$42,500	\$3,000	\$0	\$44,242	\$0	\$1,258
Expenses	\$4,980	\$7,851	\$0	\$0	\$11,600	\$252	\$979
Zoning Enforcement/Inspect	\$4,980	\$156,399	\$3,000	\$0	\$159,667	\$252	\$4,460

Civil Defense

Director Salary	\$0	\$250	\$0	\$0	\$250	\$0	\$0
Expenses	\$0	\$1	\$0	\$0	\$0	\$0	\$1
Civil Defense	\$0	\$251	\$0	\$0	\$250	\$0	\$1

Dog Officer

Director Salary	\$0	\$24,107	\$0	\$0	\$24,105	\$0	\$2
Expenses	\$0	\$1,800	\$0	\$0	\$737	\$0	\$1,063
Dog Officer	\$0	\$25,907	\$0	\$0	\$24,842	\$0	\$1,065

Public Safety	\$13,580	\$3,543,090	\$233,335	\$140,959	\$3,607,109	\$1,914	\$40,022
---------------	----------	-------------	-----------	-----------	-------------	---------	----------

Education

Treasurer

North Shore Voke	\$0	\$175,862	\$0	\$0	\$175,249	\$0	\$613
Treasurer	\$0	\$175,862	\$0	\$0	\$175,249	\$0	\$613

School Administration

School Committee	\$0	\$11,311	\$0	\$0	\$13,564	\$0	-\$2,253
Superintendent's Office	\$0	\$321,240	\$600	\$0	\$321,774	\$4,874	-\$4,808
Business Office	\$0	\$216,348	\$0	\$0	\$218,044	\$160	-\$1,855
Legal Services	\$0	\$60,000	\$0	\$0	\$53,331	\$700	\$5,969
Administrative Technology	\$0	\$339,082	\$133,653	\$0	\$578,139	\$0	-\$105,404
Attendance & Parent Liason	\$0	\$1,530	\$0	\$0	\$1,643	\$0	-\$113
Utilities	\$0	\$7,500	\$0	\$0	\$7,415	\$0	\$85
Maintenance of Buildings	\$0	\$6,000	\$0	\$0	\$7,691	\$0	-\$1,691
Maintenance of Equipment	\$0	\$8,000	\$9,197	\$0	\$13,142	\$14,641	-\$10,586
Health Insurance	\$0	\$2,152,102	\$0	\$0	\$2,152,102	\$0	\$0
Unemployment Ins	\$0	\$30,000	\$0	\$0	\$39,007	\$3,500	-\$12,507
Rental Payments	\$0	\$115,000	\$0	\$0	\$102,191	\$149	\$12,660
School Administration	\$0	\$3,268,113	\$143,450	\$0	\$3,508,043	\$24,025	-\$120,504

Special Education

Districtwide Leadership	\$0	\$349,283	\$0	\$5,500	\$318,667	\$0	\$25,116
Classroom Instruction	\$0	\$368,328	\$1,500	\$0	\$360,771	\$0	\$9,055
Teachers & Specialists	\$0	\$147,460	\$0	\$1,500	\$143,427	\$0	\$2,533
Substitutes	\$0	\$102,500	\$0	\$0	\$99,553	\$0	\$2,947
Instructional Aides	\$0	\$77,647	\$19,300	\$0	\$77,679	\$0	\$19,268
Professional Development	\$0	\$51,800	\$0	\$0	\$59,832	\$2,206	-\$10,238
Textbooks	\$0	\$1,450	\$0	\$0	\$146	\$0	\$1,304
Instructional Equipment	\$0	\$17,000	\$4,861	\$0	\$35,590	\$1,866	-\$15,595
Testing & Assessment	\$0	\$11,000	\$2,000	\$0	\$18,587	\$0	-\$5,587
Psychological	\$0	\$128,187	\$0	\$6,000	\$102,493	\$248	\$19,447
Pupil Transportation	\$0	\$309,727	\$0	\$600	\$278,197	\$693	\$30,236
Programs with Others	\$0	\$1,148,977	\$0	\$153,000	\$857,549	\$28,750	\$109,678
Special Education	\$0	\$2,713,357	\$27,681	\$166,600	\$2,352,493	\$33,762	\$188,163

Summer Street School

Principal/School Leadership	\$0	\$188,436	\$2,200	\$0	\$189,896	\$0	\$740
Principal's Office Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Classroom Instruction	\$0	\$2,012,328	\$0	\$30,000	\$2,012,735	\$0	-\$30,407
Teachers & Specialists	\$0	\$130,104	\$0	\$0	\$126,519	\$0	\$3,585
Substitutes	\$0	\$25,000	\$0	\$0	\$24,935	\$0	\$65
Instructional Aides	\$0	\$188,295	\$0	\$18,000	\$170,380	\$0	-\$85
Librarians & Media Center	\$0	\$78,681	\$0	\$0	\$78,681	\$0	\$0
Professional Development	\$0	\$80,717	\$0	\$0	\$80,717	\$0	\$0
Professional Development S	\$0	\$8,700	\$0	\$0	\$6,567	\$0	\$2,133
Textbooks	\$0	\$1,541	\$0	\$0	\$335	\$0	\$1,206
Other Instructional Materials	\$0	\$10,200	\$0	\$0	\$9,951	\$0	\$250
Instructional Equipment	\$0	\$1,500	\$0	\$0	\$874	\$0	\$626
General Supplies	\$0	\$73,477	\$12,940	\$0	\$76,101	\$22,113	-\$11,797
Instructional Technology	\$0	\$9,900	\$0	\$0	\$9,439	\$0	\$461
Other Instructional Hardware	\$0	\$400	\$0	\$0	\$352	\$0	\$48
Testing & Assessment	\$0	\$400	\$0	\$0	\$98	\$0	\$302
Psychological	\$0	\$80,011	\$0	\$0	\$80,010	\$0	\$1
Health Services	\$0	\$68,856	\$0	\$0	\$68,685	\$0	\$171
Utilities	\$0	\$3,500	\$0	\$0	\$4,325	\$0	-\$825
Maintenance of Equipment	\$0	\$400	\$0	\$0	\$0	\$0	\$400
Summer Street School	\$0	\$2,962,446	\$15,140	\$48,000	\$2,940,602	\$22,113	-\$33,129

Huckleberry Hill School

Building Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal/School Leadership	\$0	\$183,978	\$1,100	\$0	\$187,475	\$0	-\$2,397
Classroom Instruction	\$0	\$1,545,447	\$0	\$0	\$1,544,206	\$0	\$1,241
Teachers & Specialists	\$0	\$146,927	\$0	\$0	\$145,690	\$0	\$1,237
Substitutes	\$0	\$20,000	\$0	\$0	\$24,412	\$0	-\$4,412
Instructional Aides	\$0	\$232,296	\$50,000	\$0	\$287,907	\$0	-\$5,611
Librarians	\$0	\$76,381	\$0	\$0	\$78,412	\$0	-\$2,031
Professional Development L	\$0	\$80,717	\$0	\$0	\$80,717	\$0	\$0
Professional Development	\$0	\$8,600	\$299	\$0	\$7,270	\$0	\$1,629
Textbooks	\$0	\$1,200	\$0	\$0	\$0	\$0	\$1,200
Other Instructional Materials	\$0	\$6,700	\$0	\$0	\$7,575	\$0	-\$875
Instructional Equipment	\$0	\$1,000	\$0	\$0	\$1,533	\$0	-\$533
General Supplies	\$0	\$65,728	\$12,004	\$0	\$68,314	\$11,562	-\$2,144
Instructional Technology	\$0	\$6,980	\$0	\$0	\$5,823	\$0	\$1,157
Other Instructional Hardware	\$0	\$300	\$1,413	\$0	\$182	\$0	\$1,531
Testing & Assessment	\$0	\$300	\$0	\$0	\$0	\$0	\$300
Psychological	\$0	\$81,564	\$0	\$0	\$81,563	\$0	\$1
Health Services	\$0	\$68,686	\$0	\$0	\$68,825	\$0	-\$139
Utilities	\$0	\$3,900	\$0	\$0	\$5,029	\$0	-\$1,129
Maintenance of Equipment	\$0	\$400	\$0	\$0	\$400	\$0	\$0
Huckleberry Hill School	\$0	\$2,531,104	\$64,816	\$0	\$2,595,333	\$11,562	-\$10,975

Middle School

Principal's Office	\$0	\$278,584	\$1,700	\$0	\$279,771	\$0	\$513
Classroom Instruction	\$0	\$3,110,158	\$0	\$25,000	\$3,062,557	\$0	\$32,601
Teachers & Specialists	\$0	\$64,430	\$7,000	\$0	\$70,911	\$0	\$519
Substitutes	\$0	\$45,241	\$0	\$0	\$46,961	\$0	-\$1,720
Instructional Aides	\$0	\$261,143	\$0	\$0	\$242,317	\$0	\$18,826
Librarians & Media Center	\$0	\$58,665	\$0	\$0	\$58,665	\$0	\$0
Professional Development	\$0	\$4,840	\$0	\$300	\$4,464	\$0	\$76
Textbooks	\$0	\$41,796	\$551	\$0	\$47,172	\$1,878	-\$6,703
Other Instructional Materials	\$0	\$4,010	\$0	\$0	\$4,179	\$0	-\$169
General Supplies	\$0	\$60,257	\$82	\$0	\$60,650	\$326	-\$637
Instructional Technology	\$0	\$15,500	\$1,063	\$0	\$12,731	\$0	\$3,832
Other Instructional Hardware	\$0	\$2,300	\$300	\$0	\$2,639	\$0	-\$39
Guidance & Counseling	\$0	\$31,510	\$0	\$0	\$30,223	\$0	\$1,287
Testing & Assessment	\$0	\$700	\$0	\$0	\$877	\$0	-\$177
Psychological	\$0	\$141,395	\$0	\$0	\$141,394	\$0	\$1
Health Services	\$0	\$75,476	\$0	\$0	\$74,990	\$0	\$486
Student Activities	\$0	\$5,830	\$0	\$0	\$5,716	\$0	\$114
Utilities	\$0	\$6,000	\$0	\$0	\$11,844	\$0	-\$5,844
Maintenance of Equipment	\$0	\$3,500	\$16,034	\$0	\$19,873	\$0	-\$339
Middle School	\$0	\$4,211,335	\$26,730	\$25,300	\$4,167,933	\$2,204	\$42,628

High School

Principal's Office	\$0	\$375,980	\$0	\$6,500	\$358,038	\$1,497	\$9,945
Building Technology	\$0	\$1,000	\$0	\$0	\$895	\$0	\$105
Classroom Instruction	\$0	\$3,904,886	\$0	\$27,000	\$3,904,926	\$0	-\$27,040
Teachers & Specialists	\$0	\$7,600	\$0	\$0	\$7,362	\$0	\$239
Substitutes	\$0	\$39,806	\$0	\$0	\$31,004	\$0	\$8,802
Instructional Aides	\$0	\$115,666	\$30,700	\$0	\$133,038	\$0	\$13,328
Librarians & Media Center	\$0	\$79,595	\$0	\$0	\$79,594	\$0	\$1
Professional Development S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Development	\$0	\$15,782	\$0	\$0	\$11,230	\$0	\$4,552
Textbooks	\$0	\$51,458	\$664	\$0	\$60,418	\$4,991	-\$13,287
Other Instructional Materials	\$0	\$8,550	\$0	\$0	\$8,053	\$0	\$497
General Supplies	\$0	\$63,926	\$1,236	\$0	\$61,528	\$0	\$3,634
Instructional Technology	\$0	\$2,000	\$0	\$0	\$582	\$0	\$1,418
Other Instructional Hardware	\$0	\$10,399	\$0	\$0	\$10,903	\$0	-\$504
Guidance & Counseling	\$0	\$311,737	\$0	\$0	\$312,460	\$0	-\$723
Testing & Assessment	\$0	\$2,500	\$357	\$0	\$2,152	\$0	\$705
Psychological	\$0	\$80,011	\$0	\$0	\$80,010	\$0	\$1
Attendance	\$0	\$40,781	\$0	\$0	\$41,740	\$0	-\$959
Health Services	\$0	\$81,590	\$0	\$0	\$80,877	\$0	\$713
Athletics	\$0	\$549,647	\$4,999	\$0	\$559,174	\$7,605	-\$12,133
Student Activities	\$0	\$12,157	\$170	\$0	\$14,322	\$0	-\$1,995
Utilities	\$0	\$4,500	\$0	\$0	\$7,282	\$0	-\$2,782
Maintenance of Equipment	\$0	\$1,000	\$0	\$0	\$1,712	\$0	-\$712
High School	\$0	\$5,760,571	\$38,126	\$33,500	\$5,767,298	\$14,093	-\$16,193

Education

Education	\$0	\$21,622,788	\$315,923	\$273,400	\$21,506,950	\$107,759	\$50,602
-----------	-----	--------------	-----------	-----------	--------------	-----------	----------

Public Works**Municipal Buildings**

Other Salaries	\$0	\$171,348	\$25,000	\$0	\$187,614	\$0	\$8,734
Expenses	\$9,646	\$300,000	\$0	\$0	\$282,748	\$2,704	\$24,194
Municipal Buildings	\$9,646	\$471,348	\$25,000	\$0	\$470,362	\$2,704	\$32,928

School Buildings

Other Salaries	\$0	\$924,110	\$0	\$48,102	\$956,388	\$0	\$19,619
Expenses	\$37,549	\$652,054	\$20,000	\$0	\$657,734	\$30,809	\$21,061
Energy Supply	\$1,500	\$613,054	\$0	\$0	\$556,778	\$0	\$57,776
School Buildings	\$39,049	\$2,189,218	\$20,000	\$48,102	\$2,070,900	\$30,809	\$98,456

Public Works Admin

Director Salary	\$0	\$103,061	\$3,500	\$0	\$106,560	\$0	\$1
Other Salaries	\$0	\$292,356	\$2,500	\$0	\$290,003	\$0	\$4,853
Expenses	\$0	\$6,171	\$0	\$0	\$4,207	\$6	\$1,958
Motor fuel/oil	\$0	\$160,000	\$25,000	\$0	\$174,042	\$0	\$10,958
Public Works Admin	\$0	\$561,588	\$31,000	\$0	\$574,812	\$6	\$17,770

Highway

Other Salaries	\$0	\$782,631	\$5,102	\$0	\$787,733	\$0	\$0
Expenses	\$11,806	\$303,094	\$0	\$0	\$313,211	\$447	\$1,242
Highway	\$11,806	\$1,085,725	\$5,102	\$0	\$1,100,945	\$447	\$1,242

Snow & Ice

Expenses	\$0	\$120,000	\$0	\$0	\$115,449	\$0	\$4,551
Snow & Ice	\$0	\$120,000	\$0	\$0	\$115,449	\$0	\$4,551

Street Lights

Expenses	\$0	\$166,000	\$0	\$0	\$116,073	\$0	\$49,927
Street Lights	\$0	\$166,000	\$0	\$0	\$116,073	\$0	\$49,927

Rubbish Removal

Expenses	\$0	\$729,948	\$0	\$15,000	\$690,405	\$34	\$24,508
Rubbish Removal	\$0	\$729,948	\$0	\$15,000	\$690,405	\$34	\$24,508

Public Works	\$60,501	\$5,323,827	\$81,102	\$63,102	\$5,138,945	\$34,000	\$229,383
--------------	----------	-------------	----------	----------	-------------	----------	-----------

Human Services**Board of Health**

Other Salaries	\$0	\$81,883	\$0	\$15,396	\$66,487	\$0	\$0
Expenses	\$5,895	\$14,013	\$16,473	\$0	\$36,381	\$0	\$0
Board of Health	\$5,895	\$95,896	\$16,473	\$15,396	\$102,868	\$0	\$0

Council on Aging

Other Salaries	\$0	\$226,000	\$2,000	\$0	\$221,479	\$0	\$6,521
Expenses	\$0	\$22,250	\$0	\$0	\$22,000	\$197	\$54
Council on Aging	\$0	\$248,250	\$2,000	\$0	\$243,479	\$197	\$6,574

Veterans Agents

Director Salary	\$0	\$5,000	\$0	\$2,000	\$3,000	\$0	\$0
Veterans Benefits	\$0	\$12,500	\$2,545	\$0	\$15,045	\$0	\$0
Expenses	\$0	\$500	\$2,000	\$0	\$2,500	\$0	\$0
Veterans Agents	\$0	\$18,000	\$4,545	\$2,000	\$20,545	\$0	\$0

Human Services	\$5,895	\$362,146	\$23,018	\$17,396	\$366,891	\$197	\$6,574
----------------	---------	-----------	----------	----------	-----------	-------	---------

Culture & Recreation

Veterans Agent

Memorial Day	\$0	\$990	\$0	\$0	\$990	\$0	\$0
Veterans Agent	\$0	\$990	\$0	\$0	\$990	\$0	\$0

Library

Director Salary	\$0	\$70,823	\$2,519	\$0	\$73,342	\$0	\$0
Other Salaries	\$0	\$379,238	\$0	\$0	\$379,238	\$0	\$0
Expenses	\$0	\$184,000	\$0	\$0	\$179,620	\$4,380	\$0
Library	\$0	\$634,061	\$2,519	\$0	\$385	\$4,380	\$0

Recreation

Other Salaries	\$0	\$17,500	\$0	\$0	\$13,335	\$0	\$4,165
Expenses	\$0	\$3,759	\$0	\$0	\$3,759	\$0	\$0
Recreation	\$0	\$21,259	\$0	\$0	\$17,094	\$0	\$4,165

Historical Commission

Expenses	\$1,403	\$5,425	\$0	\$0	\$1,888	\$4,565	\$375
Historical Commission	\$1,403	\$5,425	\$0	\$0	\$1,888	\$4,565	\$375
Cultural & Recreation	\$1,403	\$661,735	\$2,519	\$0	\$20,357	\$8,945	\$4,540

Debt & Interest

Treasurer

Long-term Principal	\$0	\$181,100	\$0	\$0	\$181,100	\$0	\$0
Debt-Exclusion Principal	\$0	\$1,849,000	\$0	\$0	\$1,849,000	\$0	\$0
Long-term Interest	\$0	\$39,439	\$0	\$0	\$39,439	\$0	\$0
Debt-Exclusion Interest	\$0	\$1,038,829	\$0	\$0	\$1,038,829	\$0	\$0
Short-term Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Treasurer	\$0	\$3,108,368	\$0	\$0	\$3,108,368	\$0	\$0

Tax Collector

Short-term Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tax Collector	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Debt & Interest	\$0	\$3,108,368	\$0	\$0	\$3,108,368	\$0	\$0
-----------------	-----	-------------	-----	-----	-------------	-----	-----

Employee Benefits

Selectmen

Other Employee Benefits	\$0	\$3,891	\$0	\$1,680	\$1,333	\$83	\$795
Selectmen	\$0	\$3,891	\$0	\$1,680	\$1,333	\$83	\$795

Treasurer

Retirement Contribution	\$0	\$1,572,286	\$0	\$0	\$1,572,093	\$0	\$193
Workers' Compensation	\$0	\$200,197	\$0	\$14,000	\$185,862	\$0	\$335
Unemployment Compensation	\$0	\$40,000	\$15,000	\$0	\$48,566	\$0	\$6,434
Insurance Benefits	\$0	\$2,859,487	\$0	\$98,700	\$2,645,490	\$0	\$115,297
FICA	\$0	\$321,907	\$0	\$1,865	\$320,042	\$0	\$0
Treasurer	\$0	\$4,993,877	\$15,000	\$114,565	\$4,772,053	\$0	\$122,259

Employee Benefits	\$0	\$4,997,768	\$15,000	\$116,245	\$4,773,386	\$83	\$123,054
-------------------	-----	-------------	----------	-----------	-------------	------	-----------

Grand Total	\$101,519	\$41,231,007	\$742,576	\$692,363	\$40,018,378	\$174,020	\$558,527
-------------	-----------	--------------	-----------	-----------	--------------	-----------	-----------

Town of Lynnfield
Balance Sheet
June 30, 2012

ASSETS			
CASH:			
GENERAL CASH	\$8,579,137		
TRUSTS IN CUSTODY OF TREASURER	\$2,591,278		
PETTY CASH	\$900		\$11,171,315
ACCOUNTS RECEIVABLE:			
REAL ESTATE TAXES	\$663,878		
PERSONAL PROPERTY TAXES	\$9,545		
MOTOR VEHICLE EXCISE TAXES	\$188,945		
SPECIAL ASSESSMENTS	\$315,774		
TAX LENS AND FORECLOSURES	\$342,152		
TAXES IN LITIGATION	\$9,935		
RESERVE FOR ABATEMENTS AND EXEMPTIONS	(\$44,884)		
OTHER RECEIVABLES	\$90,089		
EMERGENCY MEDICAL SERVICES	\$322,083		\$1,897,517
PREPAID EXPENSES			\$0
AMOUNT TO BE PROVIDED FOR BOND PAYMENT			\$25,785,677
TOTAL ASSETS			\$38,854,509
LIABILITIES AND FUND BALANCE			
WARRANTS PAYABLE			\$746,485
PAYROLL WITHHOLDINGS			\$155,966
ACCRUED LIABILITIES			\$61,899
NOTES PAYABLE			\$3,699,878
BONDS PAYABLE			\$25,785,677
AGENCY ACCOUNTS			\$241,066
DEFERRED REVENUE:			
TAX TITLE AND POSSESSION	\$342,151		
REAL ESTATE AND PERSONAL PROPERTY	\$618,990		
TAXES IN LITIGATION	\$9,935		
MOTOR VEHICLE	\$188,945		
SPECIAL ASSESSMENTS	\$315,774		
OTHER RECEIVABLES	\$99,638		
EMERGENCY MEDICAL SERVICES	\$322,083		\$1,897,516
FUND BALANCE:			
RESERVE FOR ENCUMBRANCES	\$174,969		
RESERVE FOR EXPENDITURES	\$1,115,621		
RESERVE FOR PETTY CASH	\$900		
RESERVE FOR FUTURE DEBT SERVICE	\$12,141		
RESERVED FOR OVERLAY DEFICIT	(\$11,748)		
DESIGNATED			
CAPITAL ARTICLES	\$180,964		
SPECIAL REVENUE FUNDS	\$2,437,733		
CAPITAL PROJECT FUNDS	(\$1,246,603)		
ENTERPRISE FUNDS	\$271,438		
TRUSTS	\$2,588,147		
UNDESIGNATED	\$742,460		\$6,266,022
TOTAL LIABILITIES AND FUND BALANCE			\$38,854,509

Town of Lynnfield Capital and Special Articles Fiscal 2012

	Carry Forward	Appropriation	Transfers In	Transfers Out	Expended	Continuing Appropriation	Balance Available
Selectmen							
Prior Year Bills	\$0	\$4,659	\$0	\$0	\$4,659	\$0	\$0
Weights & Measures Et	\$2,900	\$0	\$0	\$0	\$0	\$2,900	\$0
Bicycle transportation pl	\$3,124	\$0	\$0	\$0	\$620	\$2,504	\$0
Saugus river watershed	\$6,250	\$0	\$0	\$0	\$0	\$6,250	\$0
Pillings Pond Maintenan	\$3,429	\$0	\$0	\$0	\$0	\$3,429	\$0
<i>Selectmen</i>	\$15,703	\$4,659	\$0	\$0	\$5,279	\$15,083	\$0
Accounting							
Actuarial Services	\$3,000	\$0	\$0	\$0	\$0	\$3,000	\$0
<i>Accounting</i>	\$3,000	\$0	\$0	\$0	\$0	\$3,000	\$0
Information Technology							
Desktop Virtualization	\$0	\$12,000	\$0	\$2	\$0	\$11,998	\$0
<i>Information Technology</i>	\$0	\$12,000	\$0	\$2	\$0	\$11,998	\$0
Police							
Telecommunications#2	\$12,525	\$0	\$0	\$3,516	\$9,009	\$0	\$0
Cruisers 2012	\$0	\$31,810	\$0	\$0	\$10,500	\$21,311	\$0
Fingerprint Scanner	\$16,500	\$0	\$0	\$0	\$7,768	\$8,732	\$0
Cruisers 2011	\$13,941	\$0	\$0	\$0	\$13,941	\$0	\$0
<i>Police</i>	\$42,967	\$31,810	\$0	\$3,516	\$41,218	\$30,043	\$0
Schools System -Wide							
Computer Accessories 1	\$10,483	\$0	\$0	\$0	\$10,483	\$0	\$0
<i>Schools System-Wide</i>	\$10,483	\$0	\$0	\$0	\$10,483	\$0	\$0
Municipal Buildings							
Library Gutters	\$0	\$5,959	\$0	\$505	\$5,454	\$0	\$0
<i>Municipal Buildings</i>	\$0	\$5,959	\$0	\$505	\$5,454	\$0	\$0
School Buildings							
High School Boiler	\$225	\$0	\$0	\$0	\$225	\$0	\$0
Schoolwide Interior	\$3,700	\$0	\$0	\$0	\$3,700	\$0	\$0
High School Parking	\$560	\$0	\$0	\$60	\$500	\$0	\$0
Fencing/Backstop	\$9,498	\$0	\$0	\$0	\$9,498	\$0	\$0
Eng. Study-Energy Mgn	\$12,175	\$0	\$0	\$0	\$0	\$12,175	\$0
Energy Mgmt Software	\$61,211	\$0	\$0	\$0	\$2,375	\$58,836	\$0
<i>School Buildings</i>	\$87,369	\$0	\$0	\$60	\$16,298	\$71,011	\$0
Highway							
Truck Replacements	\$63,000	\$0	\$0	\$0	\$63,000	\$0	\$0
Field Upgrades	\$1,507	\$0	\$0	\$0	\$1,507	\$0	\$0
Small Equipment	\$7,455	\$0	\$0	\$0	\$2,770	\$4,685	\$0
Pillings Pond Maint.	\$15,746	\$0	\$0	\$0	\$15,746	\$0	\$0
Storm Water Compliance	\$10,000	\$0	\$0	\$0	\$1,900	\$8,100	\$0
<i>Cemetery & Parks</i>	\$97,708	\$0	\$0	\$0	\$84,923	\$12,785	\$0
Library							
Furniture	\$4,981	\$0	\$0	\$0	\$4,981	\$0	\$0
Lighting	\$6,700	\$0	\$0	\$0	\$6,700	\$0	\$0
Feasibility Study	\$6,398	\$0	\$0	\$0	\$0	\$6,398	\$0
<i>Library</i>	\$18,079	\$0	\$0	\$0	\$11,681	\$6,399	\$0
Recreation							
Consession Stand	\$29,902	\$0	\$0	\$0	\$3,828	\$26,074	\$0
<i>Consession Stand</i>	\$29,902	\$0	\$0	\$0	\$3,828	\$26,074	\$0
General Fund	\$305,211	\$54,428	\$0	\$4,083	\$179,163	\$176,393	\$0

Information Technology

Storage Configuration	\$0	\$66,000	\$0	\$0	\$61,736	\$4,264	\$0
Server Virtualization	\$0	\$38,500	\$0	\$0	\$36,798	\$1,702	\$0
Information Technology	\$0	\$104,500	\$0	\$0	\$98,534	\$5,966	\$0

Police

2 Chevy Tahoe Vehicle:	\$0	\$59,449	\$0	\$0	\$0	\$59,449	\$0
Toughbooks	\$0	\$20,600	\$0	\$0	\$8,243	\$12,357	\$0
Police	\$0	\$80,049	\$0	\$0	\$8,243	\$71,806	\$0

Fire

South Station Improver	\$0	\$55,000	\$0	\$0	\$0	\$55,000	
Portable Radios	\$0	\$20,000	\$0	\$0	\$10,729	\$9,271	\$0
Protective Gear	\$0	\$10,000	\$0	\$0	\$10,000	\$0	\$0
Fire	\$0	\$85,000	\$0	\$0	\$20,729	\$64,271	\$0

School

School Technology	\$0	\$250,000	\$0	\$0	\$250,000	\$0	\$0
High School Exp. Proj.	\$0	\$4,500,000	\$0	\$0	\$389,234	\$4,110,766	\$0
Schools	\$0	\$4,750,000	\$0	\$0	\$639,234	\$4,110,766	\$0

Municipal Buildings

Sr. Center Floor Tile	\$0	\$6,000	\$0	\$0	\$4,989	\$1,011	\$0
Sr. Center Waterproofin	\$0	\$18,000	\$0	\$0	\$0	\$18,000	\$0
Municipal Buildings	\$0	\$24,000	\$0	\$0	\$4,989	\$19,011	\$0

School Buildings

Genie Lift	\$0	\$8,000	\$0	\$0	\$7,850	\$150	\$0
School Buildings	\$0	\$8,000	\$0	\$0	\$7,850	\$150	\$0

Public Works Admin

Storm Water Complianc	\$0	\$10,000	\$0	\$0	\$1,560	\$8,440	\$0
Public Works Admin	\$0	\$10,000	\$0	\$0	\$1,560	\$8,440	\$0

Highway

Street Lamp Replacem	\$0	\$5,000	\$0	\$0	\$5,000	\$0	\$0
Drain Improvements	\$0	\$50,000	\$0	\$0	\$1,768	\$48,232	\$0
Pillings Pond Improvem	\$0	\$25,000	\$0	\$0	\$4,672	\$20,328	\$0
High School Field Upgr	\$0	\$30,000	\$0	\$0	\$27,364	\$2,636	\$0
Bat Wing Mower Attach	\$0	\$22,000	\$0	\$0	\$22,000	\$0	\$0
Truck Replacements	\$0	\$245,000	\$0	\$0	\$216,440	\$28,560	\$0
Loaders	\$0	\$180,000	\$0	\$0	\$180,000	\$0	\$0
Highway Equipment	\$0	\$5,000	\$0	\$0	\$370	\$4,630	\$0
Cemetery/Parks Equip.	\$0	\$2,000	\$0	\$0	\$0	\$2,000	\$0
Street Signs	\$0	\$5,000	\$0	\$0	\$5,000	\$0	\$0
Radio Upgrade	\$0	\$9,000	\$0	\$0	\$8,120	\$880	\$0
Highway	\$0	\$578,000	\$0	\$0	\$470,735	\$107,265	\$0

Board of Health

Septic Loan Program F	\$33,932	\$0	\$0	\$0	\$0	\$33,932	\$0
Septic System Loan Prc	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000	\$0
Septic System Loan P	\$33,932	\$1,000,000	\$0	\$0	\$0	\$1,033,932	\$0

Library

Furniture	\$0	\$7,488	\$0	\$0	\$6,967	\$521	\$0
Library	\$0	\$7,488	\$0	\$0	\$6,967	\$521	\$0

Golf Course

Golf Course Capital	\$6,761	\$0	\$0	\$0	\$0	\$6,761	\$0
Golf Course Capital	\$6,761	\$0	\$0	\$0	\$0	\$6,761	\$0

Capital Projects	\$40,693	\$6,647,037	\$0	\$0	\$1,258,841	\$5,428,889	\$0
-------------------------	-----------------	--------------------	------------	------------	--------------------	--------------------	------------

Grand Total	\$345,903	\$6,701,465	\$0	\$4,083	\$1,438,003	\$5,605,281	\$0
--------------------	------------------	--------------------	------------	----------------	--------------------	--------------------	------------

Town of Lynnfield Enterprise Fund Summary Fiscal 2012

	Carry Forward	Receipts	Transfers In	Transfers Out	Expended/Encumbered	Balance
Enterprise Funds						
Emergency Medical Services	\$253,519	\$666,415	\$0	\$0	\$736,281	\$183,653
Reedy Meadow /King Rail Golf	\$333,713	\$701,534	\$0	\$0	\$947,462	\$87,785
<i>Enterprise Funds</i>	<i>\$587,232</i>	<i>\$1,367,949</i>	<i>\$0</i>	<i>\$0</i>	<i>\$1,683,743</i>	<i>\$271,438</i>
Grand Total	\$587,232	\$1,367,949	\$0	\$0	\$1,683,743	\$271,438

Town of Lynnfield Trust Fund Summary Fiscal 2012

	Carry Forward	Receipts	Transfers In	Transfers Out	Expended	Balance
Expendable Trusts Funds						
Perpetual Care	\$4,311	\$11,152	\$0	\$8,436	\$0	\$7,027
Library Trust Funds	\$10,127	\$1,594	\$0	\$0	\$2,092	\$9,628
Legion Memorial	\$7,730	\$106	\$0	\$990	\$0	\$6,846
M.A. Maney Scholarship Fund	\$30,475	\$509	\$0	\$0	\$1,000	\$29,984
L.I.F.E.	\$34	\$1	\$0	\$0	\$0	\$35
Lynnfield Tricentennial	\$4,914	\$74	\$0	\$0	\$0	\$4,988
Peabody Memorial	\$34,273	\$677	\$0	\$0	\$0	\$34,951
Kuestenmacher Scholarship	\$697	\$1,553	\$0	\$0	\$0	\$2,250
Conservation Land	\$85,583	\$4,730	\$0	\$0	\$5,565	\$84,748
Stabilization Fund	\$859,499	\$13,335	\$0	\$0	\$0	\$872,834
Capital Facilities Maintenance Fund	\$591,175	\$9,196	\$0	\$0	\$0	\$600,371
<i>Expendable Trust Funds</i>	<i>\$1,628,817</i>	<i>\$42,927</i>	<i>\$0</i>	<i>\$9,426</i>	<i>\$8,657</i>	<i>\$1,653,662</i>
Non Expendable Trust Funds						
Perpetual Care	\$726,325	\$24,000	\$0	\$0	\$0	\$750,325
Library Trust Funds	\$22,400	\$0	\$0	\$0	\$0	\$22,400
Peabody Memorial	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Kuestenmacher Scholarship	\$153,524	\$776	\$0	\$0	\$0	\$154,300
<i>Non Expendable Trust Funds</i>	<i>\$912,249</i>	<i>\$24,776</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$937,025</i>
Grand Total	\$2,541,066	\$67,703	\$0	\$9,426	\$8,657	\$2,590,686

Town of Lynnfield

Fiscal 2012 Revenue Summary

TAXES

Personal Property	\$408,617	
Real Estate (net of refunds)	\$31,999,667	
Tax Leins	\$191,563	
TOTAL PROPERTY TAXES		<u>\$32,599,847</u>

LOCAL RECEIPTS

MOTOR VEHICLE EXCISE (net of refunds)	\$1,987,219
---------------------------------------	-------------

PENALTIES AND INTEREST

Property Taxes	\$48,837	
Motor Vehicle	\$16,609	
Leins	\$44,122	
TOTAL PENALTIES		\$109,568

PAYMENTS IN LIEU OF TAXES	\$347,862
---------------------------	-----------

FEES	\$15,875
------	----------

RENTALS

South Hall/Post office	\$51,409	
South Hall Lower level	\$11,700	
Parking lot	\$2,888	
Total Rentals		\$65,996

DEPARTMENTAL REVENUE

Selectmen	\$2,314	
Assessors	\$255	
Treasurer	\$12,038	
Tax Collector	\$19,724	
Town clerk	\$8,062	
Conservation	\$112	
Planning Board	\$273	
Board of Appeals	\$4,000	
Police	\$22,523	
Fire	\$22,832	
School	\$122,801	
Public Works	\$37,685	
Cemetery	\$52,585	
Board of Health	\$12,965	
Zoning	\$1,897	
TOTAL DEPARTMENTAL REVENUES		\$320,065

LICENSES AND PERMITS

Selectmen	\$54,879	
Town Clerk	\$7,893	
Police	\$2,863	
Fire	\$7,020	
Zoning Enforcement	\$225,871	
Board of Health	\$38,103	
TOTAL LICENSES & PERMITS		\$336,628

FINES AND FORFEITS			
Police	\$70,579		
Library	\$7,091		
TOTAL FINES & FORFEITS		\$77,670	
MISCELLANEOUS REVENUES		\$77,242	
INVESTMENT INCOME		\$21,537	
TOTAL LOCAL RECEIPTS			\$3,359,663
<hr/>			
INTEGOVERNMENTAL RECEIPTS			
STATE "CHERRY SHEET" RECEIPTS			
Exemption Reimbursements	\$58,325		
State Owned Land	\$32,936		
Unrestricted General Gov Aid	\$879,672		
Chapter 70 School Aid	\$3,799,686		
Veterans Benefits	\$8,442		
TOTAL "CHERRY SHEET" RECEIPTS		\$4,779,061	
EXPENDITURE REIBURSEMENTS			
Minicipal Medicaid	\$76,342		
Medicare Part D Subsidy	\$103,153		
FEMA reimbursement	\$26,281		
TOTAL GOVERNMENT REIMBURSEMENT		\$205,775	
STATE OTHER RECEIPTS			
Local Meals Tax	\$76,255		
Other State Reimbursements	\$0		
Total OTHER RECEIPTS		\$76,255	
TOTAL INTERGOVERNMENTAL RECEIPTS			\$5,061,091
<hr/>			
SPECIAL REVENUES			
FEDERAL GRANTS			
Teacher Quality	\$27,257		
Title I Reading	\$65,781		
Sped Program Improvement	\$27,027		
94-142 Inclusion Education	\$489,350		
Early Childhood	\$16,528		
School Lunch	\$101,314		
Greater Lawrence Coalition	\$900		
ARRA IDEA Grant	\$198,517		
FEMA Fire Equipment Grant	\$87,780		
Dept. of Justice JAG award	\$11,087		
Greater Lynn Senior Services	\$8,611		
TOTAL FEDERAL GRANTS		\$1,034,152	

STATE GRANTS

Arts Lottery	\$4,070	
Extended Polling Hours	\$1,218	
S.A.F.E. Grant	\$4,665	
Metco	\$178,834	
State Special Ed Reimbursement	\$259,947	
Academic Support Services	\$3,100	
Chapter 90 Highway	\$382,661	
MEMA-reimbursement	\$98,978	
Elderly Programs	\$17,456	
Library State Aid	\$12,409	
TOTAL STATE GRANTS		\$963,338

REVOLVING FUNDS

Pillings Pond Benches		
Cable/Peg Access	\$152,434	
Highway design Review Fees	\$10,000	
Conservation Design Review Fees	\$15,900	
Planning Bd Design Review Fees	\$1,100	
Meadowwalk Consultants	\$20,046	
Insurance Reimb Under \$20,000	\$29,334	
Insurance Reimb > \$20,000	\$0	
Athletics	\$34,967	
Activity Fee	\$187,075	
Kindergarten Fee	\$281,364	
Community Schools	\$758,989	
Book Damage	\$4,839	
After School Homework Prog.	\$1,550	
High School Jazz Band	\$6,188	
School Lunch	\$710,989	
Recreation	\$57,515	
Board of Health	\$2,964	
Council on Aging Programs	\$36,306	
Library Lost Books	\$1,564	
Arts Lottery	\$13	
TOTAL REVOLVING FUNDS		\$2,313,135

RECEIPTS RESERVED FOR APPROPRIATION

Sale of Real Estate	\$150,000	
Conservation NOI Fees	\$3,555	
Cemetery Lots	\$17,800	
Septic Betterment receipts	\$74,333	
TOTAL RECEIPTS RESERVED		\$245,688

GIFTS			
Special Education Gift	\$21,925		
Wilson Memorial Scholarship	\$37		
Summer St. School Gifts	\$13,441		
Huckleberry School Gifts	\$20,408		
Middle School Gifts	\$5,579		
High School Gifts	\$3,930		
School Arts	\$20,537		
Nurse Substitutes	\$1,125		
Technology Gifts	\$742		
Italian Program Gift	\$3,500		
Friends of METCO	\$1,290		
Patridge Island	\$169		
Police Motorcycle Lease Gift	\$3,900		
Fire Rescue Equipment Gift	\$2,418		
J.Ribbico Recreation Gift	\$825		
Library Gifts	\$959		
Concerts on the Common	\$3,672		
Historical Comm Gift	\$175		
TOTAL GIFTS		\$104,632	\$4,660,945
TOTAL SPECIAL REVENUES			<u><u><u></u></u></u>
CAPITAL PROJECT			
CAPITAL PROJECT REVENUES			
Bond Proceeds	\$0		
MSBA reimbursement	\$44,886		
		\$44,886	\$44,886
			<u><u><u></u></u></u>
ENTERPRISE			
EMS ENTERPRISE			
Charges for Services	\$665,415		
Interest	\$1,001		
TOTAL EMS ENTERPRISE		\$666,415	
GOLF ENTERPRISE			
Charges for Services	\$700,932		
Interest	\$602		
TOTAL GOLF ENTERPRISE		\$701,534	\$1,367,949
			<u><u><u></u></u></u>
TRUSTS			
TRUST FUND INVESTMENT INCOME			
Legion Memorial	\$106		
L.I.F.E.	\$1		
Lynnfield Tricentennial	\$74		
Peabody Memorial	\$677		
Stabilization Fund	\$13,335		
Capital Facilities Maintenance Fund	\$9,196		
Conservation Land	\$230		
Kuestenmacher Scholarship	\$2,329		
M.A. Maney Scholarship	\$457		
Cemetery Perpetual Care	\$11,152		
Library	\$1,594		
TOTAL TRUST FUND INCOME		\$39,151	
TRUST FUND PRINCIPAL			
Conservation Land Fund	\$4,500		
Stabilization Fund	\$0		
Maney Scholarship	\$50		
Cemetery Perpetual Care	\$24,000		
TOTAL TRUST FUND PRINCIPAL		\$28,550	
TOTAL TRUST FUND RECEIPTS			\$67,701

COUNCIL ON AGING

The Lynnfield Senior Center has continued to grow and enjoy many new visitors and new programs this year. The town voted to increase our staff hours along with purchasing a much need new van. These two additions have made a world of difference to the daily operation of our center.

One day last September, staff member Claire Foustoukos suggested that we hold a Purse and Jewelry Sale. We took the plan to Pauline Finberg of the Friends and she jumped on board. We started advertising and soon we were knee deep in purses---literally! Pauline, Claire and the Friends spent days sorting, cleaning, stuffing and pricing hundreds of purses and tables full of jewelry. Claire designed a beautiful boutique and the sale began. Within three days we sold all of the purses and most of the jewelry and reaped a reward of around \$4,000.00! All profit---free and clear. This event welcomed seniors from surrounding areas to our center and created a fun, positive spirit throughout. We will hold our Second Annual Purse and Jewelry Sale again next November, and we hopeful that it will be even more amazing!

Activity Director Elaine Moorman introduced us to the Kentucky Derby last March. One hundred seniors gathered to cheer for their horse of choice. The noise level in the room was deafening as the horses rounded the bend. Chef David prepared a luncheon of ham and biscuits, succotash, salad with mint and strawberries and pecan bars.

In November we thanked our veterans for their service to our country with a special breakfast complete with creamed chipped beef on toast, fried potatoes, eggs, bacon and sausage. We were entertained by local firefighter Adam Hashian, who played patriotic songs on the piano throughout the morning and the Friends treated all vets to a free meal.

Christmas time brought State Rep Brad Jones to our center. Representative Jones treated 150 senior citizens to a beautiful Christmas Luncheon complete with the Hancock Church Bell Ringers and strolling carolers. This special event will be remembered for years to come as one of the nicest luncheons we have held in our center, and all thanks to Trip Coordinator Sue Lagorio, who simply picked up the phone one day and asked Brad Jones for his help---the answer was an immediate "Yes!"

In January, Julia Child of the Delvenia Players entertained us with a fun cooking class! The Lynnfield Cultural Council sponsored this program. Julia entertained us with jokes and stories as she cooked her way through petit fours, cream puffs and more. While watching this performance, 150 seniors enjoyed an authentic lunch of Julia's famous beef bourguignon and chocolate mousse prepared by our own cook.

With over 16 programs each and every day and many monthly socials, we hope that you will drop in and let us give you a tour and enjoy a meal with us!

*Respectfully submitted,
Linda Naccara
Council on Aging Director*

BOARD OF APPEALS

The Board of Appeals acts under the Zoning By-laws for requests of variances, special permits or site plan approvals. The Board currently meets in the Selectman's Room of Town Hall on the first Tuesday of each month to act on all cases submitted at least four weeks prior to the hearing.

The Board acted on nineteen cases this year: Application fee revenue from these Petitions totaled \$4,050. The cases were disposed of as follows:

Seventeen cases were granted

One case was withdrawn without prejudice

One case was denied

*Respectfully submitted,
Thomas Aylward, Chairman*

BOARD OF ASSESSORS

Every community in Massachusetts is mandated by law to undertake a recertification of values every three years with interim revaluations in the two interim years. The Town of Lynnfield underwent a full recertification for Fiscal Year 2011. The next revaluation is scheduled for FY2014.

For the ninth year the Board of Selectmen voted for a split tax rate for FY2012. The residential tax rate was \$14.26 while the commercial rate was \$15.56. The splitting of the tax rate effectively shifts a portion of the tax levy from residential onto commercial properties.

APPLICATION PROCESS FOR RECEIVING STATUTORY EXEMPTIONS

The Town of Lynnfield, through the Board of Assessors, offers several types of exemptions. An exemption is the forgiveness of a portion of one's taxes because physical infirmity or age and an inability to pay taxes or because of military service to the country. Below is a listing of the elderly exemptions. More details on exemptions are available at the Assessor's Office or online.

When an exemption is based on a maximum income, the Lynnfield Board of Assessors is required to verify all sources of income when processing an application for any real estate exemption.

The following lists the documentation needed for the various sources of income and age.

1. Supplemental Security Income (SSI) statement
2. Pension statement
3. Interest from stocks, bond, savings, CD's, etc.
4. Tax returns from previous year
5. Bank books-savings/checking accounts (as of Dec. 31st)
6. Rent receipts from rental income
7. Birth certificate

Additionally, if a taxpayer's property has been placed in a trust, they must submit a copy of the trust and list of beneficiaries with their application.

Real Estate Exemptions/Deferrals available from the Assessors for the Elderly

1. CLAUSE 17E Exemption Amount = \$255.00

Eligibility Requirements:

1. Widow or minor occupied premises on July 1
2. Be at least 70 years of age, and own and occupy premises for the preceding five years
3. Total net worth cannot exceed \$58,197.00 (Excluding value of principal residence)

2. CLAUSE 41D Exemption Amount = \$750.00

Eligibility Requirements:

1. Be at least 65 years old before the beginning of the fiscal year (July 1st)
2. Own and occupy a principal residence in Massachusetts for ten years. In the year of the application, property must be owned and occupied on July 1 and be the place of domicile for the previous five years.

3. Net Worth:	Single person	\$46,588.00
	Married	\$61,417.00
	(Excluding principal residence)	

4. Total Income:	Single person	\$24,063.00
	Married	\$36,093.00

5. Social Security Deductions:

Worker	\$4,308.00
Spouse	<u>\$2,154.00</u>
Total	\$6,462.00

3. CLAUSE 41A (Elderly Tax Deferrals)

What is a Tax Deferral?

A tax deferral permits the postponement of property tax payments. As opposed to an exemption, deferred taxes must eventually be repaid to the Town of Lynnfield with interest.

Under Clause 41A, one enters into an agreement with the Town to defer payment of all or part of the taxes plus 4% simple (non-compounding) interest. The total amounts deferred cannot exceed 50% of the property assessed value.

Who is Eligible?

Applicants must be 65 years or older by July 1 of the year in which the application is made; must solely own the property on which the taxes are being deferred, or be a joint owner with a spouse, or own property jointly with another person.

What are the Requirements?

Applicants must have:

1. owned and occupied any real estate property in Massachusetts for 5 years.
2. resided in Massachusetts for the preceding 10 years.
3. income cannot exceed \$40,000 in calendar year preceding the year of application.

How to apply for a Tax Deferral

Contact the Board of Assessors for an application. Clause 41A can also be used in conjunction with an exemption for which an individual qualifies.

Applications under 41A must be filed with the Board of Assessors within three months of the mailing of the first actual tax bill.

SUMMARY OF ASSESSMENTS AND TAXES FOR FY 2012

A. TOWN of LYNNFIELD

1.	Total Amount to be Raised	\$43,364,143.67
	Total Estimated Receipts and Revenue	<u>(\$10,581,643.04)</u>
	From Other Sources	
	Net Amount to be Raised by Taxation	\$32,782,500.63
2.	Residential Property Valuation	\$2,096,637,630
	Commercial/Industrial Property Valuation	\$158,802,619
	Personal Property Valuation	<u>\$26,573,218</u>
	Total Assessed Value, R.E. & Personal Prop	\$2,282,013,467
3.	Fiscal 2012 Residential Tax Rate:	\$14.26
	Fiscal 2012 Commercial/Industrial/Personal Tax Rate:	\$15.56
4.	Residential Property Tax	\$29,898,053
	Commercial/Industrial Property Tax	\$2,470,969
	Personal Property Tax	<u>\$413,479</u>
	Total Taxes Levied on Property	\$32,782,501

B. LYNNFIELD WATER DISTRICT

1.	Total Amount to be Raised	\$1,192,432.61
	Total Estimated Receipts & Revenue from other Sources	<u>(\$623,565.00)</u>
	Net Amount to be Raised by Taxation	\$568,867.61
2.	Real Property Valuation	\$757,700,400
	Personal Property Valuation	<u>\$11,039,603</u>
	Total Assessed Value, Real Estate & Personal Property	\$768,740,003
3.	Fiscal 2012 Tax rate:	\$0.74

4. Real Estate Property Tax	\$560,698.30
Personal Property Tax	<u>\$8,169.31</u>
Total Taxes Levied on Property	\$568,867.61

C. LYNNFIELD CENTER WATER DISTRICT

1. Total Amount to be raised:	\$1,316,069.15
Total Estimated Receipts & Revenue from other Sources	<u>(\$610,280.00)</u>
Net Amount to be Raised by Taxation	\$705,789.15
2. Real Property Valuation	\$1,457,405,855
Personal Property Valuation	<u>\$12,988,209</u>
Total Assessed Value, Real Estate & Personal Property	\$1,470,394,064
3. Fiscal 2012 Tax Rate: \$0.48	
4. Real Estate Property Tax	\$699,555.00
Personal Property Tax	<u>\$6,234.00</u>
Total Taxes Levied on Property	\$705,789.00

D. MOTOR VEHICLE EXCISE

1. MOTOR VEHICLE EXCISE COMMITMENTS

Levy of 2012	\$2,125,229.32
Dealer Plates in 2012	<u>\$5,500.00</u>
TOTAL:	\$2,130,729.32

2. MOTOR VEHICLE EXCISE ABATEMENTS

Levy of 2012	\$96,295.54
Levy of 2011 in 2012	\$8890.61
Levy of 2010 in 2012	\$720.52
Levy of 2009 in 2012	\$55.41
Levy of 2008 in 2012	\$623.75
Levy of 2007 in 2012	\$86.56
Levy of 2004 in 2012	<u>\$8,201.06</u>
TOTAL:	\$114,873.45

Please call the Assessors' Office at 781-334-9450, if you have any questions.

Respectfully submitted,
Lynnfield Board of Assessors
David M. Nelson, Chairman
Ronald V. Patton
Bonnie Celi

CONSERVATION COMMISSION

The Conservation Commission's role is to enforce the State's Wetland Protection Act (WPA) and Lynnfield's Environmental Bylaw. The Commission also oversees open space planning and management. Since we are a regulatory board, the members work diligently and fairly to issue wetland permits. These truly dedicated volunteers enjoy the interaction with town residents to protect our precious environment, observe wildlife in its natural habitat, and preserve our open space areas.

Site visits are a major requirement of all members and each wetlands application requires at least one site visit. Commission members contribute a great deal of their time to study and review each project. Our meetings are held once each month, depending on the volume of projects submitted to the Commission for review.

With the adoption of Lynnfield's Environmental Bylaw in 2005 and subsequent Lynnfield Regulations, more land is protected from development in Lynnfield. The Environmental Bylaw mandates a 25 foot no disturb zone and 50 foot no build zone measured from the edge of wetlands. Variances may be requested and granted when the Commission finds that literal compliance with the regulations would cause substantial hardship to the applicant, the hardship is not caused by the applicant or the variance will not result in any harm to the values protected by the Bylaw. Various projects that have complied with this bylaw are Market Street, Grandview Estates, Windsor Estates, 433 Broadway, Stony Ridge subdivision, Pebble Cove subdivision, 344 Essex Street homes, Chambers dealerships, Lynnfield Commons and Kelly dealerships.

Various Con Com subcommittees, the Open Space, Pesticide Awareness, Pillings Pond Management, and the Tree Committee provide the Town with a variety of sponsored events, forums and informational nights. The Pesticide Awareness Group's charge is to limit the use of pesticides on fields and lawns, while promoting the use of native vegetation. The Selectmen and Commission are actively working on the Pillings Pond Management Plan. Our goal is to improve the pond's water quality by addressing the algae problems that have persisted in the pond. This can be achieved by significantly reducing the nutrient loading and restoring native vegetation. Townscape has assisted in this endeavor by donating trees which were planted along the banks of Pillings Pond to help shade the pond, while providing nature's way of cleansing nutrients and other pollutants washed into the pond from lawn care products. The Tree Committee has been active in raising public awareness of the value of trees within our community by assisting Tree Warden Dennis Roy in obtaining Tree City USA status for Lynnfield, sponsoring the Lynnfield Tree Contests and celebrating Arbor Day. Each spring and fall this Committee creates the Tree Talk Newsletter, which is an educational brochure with valuable information on tree care mailed to the homes of all residents. The Tree Committee is currently promoting the adoption of a Lynnfield Scenic Roads Bylaw and has made presentations to the Conservation Commission, the Historical Commission and the Planning Board. These three boards have voted favorably on drafting a Bylaw to present at a future Town Meeting. Planning Board will be drafting the language for this Bylaw.

Lynnfield's Town website continues to be a great source of information for all Lynnfield residents (www.town.lynnfield.ma.us). Be sure and check out the Conservation Commission webpage!

The Commission would like to thank Peter Scantalides and Nathan Rawding for the numerous years of public service and dedication to Lynnfield's environment while serving on the

Commission. They will surely be missed and we wish them all the best in their future endeavors. Fortunately, two new members were recently appointed to fill these openings during 2012, Paul Martindale and Christina Prew. We are looking forward to working with these enthusiastic individuals and hopefully adding one additional member to have a full complement of members during the upcoming year.

The Commission is always looking for volunteers, whether it is for the Board openings, serving on one of our subcommittees, or simply volunteering for a clean up day or assisting with other projects. We appreciate the community's ongoing support to protect Lynnfield's natural resources. Stop by the Commission's office on the lower level for various informational brochures. Anyone interested in volunteering may contact our Administrator, Betty Adelson, at bettyadelson@town.lynnfield.ma.us or call (781) 334-9495.

Respectfully submitted,
Denise Young, Chairman
Janice Solomon, Vice Chairman
Paul Martindale
Robert Milano
Christina Prew
William Vitagliano
Robert Lee, Alternate
Betty Adelson, Administrator

FIRE DEPARTMENT

The Lynnfield Fire Department continued to experience a period of ongoing transition during 2012. Chief Thomas Bogart resigned from the Fire Department on July 2, 2012 after holding the position of Chief of the Department for a two year period. The Board of Selectman appointed Captain F. Joseph Lingel (a 43-year veteran of the call force) to the position of interim Chief effective July 2, 2012.

Chief Lingel promoted call Captain Glenn Davis to the position of Deputy Chief. Deputy Chief Davis joined the Fire Department in September of 1990.

There were several other changes with personnel during the year 2012. Call Firefighters Michael Conley and Michael Dicorato received their certification as Emergency Medical Technicians - Basic. Call Fire Fighter Michael Parr was appointed to the position of Call Firefighter/EMT-Basic, as well.

Additional changes within the Department were retirements of long-term call Captain Steve Allison (retired from the full-time department in 2011) in January 2012. Call Lieutenant Jack Conley retired effective December 25, 2012. Lieutenant Conley joined the department in May 1967. Lieutenant Conley has two sons that are on the department, as well. Richard Conley, Lieutenant Conley's father, was also a long-term member of the call department.

At the end of 2012 the department saw the retirement of Firefighter Kevin Dillon. Kevin joined the Department back in September 1990. Kevin was part of our medical response team, having served as an EMT-Basic as well as a firefighter. Kevin's son Sean is currently an active member of our call department.

The department presently has two call firefighters enrolled in class to receive their certification as paramedic. Once they graduate, the department will have a staff of 14 ALS (advanced life support) personnel.

While not well known, the Lynnfield Fire Department operation model is based upon a combination response of full-time and call or part-time firefighters. Each station is staffed with 3 full-time firefighters Monday to Thursday, 8:00 AM to 4:30 PM, and on Friday, from 8:00 AM to 4:00 PM. Nights and weekends; the department has one firefighter/EMT staffing the Rescue. During an alarm response after hours, when the full time staff is off duty, the Department will selectively call out a station based upon the type of call.

Under the direction of Chief Lingel, the Fire Department installed a computer cloud based system called I AM Responding. The system consists of a web site displayed inside each station on large monitors. When a member is responding, they only have to press a single speed dial digit on their phone prior to heading to the station. This system allows other members to view who is responding to the call prior to leaving the station. In addition, the system gives vital information to the officers of the department on their smart phones. In addition the system serves as a message board and scheduling tool for the members.

As a department, we count very heavily on our call members to provide backup to our full-time force during the day, Monday to Friday. Nights and weekends they become the primary responders, along with the off duty, full-time force. With the retirement of Lieutenant Conley and the other recent retirees, the department has set a course that will be defined by new members.

The Lynnfield Fire Department is very fortunate to have a constant flow of people wishing to join the department.

Forty years ago, the training consisted of putting on a coat, helmet, boots and hanging on the back of a red fire truck. Today, the mission has changed in both the education that our members need as well as to the situations that members are expected to respond.

Our force is required to maintain a minimum requirement of training and testing each year. Training continues all year in firefighting, incident command, hazardous materials, and emergency medical situations. Training is performed in house with our training division, as well as with outside instructors from the State Fire Academy.

The department and the town were very fortunate to have nine new members join the auxiliary division of the department in 2012. The auxiliary department was reinstated by Chief Bogart in 2011. It has proven to be a great source of new members over the last two years.

The nine new members became certified as Firefighter I/II by the State Fire Marshall's office in December 2012. With the cost to the town being small, having to furnish equipment and moral support, these nine new members attended class two nights a week and all day Saturday for a 6-month period. Training was hosted at the Hamilton Fire Department and run by the State Fire Academy. The fact that these nine members attended class on their own time demonstrated a tremendous level of commitment and resulted in a savings of approximately \$50,000.00 in training cost to the town.

The people that make up the Fire Department are only part of the equation that allows for a successful organization. The second part is the equipment that enables our work force to meet and exceed its critical mission to serve our customers, the tax payers of the town. The funding for the department comes from three sources equally.

First and foremost, the town authorizes funds each year for the continued operation of the department. The second source of funds comes from the insurance companies in the form of reimbursement for medical services rendered. (Ambulance EMS Enterprise Fund), and the third revenue source is through award of Federally Funded Grants.

The Department is very fortunate to have a member of our Leadership Team, Captain Feinberg, in charge of grant writing and applications. Captain Feinberg has the talent and ability to find these grants and successfully bring the money home to the town. How important is that to the town? The results speak louder than words. The town and the tax payers have been awarded over one million dollars in federal grants over a ten-year period.

During 2012, Federal grants were again awarded to the department by the US Department of Homeland Security/FEMA. In 2012, the fire department received a new grant funding totaling \$200,000. The town is responsible to provide a match of 5%. The money will be used to purchase a fire alarm and sprinkler systems in the town's two fire stations.

This grant allows the Town owned facilities, built in 1963, to be brought up to today's standards in fire protection. This is important for two reasons; it provides life safety and protection for our employees, and it assists the town in having additional protection for the millions of dollars of equipment that is invested in the department by the tax payers.

In addition the fire department received a Commonwealth of Massachusetts, Department of Fire Services Student Awareness of Fire Education (SAFE) grant of \$4,665. This important grant allows the department to continue its mission to educate our children in the classrooms at an early age. The department visits the town schools several times a year to educate our children about fire safety and how to react in an emergency. Special thanks go out to Firefighter Alexander for being the administrator of this important program.

Chief Lingel also serves as the town's Emergency Management Director. With the assistance of Captain Feinberg and Superintendent of the Center Water Department, Kenneth Burnham, (both are Assistant Emergency Management Directors for the town), this vital team is responsible for making sure the Town and its residences are prepared and protected during any type of natural emergency. The team was put into action during 2012 when all town department heads were pulled together to develop emergency plans in advance of Hurricane Sandy.

The Town's Emergency Management Department was the recipient of grant awards in 2012. Two separate grants were awarded from the Massachusetts Emergency Management Agency for \$2450 and \$3450. These grants have been utilized to provide computer technology for storage and access to information on hazardous materials being stored at various businesses. The equipment is also designed to provide access to national databases for the Emergency Management Director to utilize at the scene of an incident.

The Department has and will continue to see major changes in the services that it provides in the coming year. Emergency Medical Responses continue to make up close to 70 percent of our response calls. This will increase as people live longer and more members retire inside our community. The Lynnfield Fire Department is very fortunate to have such a highly skilled medical response team. Not only do our members provide basic life support, but the department is certified to provide advanced life support with the latest equipment.

The department runs three ALS ambulances, with the latest unit being a 2012 Ford delivered in 2012. Plans are to continue to upgrade our equipment on a predetermined schedule. This allows us to plan for the future, while maintaining the highest level of service possible.

We must remind the public that our response is a team effort along with the Lynnfield Police, under the direction of Chief Breen. We respond as a team, we work as a team, and more importantly, we train as a team. The results are truly amazing.

2013 will bring new challenges to provide additional services to the many people that will visit the new development called Market Street. This new facility will require ongoing inspection and code enforcement during the construction phase as well as semi-annual inspection of the business each year once these stores are opened for business. In addition, the department will be required to handle an increase in emergency response being medical related emergencies or other types of emergency response.

*Respectfully submitted,
Chief F. Joseph Lingel*

FIRE DEPARTMENT ROSTER

Rank	Name	ID Assignment	Station Assignment	Years of Service
Chief	F. Joseph Lingel	C-1	Headquarters	42
Deputy Chief EMT-I	Glenn Davis	C-2	Headquarters	22
Captain Medic	Michael Feinberg	C-3	Headquarters	13
Captain Medic	John Walsh	C-4	South Station	33
Call Lieutenant	Kevin Kiley	C-11	South Station	20
Call Lieutenant Medic	Eric Blackman	C-7	Headquarters	20
Call Lieutenant Medic	James Wallace	C-9	Headquarters	22
Call Lieutenant	Theodore Cohen	C-10	South Station	10
Call Lieutenant Medic	Keith Gauvreau	C-8	Headquarters	29
Firefighter EMT-I	James Alexander	5	South Station	36
Firefighter EMT	Kim Diorio-McGonnell	4	South Station	28
Firefighter Medic	Andrew Lyons	7	South Station	2
Firefighter EMT	Kevin Mutti	6	South Station	15
Call Firefighter EMT	Timothy Allison	63	Headquarters	2
Call Firefighter	Kenneth Carter	50	Headquarters	33
Call Firefighter EMT	Ronald Cataldo	33	South Station	15
Call Firefighter EMT	Harry Coukos	23	Headquarters	14
Call Firefighter EMT	David Cumming	32	Headquarters	4
Call Firefighter	Michael Dicorato	38	South Station	10
Call Firefighter EMT	Sean Dillon	68	South Station	1
Call Firefighter EMT	Jeffery Fiorentino	72	Headquarters	2
Call Firefighter EMT	Steven Furey	24	Headquarters	39
Call Firefighter EMT	Adam Hashian	75	Headquarters	1
Call Firefighter EMT-I	James Johnson	27	Headquarters	25
Call Firefighter EMT	James Kellett	55	South Station	4
Call Firefighter EMT	Joseph Lamusta	80	Headquarters	2
Call Firefighter EMT	Justin Levesque	79	Headquarters	1
Call Firefighter Medic	Scott Myette	31	Headquarters	3
Call Firefighter	John Perkins	20	Headquarters	26
Call Firefighter Medic	Richard Ripley	64	Headquarters	3
Call Firefighter	Keith Robey	46	South Station	39
Call Firefighter EMT-I	Anne Romano	51	South Station	24
Call Firefighter EMT	Mark Smallenberger	90	South Station	1
Call Firefighter EMT	Matthew Thompson	36	South Station	4
Call Firefighter EMT	Michael Parr	96	Headquarters	1
Call Firefighter Medic	Maura Walsh	58	South Station	2
Auxiliary	Michael Conley		Headquarters	2
Auxiliary	Stephen Conley		South Station	15
Auxiliary	Ryan Batchelder		Headquarters	Less than 1
Auxiliary	Frank Cammisa		South Station	Less than 1
Auxiliary	Christopher Cavalieri		South Station	Less than 1

Auxiliary	Michael Coleman		South Station	Less than 1
Auxiliary	John French		South Station	Less than 1
Auxiliary	Matthew Nichols		South Station	Less than 1
Auxiliary	Darren Stead		South Station	Less than 1
Auxiliary	Daniel Veinot		South Station	Less than 1
Auxiliary	Kathleen Walsh		South Station	Less than 1
FIRE	Department	Support		
Chaplin	Dennis Bailey	A1		
Photographer	Peter Alosi	P1		
Fire Alarm	Keith Hammerbeck	S-2		

TOTAL DEPARTMENT RESPONSES DURING 2012

Fires Other	10	Water Problem	12
Building Fires	8	Public Assist	4
Cooking contained to container	7	Police Assist	4
Food on Stove	46	Assist Invalid	11
Chimney Fire	2	Unauthorized Burning	11
Burner / Boiler Problem	5	Cover Assignment out of Town	16
Vehicle Fire	4		103
Woods Brush Fires	28		
Dumpster Fires	1	Good Intent Calls	
	111	Control Burning	16
		Steam for smoke	14
Medical & Rescue Incidents		Cancelled in Rout to call	9
Vehicle Accidents	62	Good Intent Calls Other	26
Emergency Medical Calls	727		65
Vehicle Accidents No Injuries	36		
Lock In	1	Alarm System Activations	
Stalled Elevator assist	1	False alarms	8
	827	Alarm System malfunction	16
		Sprinkler activation	7
Hazardous Conditions (No Fire)		Smoke Detector activation	44
Flammable Liquid Incident	7	Alarm System Malfunction	15
Gas Leak (Natural gas or LPG)	15	CO Detector Activation	43
Carbon Monoxide	5	Alarm System Activations	23
Electrical Wiring / Equipment	45		156
	72		
		Severe Weather & Natural Disasters	24
Service Call			
Service Calls	5	Total Calls 2012	1358
Person in Distress	1		
Lock-out	39		

BOARD OF HEALTH

The Board of Health is charged with the responsibility of protecting the health of the public by adopting health regulations pursuant to Massachusetts General Law.

The following summarizes the activities carried out by the Board of Health in 2012.

The Board of Health (BOH) Office handles many topics under the umbrella of public health. Environmental and public health topics under our purview include Title V septic systems, well permitting, food establishments, tobacco sales, semi-public swimming pools, tanning salons, recreational camps, animal inspections, housing and nuisance complaints, communicable disease investigations and immunization clinics. We also are a mosquito control liaison; and we review environmental-related issues. Lynnfield is also part of the Emergency Preparedness Region 3B Greater Lawrence Coalition and the Medical Reserve Corps Greater River Valley MRC, comprised of medical and non-medical volunteers.

Our staff consists of one full-time Director; one on-call Sanitarian (approximately 8 hrs per week); one newly hired part-time Admin/Generalist (approximately 14 hrs per week); and one Public Health Nurse one day per week.

Below is our 2012 report of those activities along with the associated permitting and inspection summary and milestone achievements. We begin with a list of topics for which we collect monies for licensing, permitting and inspection. Following these totals is a summary of associated activity. We further continue with a month by month snapshot of activities that were undertaken during 2012. We conclude with our Public Health Nurse Report.

2012 Site Fees Collected by Category

Site specific Title V projects involving fees include soil deep hole observation & percolation testing and disposal works construction permits. Site specific well drilling also requires permitting.

Deep Hole/Percolation Testing \$14,795
Disposal Work Construction Permit \$24,155
Well Drilling/Installation Total \$400

2012 Annual Permit Fees Collected by Category (permits expire on Dec 31st)

Animal \$375
Food Establishment \$3,563.75
Tobacco \$1,200
Tanning \$225
Semi-Public Swimming Pool \$840
Septic Installer License \$3,000
Septic Hauler \$1,800
Recreational Camp (seasonal) Total \$10

Total Combined Categories Collected for 2012
\$50,363

Summary of Activity

Title V Disposal Systems 310 CMR 15:000:

The State Environmental Code, Title V: Standard requirements for the siting, construction, inspection, upgrade and expansion of the on-site sewage treatment and disposal systems and for the transport and disposal of septage.

Title V inspections, by state-licensed inspectors, are required for most real estate transactions. During 2012 approximately 125 Title V inspection reports were submitted to the BOH. Public records requests are often centered on Title V reports. The BOH has a request in-take form and collects copy charges according to Town policy of .20 cents per page standard, \$2.50 for half-size blueprints and \$5 full size blueprints.

Title V Site Totals:**96 Total Disposal System Construction Permits were applied in 2012****72 Total Deep Hole Observation & Perc Test Applications were applied in 2012****\$38,950 Total Combined Fee Collected**

Percolation test must be witnessed by the BOH Director or Agent and require designated time for such. Accordingly the BOH charges \$200 up to 4 hours of testing and then \$65 for additional hours needed. Disposal System Construction permits require multiple site inspections during the construction/installation prior to signing the Certificate of Compliance. Application totals are provided below and by comparison to 2011 an increase in 2012 is notable:

January 2012

6 Disposal System Construction Permit Applications (2011=1)

2 Deep Hole/Perc Test Applications (2011=0)

February 2012

3 Disposal System Construction Permit Applications (2011=0)

5 Deep Hole/Perc Test Applications (2011=1)

March 2012

10 Disposal System Construction Permit Applications (2011= 4)

5 Deep Hole/Perc Test Applications (2011= 2)

April 2012

3 Disposal System Construction Permit Applications (2011= 4)

4 Deep Hole/Perc Test Applications (2011= 7)

May 2012

12 Disposal System Construction Permit Applications (2011=6)

12 Deep Hole/Perc Test Applications (2011=7)

June 2012

12 Disposal System Construction Permit Applications (2011=4)

6 Deep Hole/Perc Test Applications (2011=5)

July 2012

10 Disposal System Construction Permit Applications (2011=9)

11 Deep Hole/Perc Test Applications (2011=6)

August 2012

8 Disposal System Construction Permit Applications (2011= 9)

8 Deep Hole/Perc Test Applications (2011= 6)

September 2012

8 Disposal System Construction Permit Applications (2011=12)

7 Deep Hole/Perc Test Applications (2011=10)

October 2012

9 Disposal System Construction Permit Applications (2011=16)

5 Deep Hole/Perc Test Applications (2011=6)
November 2012
11 Disposal System Construction Permit Applications (2011=5)
4 Deep Hole/Perc Test Applications (2011=4)
December 2012
4 Disposal System Construction Permit Applications (2011=4)
3 Deep Hole/Perc Test Applications (2011=2)

Well Drilling/Installation

\$400 Total = \$100 collected for (4) Irrigation Wells

Animal Inspector

Animal Inspector Nomination expires annually in April. The Chairman of the Board of Health is the nominating authority. Animal Control Officers (ACOs) are not funded for animal quarantine orders associated with bite/wound cases, and these continued to be handled by the Health Director. In December 2012 a nomination was made for a second Animal Inspector, Elizabeth Wiltshire.

Total Number of Complaint Inspections, Quarantine Orders Issued & Follow-up Release
Inspections = 22
Total Number of Animal Permit Applications = 10

Food Establishment and Tobacco Sales Inspections for 2012

67 Inspections to food establishments were carried out in 2012.

The Plan Review Guide for Food Establishments was re-drafted and also updated with the new fee schedule (fees approved by vote at April Town Meeting). Communication to the food operators was made to ensure they have their copy of the Emergency Action Planning for Retail Food Establishments. Inspection of tobacco displays, signs, etc. are included during routine food establishment inspections.

Tanning Salons 2012

1 Tanning Salon Permit

Semi-Public Swimming Pool Permits for 2012

8 Total Pool Inspections were conducted in 2012 for the following permit types:

1 Seasonal Outdoor Pool
1 Annual Indoor Pool
2 Annual Whirlpool/Spas

Recreational Camp per for 105 CMR 430.000 Inspections

Totals 2012 Recreational Camps 1 permit and 2 inspections.

Inspections conducted; verification of required staff background checks, staff and campers immunizations and physicals, and camp policies, etc. A screening tool drafted last year allowed for a streamlined approach to inspections this camp season. In 2012 prepared report to MA DPH and MassDEP as required.

Housing Inspections per 105 CMR 410.000

Housing Inspections are conducted by complaint or request. No fee is charged for housing inspections.

Three housing inspections were conducted in 2012 and the associated "Orders to Correct" were draft and sent certified mail. Log kept for tracking complaints received.

Emergency Preparedness Regional Public Health Coalition

Region 3B Greater Lawrence

Andover Health Division is the host agency for Members of the Greater Lawrence Public Health Coalition for the communities of Andover, Lawrence, Lynnfield, Methuen, North Andover, Wilmington and North Reading. Coalition Member Responsibilities (Lynnfield) include:

- A. To provide Host or coalition staff with all required reporting within designated timetables.
- B. To meet grant deliverables.
- C. To participate regularly in all Coalition activities, including meetings

Lynnfield has an Emergency Dispensing Site (EDS) plan in the event of a public health emergency. The EDS is a pre-designated site in the event that prophylaxis, medicine distribution or vaccination needs to be distributed or carried out in the event of a public health emergency. Deliverables this grant year included in-part:

Initiated Site Activation call down drill of the EDS and completed spreadsheet of results;
April 18, 2013 Conducted Site Setup Drill at Lynnfield High School;
Revised EDS Plan

Medical Reserve Corps

Greater River Valley Medical Reserve Corps is a coalition of medical and non-medical volunteers who are trained and ready to respond to an emergency when called to assist local health and safety officials. The Director attends coalition monthly meetings to strengthen preparedness goals.

Other Administrative Activities:

Annual Permit Renewal mailing and processing of permits by categories.

Implemented policy for Septic Plan review utilizing the fees newly adopted during the April 2012 Town Meeting.

Updated a Food Establishment Plan Review application for new or renovation projects utilizing the fees newly adopted during the April 2012 Town Meeting.

Town purchased GeoTMS software in December 2011 for multi-department permitting and information sharing for Building, Health and Assessor Departments. The BOH module was built and customized for 2012-13 permitting.

Continued maintenance/update of the Electronic Databases to track:
Inspections and Schedule of Permitted Food/Tobacco Establishments - format useful for MA DPH reporting requirement;

Track Title V Inspection Sites - using readily available software (Excel);

Track Title V pumping records for sites that are still using cesspools;

Complaint In-Take Form and Tracking Log for Housing, Nuisance, Food & Other.

Prior to December 2012, all of these activities were carried out by Director McRae.

Month by Month Activities and Milestones:

Below is a month by month snapshot of activities that were undertaken during 2012.

January 2012

Director McRae began discussion with board members on what Lynnfield has for by-laws and expressed interest in seeing the State Sanitary Code and Title V adopted. Director McRae also was concerned that there is not a food establishment plan review fee. With the anticipation of numerous new food establishments projected it was important to acknowledge the time involved to review such plans and note the Town does not receive any compensation for this. The BOH felt it was important to look at our existing fee schedule and identify what was missing and make plans for town meeting based on feedback from Town Counsel Tom Mullen on this matter.

February 2012

Lyme Disease Update: A resident expressed concern over risk and prevalence of lyme disease. We researched and found State statistics are done by county; MA DPH Surveillance for 2008, 2009 and 2010 was reviewed (2011 had not yet been published). Lynnfield Lyme Disease totals were 14 for 2010 and 22 for 2011. Additional pamphlets and tick Id cards were re-ordered and made available at bulletin board/document holders by BOH office.

Lynnfield Pesticide Awareness Subcommittee of the Conservation: As a work in progress at the request of this Subcommittee, met with Dennis Roy and he will draft a plan using Integrated Pest Management (IPM) principles to cover the Town-owned fields and Common; its intent is to include applications that are consistent with school applications, extend to all subgroups, and make policy/records available to the public.

Emergency Preparedness Region 3B Greater Lawrence Coalition

Memorandum of Understanding Between Andover Health Division and Members of the Greater Lawrence Public Health Coalition; Parties to this Memorandum of Understanding (MOU) are the lead Public Health Officials for the communities of Andover, Lawrence, Lynnfield, Methuen, North Andover, and North Reading. The effective date of this memorandum shall be August 1, 2011. This memorandum shall continue in effect until either modified or terminated by either party or until August 8, 2014. "Public Health BioTerrorism (BT) Coalition" Adopted: January 7, 2004 Amended: February 21, 2012; document sets forth the principles of operation including the governing structure adopted by the members of the public health (sub-) regional coalition in the Massachusetts Department of Public Health Emergency Preparedness Region 3. The members are the local health directors or other agent of the local public health authority for the 7 cities and towns that make-up this public health (sub-) regional coalition.

Sun Protection Grant:

Sun Safety Program is a collaborative project of the North Shore Community Health Network: Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Lynn, Lynnfield, Manchester, Nahant, Peabody, Rockport, Salem, Saugus, Swampscott, Topsfield, Wenham. The Host organization is the Town of Danvers.

Goals:

- A. To reduce skin cancer rates in the North Shore/Cape Ann area.
- B. To strengthen the capacity of local public health to be able to work more collaboratively.

Met with coordinator and sample packets of sunscreen are being ordered at no cost to Lynnfield for our distribution.

GeoTMS Software: The Town purchased GeoTMS software for Building, Health and Assessor Departments. The Health module is in process with the selecting of templates for permits/renewals and inputting of existing data.

March 2012

Title V Topics: A review of real estate sales transaction list has indicated that not all transfers are resulting in the submittal of Title V Inspection reports; approximately 8 letters were sent. Also it is notable that Title V activities increased in March 2012 in comparison to March 2011.

10 Disposal System Construction Permit Applications (2011= 4)

5 Deep Hole/Perc Test Applications (2011= 2)

Pocahontas Spring Water Co: Deadline to submit water testing lab analysis and correction plan have lapsed. MassDEP visited the facility and their findings are pending.

April 2012

Proposed BOH Fees and Revisions Presented to Board of Selectmen: On March 19, 2012 a proposed article for Town Meeting was presented to the Board of Selectmen. The BOS voted to place on the Town Meeting. One point that may be important is that Town Counsel noted that the existing BOH fees did not seem to have ever been adopted into the By-Laws so this article before town meeting on April 30 will address that as well as capture those fees that are missing from the schedule.

The role of the Lynnfield Animal Inspector should be defined and include budget for handling quarantine orders. The Dept of Agricultural Resources has description of the Inspector role. A signed, notarized nomination form for Kristin Esposito McRae was submitted to the Dept of Agricultural Resources for the Annual Appointment.

May 2012

Title V Topics: Notable increases (nearly double) in Title V activities in May 2012 in comparison to May 2011.

12 Disposal System Construction Permit Applications (2011=6)

12 Deep Hole/Perc Test Applications (2011=7)

Sharps Disposal New Rules Effective July 1, 2012. In contact with DPH and DPW to discuss method to keep sharps/needles from being co-mingled with the municipal curbside trash pick up service.

June 2012

Communicable Disease Reporting: MAVEN (Mass Virtual Epidemiology Network) system training for KE McRae and Sandra Wilson took place March 15th and April 5th. System is now in place as of June 2012.

Pocahontas Spring Water Co: MassDEP Drinking Water Program has issued its findings and approves it as a public water supply on condition it meets items 1 through 8 in letter attachment dated June 5, 2012. MA DPH does not expect any permits will be needed under Health due to oversight by MassDEP Drinking Water Program. Since the Lynnfield-issued permit to operate a bottling facility expires on June 30, 2012 it appears this will end our involvement. The facility

will not operate as a bottling facility however it will continue as a public water supply. Lynnfield Patch posted "Pocahontas Self-Serve Stays Open".

Sun Safety Program: Sun safety campaign; trifolds, sun screen packets, and Frisbees were received free from the grant.

July 2012

July continues to be an active month for Title V activities

10 Disposal System Construction Permit Applications (2011=9)

11 Deep Hole/Perc Test Applications (2011=6)

Food establishment inspections were also conducted in July.

August 2012

EEE and WNV: Lynnfield is working with the NE Mass Mosquito Control District and the MA DPH. Surveillance data is collected on on-going basis. The MA DPH has placed Lynnfield at "moderate risk". Two CodeRed messages were sent to alert residents to protect from mosquito bites and to provide information.

Pillings Pond: Samples were collected from Pillings Pond for lab analysis on 8/1/12 with the assistance of local residents Sonny and Evelyn Noto. For fresh water, E coli should not exceed 235 colonies/100 ml and Enterococci 61 colonies/100 ml. Labs results for E coli were: 60, 120, <10, 50 and 30 so none of these exceeded the limit. Lab results for Enterococci were: 90, 100, <10, 40 and 20 so two of these samples exceeded the limit of 61. Pillings Pond is not a bathing beach and this was a voluntary sample effort.

September 2012

Title V: adopted a policy for plan review fees based on the Town Meeting Vote April 30, 2012 to accept such fees.

Food Establishments: Annual 2011 Report was submitted to MA DPH showing 42 permits and 108 inspections that were conducted in 2011. New Mobile Vendor permit was issued to Richie's Snackwagon, a canteen truck with stops at the Market Street Development. Jeanne's Bake Shop, 12 Centre Court was issued a permit. A plan review application for The Ship was received 9/6/12 with additional information pending. All of the public school cafeterias have been inspected for fall 2012. The Plan Review application was updated with the new fees voted on 4/30/12.

October 2012

MA Water Pollution Abatement Trust: On October 9, 2012 the Town received a letter requesting our intentions on drawing funds from the Interim Loan Note and need a response by November 1, 2012 (see attached). With the interest rate set at 5% we have not had any requests to be added to a waiting list. If the BOH decided to continue this program it would require a town meeting vote to move funds from the betterment account (interest) to the septic administration fund. This would provide the funding necessary to carry out the program. But with Town meeting next week and a deadline of November 1, timing will be an issue. Part of the response due by November 1 is a list of homeowners expected to draw funds; again since the interest rate is 5% no one has expressed a desire to be placed on the list. However the BOH expects to overall continue the septic loan program and will work on its next steps.

Flu Clinic Planning: The first flu clinic took place at the Senior Center on Fri Sept 28th. Over 200 people were immunized. A second clinic has been scheduled at Town Hall. Public Health Nurse

Sandy Wilson is coordinating a schedule for flu shots for Police, Fire and School Dept. Agreement for Contractual Service with Vicki Drougas (flu clinic claims billing, etc) was given to the BOH.

Food Establishments: Market Street development coordinator has requested information regarding whether open-air dining would be accepted by the BOH. Obtained guide from MA DPH. At this point the BOH members should become familiarized with the code requirement for outer openings protected and the guide provided, in anticipation of receiving a request for variance.

In preparation for hurricane/tropical storm Sandy, communication was made food operators concerning the Emergency Action Planning Guidance for Retail Food Establishments This guidance document shall be kept by the food operators as it serves for an all-hazards planning and operation document.

Tobacco Control Efforts: As of 9/14/12:

Under FDA activities, Lynnfield stores did not receive compliance checks (sales to minors) in FY12. Our state contract for FY12 did not provide for compliance checks performed by the Healthy Communities Tobacco Control Program. The FDA was slated to perform them, but apparently due to scheduling difficulties with the youth, they were not completed. The compliance checks are scheduled to be administered by the FDA in FY13. In addition, our state contract is providing compliance checks in Lynnfield. Therefore, the stores will be checked at least twice this fiscal year.

November 2012

The Title V Septic Loan program: November 2012 discussions were underway to release the hold (placed in 2011) and begin planning for offering applications.

Food Establishments: Working with Market Street development coordinator to provide future tenants with the tools they will need for the food establishment permitting process.

Admin/Generalist: Position posted within Town Hall on November 8, 2012. Assist administratively in office (75%) and as generalist in field (25%).

December 2012

Admin/Generalist: Position filled in December by Elizabeth Wiltshire through offer made by William Gustus, Town Administrator at the recommendation of KE McRae. Elizabeth has worked as both an office manager and an accounts manager and holds a BA in Business Administration from Gordon College.

Animal Inspector Nomination: As the Admin/Generalist job was posted it was with the expectation that the new hire would be nominated as an Animal Inspector to assist the Director with quarantines, etc. Recommended that the BOH members support Dr. Peinert's nomination of Elizabeth Wiltshire as Animal Inspector.

Emergency Preparedness: Region 3B monthly meetings. EDS Training 101 for invitation to those involved with Emergency Site Dispensing Plans. This will allow each community in the coalition to have an opportunity to send those identified in the EDS organizational chart in for training. The free training will be on January 10, 2013 in Andover.

Food Establishments: Market Street development coordinator has been given applications necessary (Plan Review Application, Food Establishment Application) for food establishments in an effort to provide future tenants with the needed permitting tools. The plan review application was re-drafted and the permit application was updated with the current fees. Anticipate plan review applications to start being submitted for Market Street.

Budget Summit: Attended budget summit on December 5, 2012 by the Board of Selectmen

Respectfully submitted,
Kristin Esposito McRae, REHS, Director of BOH Office
Richard Peinert, M.D., Chairman
Gail Link McCausland, DMD, Member
David L. Jamison, D.D.S., Member

2012 ANNUAL REPORT OF THE PUBLIC HEALTH NURSE

Mission Statement

The role of the Lynnfield Public Health nurse is to strengthen the health and well being of its residents. This includes the prevention and control of communicable disease, as well as, preservation and protection of the health of the community.

Activities this year included the following:

Attendance at monthly meetings of Public Health Nurses of North Eastern Massachusetts at Tewksbury Hospital

Development of policies and procedures relating to vaccines

Approval from the Massachusetts Department of Public Health as a provider of vaccine for children

Follow-up on communicable disease cases which included:

Enterovirus	1
Group B Streptococcus	1
Salmonellosis	1
Campylobacter	8
Hepatitis A	1
Hepatitis C	6
Lyme Disease	43
Babesiosis	1
Varicella	2
Norovirus	1
Influenza	14
Pertussis	1

Annual Seasonal Flu Clinics were conducted which included the primary clinic at the Senior Center on 09-28-12. Two night clinics were conducted at the Town Hall in the Health Department Office on 11-12-12 and 12-03-12 and a third was scheduled for January 2013 (01-03-13). Flu Vaccine was also administered during the day by appointment in the Health Department office; distribution included Injectable Flu Vaccines and Flu Mist.

Clinics were also held at the Police and Fire Department on 10-01-12, the Lynnfield High School on 10-19-12, the Lynnfield Middle School on 10-25-12, the Summer Street School on 10-19-12 and the Huckleberry School on 10-26-12.

Many home visits were conducted to house bound seniors for administration of Flu Vaccine.

DISTRIBUTION FROM STATE:

SEASONALFLU VACCINE = 240

SEASONALFLUMIST = 50

Because of budget cuts across all departments, the Massachusetts Department of Public Health was no longer able to provide influenza vaccine for insured adults 19 years of age and older, consequently the Board of Directors voted to purchase 200 doses of flu vaccine this year for insured adult residents of Lynnfield.

Attendance at the Seventeenth Annual Massachusetts Immunization Action Partnership Skills Building Conference in Marlborough, Massachusetts on October 11, 2012, attendance at the Annual Massachusetts Department of Public Health Immunization Program-Immunization Update-2012 held at Massasoit Community College in Brockton on May 10, 2012, and attendance at the Vaccine Reimbursement Training given by U Mass Medical School Center for Health Care Financing at Tewksbury Hospital on August 10, 2012.

As a result of the increase of Pertussis cases in Massachusetts and the nation, a Tdap program covering ages 11 and up was introduced this year. This program targets new moms, dads and caregivers of infants but is open to all who have not yet received the Tdap vaccine.

Training for and implementation of Massachusetts Virtual Epidemiologic Network (MAVEN), a new web based disease surveillance and case management system that enables MDPH and local health to capture and transfer appropriate public health, laboratory, and clinical data efficiently and securely over the internet which was mandated by the State Office of Health and Human Services was started on June 14, 2012.

*Respectfully submitted,
Sandra K. Wilson, R.N.
Town of Lynnfield
Board of Health*

HISTORICAL COMMISSION

The Historical Commission continues to fulfill its mission as stated by the Massachusetts Historical Commission as "...to identify, evaluate, and protect important historical and archaeological assets of the Commonwealth." Shelley Lynch has been providing invaluable and fascinating facts concerning two important Lynnfield families who significantly contributed to the town landscape of buildings and government you see now, the Bancrofts and Danforths.

The Commission is working to place the Bancroft-Danforth House on the National Register of Historic Places.

The first step in a community's preservation planning process is to identify, describe and locate buildings, structures, objects, areas, burial grounds, landscape features, and sites that are of historical, architectural, or archaeological importance to the community, the state, or the nation. A comprehensive inventory of a town's historical assets becomes part of a statewide inventory and enables MHC staff and local preservationists to make consistent and informed preservation decisions. MHC maintains a statewide survey at the reconnaissance level in order to formulate a broad context for evaluating the significance of historic and prehistoric properties. (The above paragraphs were taken from the MHC website.) Meghan Daly, a history student at Salem State University, has been hired to update Lynnfield's inventory, a project last completed in 1976. We expect the project to continue for up to three years.

The Commission has lent its support to the Scenic Road Bylaw proposed by Jane Bandini as chair representing the Lynnfield Tree Committee. With the Lynnfield Conservation Commission and Lynnfield Planning Board as partners our Board is happy to present this bylaw as a warrant article for Town Meeting.

The Old Meeting House Hosta created by Perfect Perennials in Peabody is available for purchase from board members Linda Gillon and Faith Honer-Coakley, and soon on the Commission town webpage. Sales of Old Meeting House Hosta contribute to the 2014 Tercentennial Celebration.

The Gravestone Conservation Project continues as professional conservationist Jonathan Appell works to finish Olde Burying Ground and move on to Old South Cemetery.

The Spoken History project is on hold temporarily due to damaged equipment owned by the town.

The Commission purchased a number of informative preservation and planning books. We welcome the public to use the resources of our growing library by making an appointment through the Commission's town webpage.

Needed renovations to the Historical Centre include replacement of a front sill due to carpenter bees, replacement of the barn roof, exterior paint on the barn, and the service of an exterminator to eliminate mice, squirrels, and the carpenter bees. In order to achieve his Eagle Scout award, Kevin Sanford and his crew cleaned the barn for the Historical Society, a major project.

The Commission continues to hold memberships in the National Alliance of Preservation Commissions and American Association for State and Local History

Planning meetings were held for the 2014 Celebration of the 300th year anniversary of the Meeting House and 200th year anniversary of the town of Lynnfield. Many volunteers are needed to plan, create, assist, and help as we formulate an eventful year- long party befitting and benefitting the lovely suburb north of Boston in which we live.

The continuing presence of historic properties in Massachusetts immeasurably enhances the quality of our lives; they help to establish our sense of place and to define the very character of our communities. The Commission needs your support as we foray into the new territory of saving these landmarks from decay and our historic properties from more willful destruction. Please join us by signing up on our town webpage to receive more information about tools we can use to assure the legacy of our town, or if you would like to take a proactive role in leaving Lynnfield in better condition than we found it, both for our grandchildren and their grandchildren. If we can't improve it, let's not destroy it.

Respectfully submitted,
Nan Hockenbury, chair
Linda Gillon
Faith Honer-Coakley
Steven Richard

LIBRARY

2012 was our first official year in our Long Range Plan FY2013 - FY2017 and it has been a wonderful year! Funding for our Assistant Director position was restored and Samantha "Sam" Cabral began working with us on September 10, 2012. Within three months she completed a patron survey for eReader usage and interest, designed instructional materials, set up an ambitious series of classes called "eGad! Getting to know your eReader" for our patrons and staff, honing her skills on the iPad, Kindle Paperwhite and the Nook. Separate classes were set up for OverDrive so that patrons could download free eBooks. eBooks usage skyrocketed in FY12 - 1,458 eBooks were borrowed. In only six months (7/1/12-12/31/12), 1,243 were borrowed - a 58% increase!

Our opening hours expanded Monday - Thursday evenings from 8:00 pm to 9:00 pm and on Saturdays in the summer from 9:00 am to 1:00 pm - much to the delight of our patrons. Our Children's Room was refurbished with new lighting, furniture and a fresh coat of paint. The jewel in this crown is the mural designed and painted by local artist and resident Shaila Desai. By asking the staff to park across the street in the lower Town Hall lot, we freed up seven to ten parking spaces behind and on the side of the Library for our patrons on any given day.

We reconfigured our website for easier access and greater visual appeal, redesigned our monthly calendar and expanded outreach with a new Homebound Services program and Welcome Packet that Lynnfield resident Karen Harrington delivers. We are redirecting our marketing efforts to the sports and athletic community in Lynnfield - parents, kids and adults.

Longstanding and popular adult programs BookLovers and Curious about Cuisine enjoyed good turnouts: Curious about Cuisine welcomed "Around the World on a Loaf of Bread" in January, "The Portuguese Table" with local author Ana Ortins, "The Basics of Tea" with Danielle Beaudette of The Cozy Tea Cart and a collaboration in November with the Flower Workshop of Lynnfield called "Growing & Cooking with Culinary Herbs." Fall brought another series by the very popular William Sano called "Four Icons of American Music." BookLovers took on The Greater Journey: Americans in Paris, Cleopatra: A Life, Catherine the Great and Behind the Beautiful Forevers. The Library's contribution to the 2014 celebrations will be a series on the American Civil War.

The Selectmen are looking to the future and the building needs and space requirements for the police, fire, town hall and the Library. The Library has been asked to serve on the resurrected Capital Building Needs Committee. The Board of Trustees will establish a study committee comprised of interested individuals and Library supporters, community leaders, staff, and local officials. The committee is tasked with understanding the community's needs, assessing the Library's facility based on these needs, and developing plans for building improvements that will look twenty years into the future. A Library Building Consultant will oversee this work.

Nancy D. Ryan, Director

Samantha Cabral, Assistant Director and Head of Public Services

Circulation Services

Hollin Pagos

Circulation Services Manager

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 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 2012, more than 106,000 patrons visited the Lynnfield Library to take advantage of our growing collection of books, films, music, newspapers, magazines, and more. Over 490 new patrons registered for library cards, and nearly 121,000 items were checked out for patron use at home (that's an average of 10,000 per month or 400 per day open!).

This past year provided some major changes for the Circulation Department as we transitioned to our new library catalog system, Evergreen. Switching to a new system is a huge undertaking that historically has occurred once every ten years or so within our library consortium. The switch to Evergreen required complete re-training in all the simple tasks we take for granted in our daily work, including checking materials in and out, placing holds on items, paying overdue fines, etc. Our Circulation staff met this challenge with enthusiasm and determination, remained motivated during numerous one-on-one and group training sessions, and were rewarded on May 29 when we went live on Evergreen and they were more than ready to use the new system. Evergreen provided many opportunities to reevaluate our procedures and work flows on the library and consortium levels, and due to its open source structure we are able (with time and funding) to create and implement tools and features that are beneficial to our NOBLE consortium. We look forward to future improvements and developments!

Additionally, the Circulation Department switched to the new Library Insight online management system for our Museum Pass Program in 2012. Patrons are now able to check availability and reserve museum passes from home through the Library website and to modify or cancel their reservations without having to call or visit the Library. (Patrons without a personal Internet connection are still able to call or visit to make their reservations.) Our museum pass usage in 2012 remained extremely high, with 755 passes used by our patrons for a reduced or waived fee to some of the area's most popular museums and attractions. This year, we added the Isabella Stewart Gardner Museum and the Harvard Museum of Natural History to our collection of eleven passes, which includes the Museum of Fine Arts, Stone and Franklin Park Zoos, Peabody Essex Museum, and the Museum of Science. Our patrons saved an average estimate of \$24,221.00 (and possibly as much as \$40,152.00) on admission to these attractions in 2012! All our passes and the Library InSight system are graciously funded by the Friends of the Lynnfield Library.

The members of the Circulation Services Department wear many hats in their daily duties. In addition to checking library materials in and out, signing up new patrons for library cards, shelving and organizing library materials, and managing the Museum Pass Program, our Department also promotes and markets library services, creates themed displays of library materials, and develops programs and services in support of community needs. In 2012 marketing efforts, the Circulation Department developed a Welcome Packet for new patrons that highlights the resources we offer beyond traditional print materials. Our Welcome Packets are now regularly featured in the Lynnfield Welcomes gift boxes for new town residents distributed by local resident Karen Harrington. In 2012, we also created new library cards that come with a key-ring card for patron convenience, and published three editions of our newsletter, Lynnfield Library LIVE! to promote library services. In efforts towards community programs and services, we held our annual Food for Fines drive in support of Haven from Hunger in Peabody (raising over 700 items!) and developed an improved Homebound Services program in conjunction with the Reference Department to bring library resources to the homes of local patrons who are

temporarily or permanently unable to visit the Library in person. Our Department created a total of eighty-two themed displays in the Library in 2012—some of the most popular included A Greater Journey: Americans in Paris, Titanic: 100 Years Later, Music Lasts a Lifetime, and Pride & Prejudice adaptations.

A number of new faces could be seen in the Circulation Department this year. Allison Gallagher and Joey Ross joined our team of Library Pages and can be found undertaking the essential tasks of shelving and organizing our library collections. Carolyn Savio, who has worked at the Lynnfield Library as a Circulation Substitute since October 2008, was hired as a permanent part-time Circulation Technician upon Betty Whelan's retirement. Rachel Alexander and Allison Gallagher trained to become Circulation Substitutes. Finally, our new Assistant Director, Samantha Cabral, learned our Circulation procedures in order to fill in on the Circulation Desk as necessary. Our new staff members have brought great vitality to the Department and we welcome them all!

The Circulation Services Department also undertook a number of online publicity projects in 2012. The most important of these was the establishment of our Library's Facebook page, which has grown steadily up to our current seventy "friends". Our Facebook page really took off as photos of Shaila Desai's progress on the Children's Room mural were posted and community members shared their enthusiasm for the project. Our website also underwent some changes, including the creation of a "Teens & Tween" page that features young adult-related content, including programming news and booklists. The booklists featured for adults were updated to include images of book covers for better visual appeal. Due to these changes and the new ability to reserve museum passes online, our website homepage hits are already up 15% this fiscal year!

Reference Services

Patricia Kelly

Head of References Services

The Reference staff answered 11,064 questions in 2012: an increase of over 9% from 2011. Questions ranged from simple title look-ups to requests for a copy of the original charter of the East India Company. The Reference Desk is staffed all the hours the Library is open. The department is comprised of one full time and two part time librarians; other Department Heads and the Assistant Director assist with shift coverage. Although the majority of our transactions still occur in the Library with one-on-one interactions with our patrons, we answer a substantial number of questions via phone and e-mail. Our interlibrary loan service continued to be very popular with our patrons. We borrowed approximately 567 items from libraries outside the NOBLE library system and we loaned approximately 247 items to libraries outside the NOBLE library system.

Starting in July 2012, we provided access to two genealogy databases: Ancestry Library Edition (available for use in the Library), and HeritageQuest (available through our website at <http://www.noblenet.org/lynnfield>). These two complimentary databases provide an extraordinary array of genealogical research resources. We started a subscription to the online database Morningstar Investment Research Center on September 1, 2012. In addition to mutual fund reports, the database offers coverage of stocks, ETFs, CEFs, and markets as well as company information, educational resources, real-time data, and portfolio tools. This database is available in the Library only and replaces the print version which has been discontinued by Morningstar. Patron usage of our EBSCO database of journal, magazine, and newspaper articles

increased by 7% over 2011 statistics. Patrons greatly increased their usage of the NoveList database (increase of 45% over 2011) to find author and book information as well as read-a-likes.

This year we continued our ongoing non-fiction collection evaluation project. The subject areas we concentrated on included: religion, world & United States history, travel, sociology & crime, computers, science, education, business, literature, sports, law, and medicine. In each subject area, we take note of what we have, weed out of date materials, and purchase new materials to fill holes in the collection. (Weeded materials are sold at our book sale or donated for charity.)

The Reference Department also tackled another ambitious project this year: creating a collection of school texts for use in the Library. We collaborated with Lynnfield Middle and High School Department Heads to compile a list of the most used school textbooks (as well as the Middle School required novels). The schools generously donated many of the texts to us; we purchased the remainder. The textbooks are available for in-library use only and are housed in the Reference area. Many students and tutors have already taken advantage of this resource; we anticipate that use will increase over time.

We designated two areas under the mezzanine on the first floor as community artist display areas. Members of the Lynnfield Art Guild as well as a Lynnfield Middle School student displayed their artwork starting in August 2012. Their beautiful pieces brightened the library immeasurably! We will be continuing this program in 2013 and anticipate installations from students, community members, and Art Guild members.

Reference Department member Irene Gorevitz continued to produce her popular genre reading lists. These lists were made available on the Lynnfield Public Library website ("Reading Suggestions/Booklists" or <http://www.noblenet.org/lynnfield/whats-just-in>) as well as several locations in the Library. Reference Department member Marilyn Graves assisted the Circulation Department in the expansion of the homebound delivery program. She will be in charge of selected books for homebound patrons who don't have specific requests.

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 March and the Summer Street School in May. One hundred and fifty-nine students participated in the orientations. The Reference Department also hosted a Boy Scout Troop visit on April 2, 2012. Eighteen members of Troop 248 learned how to use the library catalog and find books on the shelves.

Six students participated in community service at the Library in 2012 under the direction of the Reference Department. The volunteers contributed eighty-eight hours to the Library! 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 non-fiction books in preparation for expanding our audio-visual collection. We thank them for their commitment and enthusiasm!

The Reference Department is responsible for selecting the majority of the adult non-fiction and reference materials. In 2012, approximately 27% of non-fiction materials purchased was in direct response to patron requests.

PLANNING BOARD

The Planning Board has a wide range of responsibilities among which is the responsibility of making many important decisions regarding development of our town and safety of our citizens. The Planning Board is directly responsible for generating and updating the town's Master Plan. The Master Plan is a necessary part of a town's decision making process and the Land Use element of the Master Plan is the basis for valid Zoning Bylaws. The Planning Board is required to hold a public hearing on all zoning amendments and makes a recommendation on said amendments(s) to Town Meeting. The Planning Board makes recommendations to Board of Appeals with regard to Special Permits and Site Plans.

The Planning Board has specific authority over subdivision control under the Municipal Planning and Subdivision Legislation Massachusetts General Laws Ch.41 Sec. 81A-81GG. The Planning Board adopts and from time to time amends Rules and Regulations governing the subdivision of land in Lynnfield.

The Town election brought us new member, Randall Crompton. Richard O'Neil opted for one more year to round out 16 years on the Board; the last 13 years as chairman. We thank him for his generosity of time and for his guidance.

MarketStreet at Lynnfield development began in the summer with site work, construction of the loop and main roads and related infrastructures followed by the first 275,000 square feet of retail office/space. The three residential buildings and club house are expected to start construction early next year and the remaining retail/office space shortly thereafter. Board members met monthly with National at the site to discuss the progress of the development.

The April 2012 Town Meeting replaced the existing Flood Plain Districts with the Essex County Flood Insurance Rate Map issued by FEMA dated July 1, 2012.

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

POLICE DEPARTMENT

The Lynnfield Police Department has continued its plan to modernize the department. A review of the department was conducted by David Breen after his appointment to Chief of Police in 2010. Some of the needs identified in that assessment have been addressed while others are currently being implemented. Two new mobile computers were purchased. These laptops are invaluable for officer's safety, communication, and productivity. A complete replacement of the service pistols has been funded and is ongoing. The pistols that are being replaced are over twenty years old and twice as old as recommended for use by a law enforcement agency. Additionally, two new cruisers were purchased replacing older models with high mileage and increased repair costs. In order to become a more progressive agency, organizational changes to the Lynnfield Police Department were implemented. In an effort to reduce our use of paper, a new electronic policy and procedures manual has been issued to each officer. This reduced our carbon footprint by saving almost ten thousand sheets of paper. In 2012, a partnership was forged between the Lynnfield Police Department and Brian Kelly of the Kelly Motor Group. Mr. Kelly paid for a one-year lease of a Harley Davidson police motorcycle for use by the Lynnfield Police Department. We are pleased to announce that Brian Kelly has agreed to fund this item for 2013 as well. The Lynnfield Police Department would like to extend its appreciation to Brian Kelly for his commitment to the Town of Lynnfield.

There were a few personnel changes in 2012. After originally appointed as a patrol officer in August, 1978, Richard Lamusta retired from the department after 34 years of service. He was promoted to the rank of sergeant in 2009. Paula Allen, clerk to the chief, retired in August, 2012, after 24 years of service to the town. Officer Al Scotina transferred to the Lynnfield Police Department from The Peabody Police Department where he was in charge of the training division. Officer Scotina brings with him a wealth of knowledge and is a member of the Northeast Massachusetts Law Enforcement Council's SWAT team. Officers Scotina and Secatore conduct the training for The Lynnfield Police Department. Officer Anthony Hnath received a commendation from the Lynnfield Board of Selectmen for acting above and beyond that which would be expected of an officer. While off duty in his personal car, Officer Hnath observed unusual activity on Walnut St. After investigating, he observed a housebreak in progress. Without a radio, handcuffs, and his sidearm, Officer Hnath chased the suspect toward the Colonial Golf Course where he subdued him. Officer Hnath called in the crime from his cell phone and awaited backup. Chief Breen and the members of the department were pleased that he was recognized for his efforts.

The year 2012 saw some encouraging crime statistics. Overall, reported crimes were down 28 percent from 2011 to 2012. The major decreases were as follows;

- Theft from a motor vehicle -61%
- Larcenies -60%
- Counterfeiting/forgery -58%
- Liquor law violations -50%
- Malicious destruction of property -32%
- Burglary/breaking and entering -31%
- Increases from 2011 to 2012 were;
- Operating under the influence +80%
- Simple assault +35%

Chief Breen wishes to thank the members of The Lynnfield Police Department and residents of Lynnfield for their efforts to reduce crime and increase public safety.

*Respectfully submitted,
David Breen
Chief of Police*

Roster

Chief of Police

David J. Breen

Captain

Karl Johnson

Sergeants

Sean Donovan

David Mayerson

Louis Trapasso

Patrol Officers

Charles Peabody
Paul Tomich
Sean Kilroy
Stephen Conley
Bryan Materazzo
Raymond Barnes

Anthony Hnath
Michael Topping
Louis Trapasso
Nicholas Secatore
R. Matthew LaBonte
Mark Bettencourt

Alfred Scotina

Dispatchers

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

Crossing Guards

Carol Kilroy
John Walsh
Erin Batchelor

Matrons

Carol Kilroy
Katherine Correale

Clerk

Paul Donovan