



# TOWN OF LYNNFIELD

**Annual Town Report  
for the year 2013**



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## **BOARD OF SELECTMEN**

The Board of Selectmen, under the Town Charter, is vested with all executive powers of the Town, except as otherwise provided by the Charter. The Board “shall exercise control over town affairs by recommending major courses of action to the Town Meeting and by setting policies to be carried out by the Town Administrator, and other officers, boards, and commissions appointed by the Board of Selectmen.”

The Board also is empowered by the Charter “to enact rules and regulations relating to the conduct of town elections and for the establishment of town policies, not otherwise governed by Statute, this Charter, or By-law, provided, however, that whenever an appropriation shall be necessary to implement such action, the vote of the Board shall be effective only if such appropriation shall be made by the Town Meeting.” The Town Charter also invests in the Board of Selectmen the power to make and rescind appointments for various committees and department heads.

The Board of Selectmen has served as the chief executive power in the Town since its establishment as a municipality. Selectmen were originally elected to one-year terms at the annual town meeting. The three-year overlapping term system for the Board was not adopted until the 1950s.

As the calendar year 2013 opened, the Board of Selectmen had only two members, Chairman Robert MacKendrick and Vice Chairman David Nelson, due to the resignation of colleague Al Merritt due to health reasons in December. The remaining Board members agreed to leave vacant the third seat on the Board until the April town election. They also announced that the community space allotted the Town in the Market Street development would be named the Al Merritt Media and Cultural Center, and would serve as home to the Town’s cable television operation.

When Mr. Merritt passed away in March, the Board, Town government and the community at large mourned the loss of a man who had as a member of the Board and various committees given selflessly of his time and considerable talents in order to make Lynnfield a better place for all residents.

The Board had, for the first time in over sixty years, two new members after the election in April. Philip Crawford was elected to fill the final year of the vacant term and Thomas Terranova was elected to a three-year term. April’s election saw the departure from the Board of Robert MacKendrick after nine years of service to the Board, which followed decades as a member of the Fire Department, in which he rose to the position of Assistant Chief. The Board thanks Mr. MacKendrick for his illustrious service to the Town of Lynnfield. In reorganizing the Board, Mr. Crawford was elected chairman, with Mr. Nelson elected vice chairman and Mr. Terranova elected clerk.

As in every year, the Board spent considerable time in reviewing operating and capital budget requests from all Town departments and committees in preparation of the Fiscal Year 2014 budget. Major departments appeared before the Board to make detailed

presentations on their requests. Working with Town Administrator William Gustus, the Finance Committee, department heads, and the many boards and committees, the Board was able to put before voters at town meeting a balanced budget that allowed the Town to maintain, and in some areas enhance, current services while avoiding reductions in service and in the Town's workforce, all within projected revenues, without need for a Proposition 2-1/2 override and with maintaining strong reserves. Voters approved the operating and capital budgets at the annual town meeting as recommended by the Board of Selectmen and Finance Committee.

Due to the strength of the Town's financial position and economic climate, the Town was able to maintain its AA-positive trend bond rating from Standard and Poor's. This allowed the Town to reprogram existing debt to take advantage of more favorable interest rates.

The Board also adopted three policies that memorialized the Board's approach to Town finances and investments.

In the first, Overall Financial Management Policy, the key issue is the management of reserves and what levels of reserves the Town should strive to maintain. The goal is to have an amount equal three to five percent of the Town's annual operating budget in the Stabilization Fund and one to three percent in the Capital Facilities Maintenance Fund, for a total reserve of five to eight percent of the operating budget. These are goals, not requirements.

In the second, Debt Management Policy, there are limits placed on how much bonded indebtedness the Town should carry at any time, as well as policies on what items for which the Town should and should not borrow, and what level and extent of borrowing should prompt the seeking of a debt exclusion to Proposition 2-1/2.

In the third, the Investment Policy, the investment of tax revenue as it is received and before it is expended is addressed. It covers the types of investment instruments to be used, diversification, ethical requirements and reporting requirements.

The Board also adopted a Code of Conduct for the Board and a Code of Ethics for the Board as well as other boards and committees and Town employees. The Code of Conduct addresses how Board members conduct themselves in relation to the community, other Board members, Town employees, and the Town Administrator. The Code of Ethics addresses many subjects. Both documents are available for viewing on the Town's website under the Other Links section of the Board of Selectmen page.

The Town also for the first time set aside funds to address other post-employment benefits (OPEB), or the expected cost of benefits other than pensions that are extended to Town retirees. The Board put forward this proposal to begin to meet the Town's OPEB obligations, chiefly the Town's share of health insurance costs for retirees. The Town has addressed its rising health care costs through a previous decision, made in cooperation

with its employees and retirees, to join the Commonwealth's Group Insurance Commission health insurance program.

The Board also hired a firm to assist with the codification of the Town's By-Laws. When completed, this project will result in a better-organized and user-friendly compilation of the Town's By-Laws, which will be made more readily available in both printed and electronic formats. Town government also made further inroads in utilizing the Town web site ([www.town.lynnfield.ma.us](http://www.town.lynnfield.ma.us)) to make information about Town government, including meeting dates and times, agendas, and minutes, more easily available to residents.

A major focus of the Board in 2013 was the permitting of various businesses in the new MarketStreet development. The Board awarded several alcoholic beverages, common victualler and entertainment licenses to dining establishments within the development after hearing from the public and the petitioners. The first phase of the development was completed in 2013 and several of the tenants opened during the year. The Board worked closely with other Boards and Town departments to ensure the opening of the Market Street development was in accordance with all Town By-Laws and the existing Development Agreement, to minimize any adverse impact on neighbors and the Town.

With the opening of the MarketStreet development and the adjacent Arborpoint apartment complex, the Town has expanded its commercial tax base, met its affordable housing obligations, and enhanced shopping, dining, service and housing opportunities for its residents.

The Town also worked with the Lynnfield Initiatives for Elder, Inc. (LIFE) Board of Directors on the financing and financial considerations related to the building of Colonial Village on land adjacent to the MarketStreet and Arborpoint developments. This project, which will begin construction in earnest in 2014, will also provide additional housing options for Lynnfield elders.

The Board voted to regionalize gas, plumbing and wiring inspectional services with the Town of Wakefield, and participated in the hiring process of new inspectors. This follows the successful model of the two towns sharing a building inspector. The Town also made another stride toward regionalization of services when it entered into an agreement with other area communities that will allow police officers from those communities to exercise police powers in Lynnfield, and vice versa, when crossing municipal boundaries during pursuits or in other specified circumstances.

The Board worked with the Fields Committee, chaired by Arthur J. Bourque III, to develop plans for improved recreational facilities within the Town. A comprehensive report from the Fields Committee was received by the Board and discussed over two meetings. Voters at town meeting in October overwhelmingly supported an appropriation of funds for an engineering study that would move this project forward. The Board and the Fields Committee planned to seek voter approval for full funding of the proposed project at the annual town meeting in April of 2014.

With the retirement of Acting Fire Chief F. Joseph Lingel after decades of devoted service to the Fire Department and the Town, the Board retained MMA Consulting to assist with its search for a new chief. After a lengthy process involving an assessment center and interviews with individual Board members, the Board named Mark Tetreault, who was serving as fire chief in Barnstead, New Hampshire, to the permanent position of Fire Chief. The Board is confident that Chief Tetreault will serve the Town and the department well.

The Board also approved collective bargaining agreements with all Town bargaining units for three-year periods beginning July 1, 2013 and ending on June 30, 2016. Town Administrator Gustus once again handled the negotiations on behalf of the Board and announced that the settled contracts would allow the Town to fund its obligations to employees within expected revenues.

In December, the Board held its annual tax classification hearing and once again adopted a split tax rate, providing residential taxpayers with a measure of tax relief. The Board continued its policy of setting the residential shift factor in a manner that would equalize the percentage increase in taxes for existing properties in all classes, which prevents fluctuations in tax increases that would result from the relative appreciation or depreciation of commercial and residential properties.

The Board formed a Capital Facilities Advisory Committee in November that would examine the condition of all existing Town facilities and make recommendations of facilities based on current conditions and programmatic needs. Ted Caswell was named as chairman of that committee. Other members are Timothy Doyle; Anders Youngren; Mark Klove, and Janet Moran. Liaisons are as follows: Randall Crompton – Planning Board; Brian Shaffer – Board of Appeals; David Nelson – Board of Selectmen.

The Board also created a new committee to oversee the celebration of the 300<sup>th</sup> anniversary of the establishment of the Meeting House and the 200<sup>th</sup> anniversary of Lynnfield's incorporation as a Town. Janice Casoli will serve as chairman of the committee. Other members appointed were Mary Stewart, Daniel Macintyre, Nan Hockenbury, Stephen Smith and Betty Adelson. A special fund for the celebration was established at the fall town meeting.

The Board also named several new committee members during 2013. They include Stephen Riley and Robert Look (Finance Committee), Brian Lopez (Council on Aging), Kevin McHugh (Fields Committee), Frank DeLisi and Terri Farrell (Recreation Commission) and Amber Vaccaro (Cultural Council). In joint session with other committees, the Board also voted to appoint Richard O'Neill to the Board of Assessors and Gerald Schulman to the Housing Authority. The Board thanks these new board and committee members, and all continuing board and committee members for their willingness to serve their Town, as the backbone and strength of Lynnfield government has been and continues to be those residents willing to volunteer their time and talents on behalf of the community.

The Board also thanks Town Administrator William Gustus for his efforts, as well as all department heads and Town employees for their efforts on behalf of the Town, and the residents of Lynnfield who continue to provide their support for an open, efficient and effective Town government and who continue to make Lynnfield a wonderful place to work, serve, and live.

*Respectfully submitted,*  
*Lynnfield Board of Selectmen*  
*Philip B. Crawford, Chairman*  
*David M. Nelson, Vice Chairman*  
*Thomas D. Terranova Jr., Clerk*

## ACCOUNTANT

A Fiscal 2013 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 updated 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  
Balance Sheet  
June 30, 2013**

<b>ASSETS</b>			
<b>CASH:</b>			
GENERAL CASH	\$7,731,923		
TRUSTS IN CUSTODY OF TREASURER	\$2,714,041		
PETTY CASH	\$900		\$10,446,864
<b>ACCOUNTS RECEIVABLE:</b>			
REAL ESTATE TAXES	\$652,334		
PERSONAL PROPERTY TAXES	\$3,635		
MOTOR VEHICLE EXCISE TAXES	\$243,135		
DUE FROM OTHER Governments	\$522,000		
SPECIAL ASSESSMENTS	\$265,162		
TAX LEINS AND FORECLOSURES	\$343,199		
TAXES IN LITIGATION	\$9,935		
RESERVE FOR ABATEMENTS AND EXEMPTIONS	(\$97,412)		
OTHER RECEIVABLES	\$70,595		
EMERGENCY MEDICAL SERVICES	\$414,913		\$2,427,496
PREPAID EXPENSES			\$0
AMOUNT TO BE PROVIDED FOR BOND PAYMENT			\$25,878,419
<b>TOTAL ASSETS</b>			<b>\$38,752,779</b>
<b>LIABILITIES AND FUND BALANCE</b>			
WARRANTS PAYABLE			\$1,047,888
PAYROLL WITHHOLDINGS			\$569,130
ACCRUED LIABILITIES			\$70,748
NOTES PAYABLE			\$1,147,037
BONDS PAYABLE			\$25,878,419
AGENCY ACCOUNTS			\$176,190
<b>DEFERRED REVENUE:</b>			
TAX TITLE AND POSSESSION	\$343,199		
REAL ESTATE AND PERSONAL PROPERTY	\$544,591		
TAXES IN LITIGATION	\$9,935		
MOTOR VEHICLE	\$243,135		
SPECIAL ASSESSMENTS	\$265,162		
OTHER RECEIVABLES	\$84,560		
EMERGENCY MEDICAL SERVICES	\$414,913		\$1,905,495
<b>FUND BALANCE:</b>			
RESERVE FOR ENCUMBRANCES	\$291,176		
RESERVE FOR EXPENDITURES	\$943,316		
RESERVE FOR PETTY CASH	\$900		
RESERVE FOR FUTURE DEBT SERVICE	\$35,666		
RESERVED FOR OVERLAY DEFICIT	(\$2,053)		
<b>DESIGNATED:</b>			
CAPITAL ARTICLES	\$260,471		
SPECIAL REVENUE FUNDS	\$2,892,080		
CAPITAL PROJECT FUNDS	(\$848,918)		
ENTERPRISE FUNDS	\$100,073		
TRUSTS	\$2,712,948		
UNDESIGNATED	\$1,572,213		\$7,957,872
<b>TOTAL LIABILITIES AND FUND BALANCE</b>			<b>\$38,752,779</b>

# **Town of Lynnfield Fiscal 2013 Revenue Summary**

## **TAXES**

Personal Property	\$362,637	
Real Estate (net of refunds)	\$33,203,922	
Tax Leins	\$189,602	
<b>TOTAL PROPERTY TAXES</b>		<b>\$33,756,161</b>

## **LOCAL RECEIPTS**

MOTOR VEHICLE EXCISE (net of refunds)	\$2,140,339
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### **PENALTIES AND INTEREST**

Property Taxes	\$47,025	
Motor Vehicle	\$16,237	
Leins	\$48,408	
<b>TOTAL PENALTIES</b>		<b>\$111,671</b>

PAYMENTS IN LIEU OF TAXES	\$356,106
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FEES	\$14,475
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### **RENTALS**

South Hall/Post office	\$47,125	
South Hall Lower level	\$18,000	
Parking lot	\$4,788	
<b>Total Rentals</b>		<b>\$69,912</b>

### **DEPARTMENTAL REVENUE**

Selectmen	\$2,266	
Assessors	\$418	
Treasurer	\$5,744	
Tax Collector	\$22,075	
Town clerk	\$10,591	
Conservation	\$32	
Planning Board	\$2,725	
Board of Appeals	\$4,350	
Police	\$63,840	
Fire	\$25,939	
School	\$138,370	
Public Works	\$24,702	
Cemetery	\$41,560	
Board of Health	\$13,595	
Zoning	\$1,301	
<b>TOTAL DEPARTMENTAL REVENUES</b>		<b>\$357,507</b>

### **LICENSES AND PERMITS**

Selectmen	\$61,435	
Town Clerk	\$6,865	
Police	\$4,656	
Fire	\$6,886	
Zoning Enforcement	\$302,777	
Board of Health	\$42,455	
<b>TOTAL LICENSES &amp; PERMITS</b>		<b>\$425,073</b>

### **FINES AND FORFEITS**

Police	\$75,723	
Library	\$6,149	
<b>TOTAL FINES &amp; FORFEITS</b>		<b>\$81,872</b>

MISCELLANEOUS REVENUES	\$18,638
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INVESTMENT INCOME	\$46,676
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<b>TOTAL LOCAL RECEIPTS</b>		<b>\$3,622,268</b>
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**INTERGOVERNMENTAL RECEIPTS****STATE "CHERRY SHEET" RECEIPTS**

Exemption Reimbursements	\$66,462	
State Owned Land	\$32,946	
Unrestricted General Gov Aid	\$879,672	
Chapter 70 School Aid	\$3,887,366	
Veterans Benefits	\$11,390	
<b>TOTAL "CHERRY SHEET" RECEIPTS</b>	<b>\$11,390</b>	<b>\$4,877,836</b>

**EXPENDITURE REIMBURSEMENTS**

Municipal Medicaid	\$33,305	
Medicare Part D Subsidy	\$42,872	
FEMA reimbursement	\$6,682	
<b>TOTAL GOVERNMENT REIMBURSEMENT</b>		<b>\$82,858</b>

**STATE OTHER RECEIPTS**

Local Meals Tax	\$109,664	
Ch. 40R incentive grant	\$522,000	
<b>Total OTHER RECEIPTS</b>		<b>\$631,664</b>
<b>TOTAL INTERGOVERNMENTAL RECEIPTS</b>		

**SPECIAL REVENUES****FEDERAL GRANTS**

Teacher Quality	\$28,436	
Title I Reading	\$120,833	
Sped Program Improvement	\$16,985	
94-142 Inclusion Education	\$485,032	
Early Childhood	\$16,473	
School Lunch	\$81,739	
Greater Lawrence Coalition	\$400	
Early Childhood Program Improvement	\$3,000	
Reinsurance program	\$65,707	
Emergency Management Performance Grant	\$2,750	
Dept. of Justice JAG award		
Greater Lynn Senior Services	\$6,016	
<b>TOTAL FEDERAL GRANTS</b>		<b>\$827,371</b>

**STATE GRANTS**

Arts Lottery	\$3,870	
Extended Polling Hours	\$2,436	
E911 Grant	\$30,425	
Emergency Medical Dispatch Grant	\$5,245	
S.A.F.E. Grant	\$4,625	
Metco	\$197,024	
State Special Ed Reimbursement	\$228,549	
Academic Support Services	\$3,400	
Enhanced Health services	\$3,019	
Big Yellow School Bus	\$200	
Chapter 90 Highway	\$350,456	
MEMA-reimbursement	\$0	
Elderly Programs	\$19,551	
Library State Aid	\$11,832	
<b>TOTAL STATE GRANTS</b>		<b>\$860,632</b>

# REVOLVING FUNDS

Pillings Pond Benches	
Cable/Peg Access	\$206,766
Highway design Review Fees	
Conservation Design Review Fees	\$31,283
Planning Bd Design Review Fees	\$6,500
Highway Design Review	\$5,360
Meadowwalk Consultants	\$84,123
Law Enforcement Trust	\$4,765
Insurance Reimb Under \$20,000	\$43,003
Athletics	\$63,502
Activity Fee	\$190,234
Kindergarten Fee	\$270,622
Community Schools	\$668,319
Book Damage	\$1,195
After School Homework Prog.	\$2,545
High School Jazz Band	\$6,132
School Lunch	\$691,181
Non Resident Tuition	\$12,000
Recreation	\$115,025
Board of Health-Flu Clinic	\$10,389
Council on Aging Programs	\$44,695
Library Lost Books	\$1,184
Arts Lottery	\$10
TOTAL REVOLVING FUNDS	\$2,458,833

# RECEIPTS RESERVED FOR APPROPRIATION

Sale of Real Estate	\$374,200
Conservation NOI Fees	\$1,910
Cemetary Lots	\$23,650
Septic Betterment receipts	\$65,352
Insurance Reimb > \$20,000	\$0
TOTAL RECEIPTS RESERVED	\$465,112

# GIFTS

Special Education Gift	\$22,359	
Wilson Memorial Scholarship	\$25	
Summer St. School Gifts	\$15,473	
Huckleberry School Gifts	\$20,435	
Middle School Gifts	\$10,027	
High School Gifts	\$1,430	
School Arts	\$22,091	
Nurse Substitutes	\$750	
Technology Gifts	\$50	
Italian Program Gift	\$3,500	
Friends of METCO	\$300	
Patridge Island	\$0	
Local History & Geneology Gift	\$450	
Library Gifts	\$1,155	
Concerts on the Common	\$1,369	
Council On Aging Gifts	\$50	
TOTAL GIFTS	\$99,464	\$4,711,412
TOTAL SPECIAL REVENUES		

**CAPITAL PROJECT****CAPITAL PROJECT REVENUES**

Bond Proceeds	\$2,635,000		
MSBA reimbursement	\$1,501,123		
		\$4,136,123	<b>\$4,136,123</b>

**ENTERPRISE****EMS ENTERPRISE**

Charges for Services	\$506,969		
Interest	\$919		
<b>TOTAL EMS ENTERPRISE</b>		\$507,888	

**GOLF ENTERPRISE**

Charges for Services	\$512,797		
Interest	\$699		
<b>TOTAL GOLF ENTERPRISE</b>		\$513,496	<b>\$1,021,384</b>

**TRUSTS****TRUST FUND INVESTMENT INCOME**

Legion Memorial	(\$6)		
L.I.F.E.	(\$0)		
Lynnfield Tricentennial	(\$5)		
Peabody Memorial	(\$48)		
Stabilization Fund	(\$192)		
Capital Facilities Maintenance Fund	(\$731)		
Conservation Land	\$201		
Kuestenmacher Scholarship	(\$160)		
M.A. Maney Scholarship	(\$27)		
Cemetery Perpetual Care	(\$870)		
Library	\$1,469		
<b>TOTAL TRUST FUND INCOME</b>		(\$369)	

**TRUST FUND PRINCIPAL**

Conservation Land Fund	\$18,000		
Stabilization Fund	\$100,000		
Capital Facilities Maintenance Fund	\$100,000		
Cemetery Perpetual Care	\$22,850		
<b>TOTAL TRUST FUND PRINCIPAL</b>		\$240,850	
<b>TOTAL TRUST FUND RECEIPTS</b>			<b>\$240,481</b>

### Town of Lynnfield Enterprise Fund Summary Fiscal 2013

	Carry Forward	Receipts	Transfers In	Transfers Out	Expended/Encumbered	Balance
<i>Enterprise Funds</i>						
Emergency Medical Services	\$183,653	\$507,888	\$0	\$0	\$688,419	\$3,121
Reedy Meadow /King Rail Golf	\$155,090	\$513,496	\$0	\$0	\$571,636	\$96,950
<i>Enterprise Funds</i>	\$338,743	\$1,021,384	\$0	\$0	\$1,260,055	\$100,072
 Grand Total	 \$338,743	 \$1,021,384	 \$0	 \$0	 \$1,260,055	 \$100,072

### Town of Lynnfield Trust Fund Summary Fiscal 2013

	Carry Forward	Receipts	Transfers In	Transfers Out	Expended	Balance
<i>Expendable Trusts Funds</i>						
Perpetual Care	\$7,027	-\$870	\$0	\$10,000	\$0	-\$3,843
Library Trust Funds	\$9,628	\$1,469	\$0	\$0	\$3,509	\$7,588
Legion Memorial	\$6,846	-\$6	\$0	\$990	\$0	\$5,850
M.A. Maney Scholarship Fund	\$29,984	-\$27	\$0	\$0	\$1,000	\$28,957
L.I.F.E.	\$35	\$0	\$0	\$0	\$0	\$35
Lynnfield Tricentennial	\$4,988	-\$5	\$0	\$0	\$0	\$4,983
Peabody Memorial	\$34,951	-\$48	\$0	\$0	\$0	\$34,903
Kuestenmacher Scholarship	\$2,250	-\$107	\$0	\$0	\$1,975	\$168
Conservation Land	\$84,748	\$18,201	\$0	\$0	\$1,337	\$101,612
Stabilization Fund	\$872,834	-\$192	\$100,000	\$0	\$0	\$972,642
Capital Facilities Maintenance Fund	\$600,371	-\$731	\$100,000	\$100,000	\$0	\$599,640
<i>Expendable Trust Funds</i>	\$1,653,662	\$17,684	\$200,000	\$110,990	\$7,821	\$1,752,535
 <i>Non Expendable Trust Funds</i>						
Perpetual Care	\$750,325	\$22,850	\$0	\$0	\$0	\$773,175
Library Trust Funds	\$22,400	\$0	\$0	\$0	\$0	\$22,400
Peabody Memorial	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Kuestenmacher Scholarship	\$154,300	-\$53	\$0	\$0	\$0	\$154,246
<i>Non Expendable Trust Funds</i>	\$937,025	\$22,797	\$0	\$0	\$0	\$959,821
 Grand Total	 \$2,590,686	 \$40,480	 \$200,000	 \$110,990	 \$7,821	 \$2,712,356

## Town of Lynnfield Special Revenue Accounts Fiscal 2013

	Carry Forward	Receipts or Grant Amount	Transfers In	Transfers Out	Expended	Encumbered	Balance
<b>Federal Grants</b>							
Asst. to Firefighters Equip. FEMA	\$246	\$190,000	\$0	\$0	\$911	\$0	\$189,335
Enhancing Health Services Grant	\$0	\$3,019	\$0	\$0	\$3,019	\$0	\$0
Big Yellow School Bus Grant	\$0	\$200	\$0	\$0	\$200	\$0	\$0
Title I Reading	\$1,782	\$143,363	\$0	\$4,128	\$121,290	\$0	\$19,727
Teacher Quality	\$25	\$28,436	\$0	\$0	\$28,461	\$0	\$0
Special Ed Reimbursement Fund	\$0	\$313,677	\$0	\$0	\$313,677	\$0	\$0
Sped Program Improvement	\$0	\$16,985	\$0	\$0	\$16,985	\$0	\$0
94-142 Inclusion Education	\$15,945	\$485,032	\$0	\$0	\$469,416	\$0	\$31,562
Early Childhood	\$425	\$16,473	\$0	\$0	\$15,609	\$0	\$1,290
Early Childhood Program Improvement	\$0	\$3,000	\$0	\$0	\$3,000	\$0	\$0
ARRA Ed Jobs	\$3,824	\$0	\$0	\$0	\$3,824	\$0	\$0
Early Retirement Reinsurance Grant	\$0	\$65,707	\$0	\$0	\$65,707	\$0	\$0
Emergency Mgmt. Performance Grant	\$3,450	\$2,750	\$0	\$0	\$6,119	\$0	\$81
FEMA Hazard Mitigation Grant	\$0	\$59,604	\$0	\$0	\$59,604	\$0	\$0
Graeter Lawrence Consortium	\$0	\$400	\$0	\$0	\$400	\$0	\$0
Council on Aging GLSS grant	\$29,030	\$4,016	\$0	\$0	\$5,726	\$0	\$27,320
<i>Current Year Federal Grants</i>	<i>\$54,728</i>	<i>\$1,332,662</i>	<i>\$0</i>	<i>\$4,128</i>	<i>\$1,113,947</i>	<i>\$0</i>	<i>\$269,315</i>
<b>State Grants</b>							
Extended Polling Hours	\$5,288	\$2,436	\$0	\$0	\$1,906	\$0	\$5,818
E911Support & Incentive Grant	\$0	\$30,986	\$0	\$0	\$30,956	\$0	\$30
Emergency Medical Dispatch	\$5,255	\$12,781	\$0	\$0	\$12,681	\$0	\$5,355
S.A.F.E. Grant	\$335	\$4,625	\$0	\$0	\$3,208	\$0	\$1,752
Academic Support	\$0	\$3,400	\$0	\$0	\$3,400	\$0	\$0
Racial Imbalance (Metco)	\$0	\$197,024	\$0	\$0	\$197,024	\$0	\$0
Sustainable Materials Grant	\$0	\$1,000	\$0	\$0	\$910	\$0	\$90
Chapter 90	\$58,487	\$405,915	\$0	\$0	\$381,737	\$0	\$82,665
Green St. Sidewalk	\$1,308	\$0	\$0	\$0	\$0	\$0	\$1,308
MEMA reimbursement	\$0	\$105,247	\$0	\$0	\$74,984	\$0	\$30,263
Elderly Programs	\$0	\$19,551	\$0	\$0	\$19,551	\$0	\$0
Library library state aid	\$77,569	\$11,832	\$0	\$0	\$8,509	\$0	\$80,892
<i>Current Year State Grants</i>	<i>\$148,242</i>	<i>\$794,797</i>	<i>\$0</i>	<i>\$0</i>	<i>\$734,865</i>	<i>\$0</i>	<i>\$208,174</i>

# **Revolving Funds**

Cable PEG Access	\$377,981	\$206,766	\$0	\$0	\$59,470	\$0	\$525,277
Pillings Pond Benches	\$39	\$0	\$0	\$0	\$39	\$0	\$0
Design Review Planning	\$764	\$6,500	\$0	\$0	\$11,915	\$0	-\$4,651
Design Review Conservation	\$24,661	\$31,283	\$0	\$0	\$26,139	\$0	\$29,805
Design Review Board of Appeals	\$18,098	\$0	\$0	\$0	\$0	\$0	\$18,098
Meadowwalk Consultants DSR	\$13,398	\$84,123	\$0	\$0	\$84,371	\$0	\$13,149
Highway Design Review	\$10,000	\$5,360	\$0	\$0	\$8,200	\$0	\$7,160
Police Ins Reimb Under 20K	\$425	\$4,502	\$0	\$0	\$3,262	\$0	\$1,666
Fire Ins Reimb Under 20K	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DPW Ins Reimb Under 20K	\$84	\$197	\$0	\$0	\$0	\$0	\$281
Law Enforcement Trust	\$9,808	\$4,765	\$0	\$0	\$3,426	\$0	\$11,147
Athletic Fund	\$62,548	\$63,502	\$0	\$0	\$48,703	\$0	\$77,347
Activity Fee	\$48,243	\$190,234	\$0	\$180,000	\$975	\$0	\$57,502
Full Day Kindergarten Fee	\$218,045	\$270,522	\$0	\$245,000	\$0	\$0	\$243,567
Book Damage Ch. 88 HS	\$8,331	\$502	\$0	\$0	\$295	\$0	\$8,538
Book Damage Ch. 88 MS	\$1,884	\$597	\$0	\$0	\$376	\$0	\$2,106
Book Damage Ch. 88 Summer	\$803	\$36	\$0	\$0	\$0	\$0	\$839
Book Damage Ch. 88 Huckleberry	\$120	\$60	\$0	\$0	\$0	\$0	\$180
Middle School Afterschool Homework	\$238	\$2,545	\$0	\$0	\$2,783	\$0	\$0
Adult Education	\$0	\$9,866	\$0	\$6,903	\$2,963	\$0	\$0
Art Works	\$0	\$128,825	\$0	\$10,611	\$118,213	\$0	\$0
Extended Day	\$0	\$320,228	\$0	\$146,601	\$173,627	\$0	\$0
Intramurals	\$0	\$47,090	\$0	\$12,078	\$0	\$0	\$35,012
S.O.F.A.	\$0	\$162,310	\$0	\$32,745	\$129,565	\$0	\$0
Support	\$97,794	\$208,939	\$0	\$57,000	\$99,387	\$0	\$150,346
Lunch Program System Wide	\$83,687	\$772,920	\$0	\$0	\$796,872	\$0	\$59,735
High School Jazz Band	\$2,139	\$6,132	\$0	\$0	\$3,162	\$0	\$5,109
School Build Ins Reimb Under 20k	\$821	\$38,304	\$0	\$0	\$7,251	\$0	\$31,874
Non Resident Tuition	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
WPAT Setic Sytem Loan Admin	\$4,800	\$3,300	\$0	\$0	\$2,600	\$0	\$5,500
Board of Health Revolving	\$5,665	\$10,389	\$0	\$0	\$10,450	\$0	\$5,604
Recreation Revolving	\$32,442	\$115,025	\$0	\$0	\$49,190	\$0	\$98,276
C.O.A. Activity Revolving	\$68,623	\$34,305	\$0	\$0	\$20,800	\$0	\$82,129
Library Revolving	\$340	\$1,184	\$0	\$0	\$1,134	\$0	\$390
Arts Revolving	\$4,425	\$3,880	\$0	\$0	\$3,532	\$0	\$4,773
<b>Revolving Funds</b>	<b>\$754,412</b>	<b>\$2,746,191</b>	<b>\$0</b>	<b>\$690,939</b>	<b>\$1,668,697</b>	<b>\$0</b>	<b>\$1,482,761</b>

### Receipts Reserved for Appropriation

Sale of Real Estate	\$1,019,598	\$374,200	\$0	\$100,000	\$0	\$0	\$1,293,798
Insurance Proceeds >20K	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Wetland Protection	\$58,808	\$0	\$16,250	\$14,340	\$76	\$0	\$60,642
Sale of Cemetary Lots	\$17,800	\$23,650	\$0	\$10,000	\$0	\$0	\$31,450
Betterments-WPAT Septic Loans	\$236,529	\$65,352	\$0	\$18,200	\$0	\$0	\$283,681
<i>Receipts Reserved for Approp.</i>	\$1,040,320	\$463,202	\$16,250	\$142,540	\$76	\$0	\$1,669,570

### Gift Accounts

Italian Program Gift	\$18,915	\$3,500	\$0	\$0	\$1,786	\$0	\$20,629
Technology Gifts	\$742	\$50	\$0	\$0	\$603	\$0	\$188
Nurse Substitutes	\$542	\$750	\$0	\$0	\$0	\$0	\$1,292
Friends of METCO	\$3,557	\$300	\$0	\$0	\$718	\$0	\$3,139
Special Education Gift	\$14,111	\$22,359	\$0	\$0	\$4,215	\$0	\$32,255
Summer St. Gift	\$17,546	\$15,473	\$0	\$0	\$17,877	\$0	\$15,142
Hucklebery Hill Gift	\$22,298	\$20,435	\$0	\$0	\$17,458	\$0	\$25,276
Middle School Misc. Gifts	\$8,819	\$10,027	\$0	\$0	\$3,753	\$0	\$15,093
Wilson Memorial Scholarship	\$5,681	\$25	\$0	\$0	\$500	\$0	\$5,206
High School Gifts	\$3,140	\$1,430	\$0	\$0	\$3,776	\$0	\$794
Unified Arts	\$10,442	\$22,091	\$0	\$0	\$26,900	\$0	\$5,633
Partridge Island Gift	\$1	\$0	\$0	\$0	\$0	\$0	\$1
Wetlands Mitigation Gift	\$4,500	\$0	\$0	\$0	\$3,000	\$0	\$1,500
Engineering Study-Drainage	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Traffic Mitigation Measures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks & Recreation Gifts	\$1,935	\$0	\$0	\$0	\$1,380	\$0	\$555
Lynnfield Common Lighting Fund	\$27	\$0	\$0	\$0	\$27	\$0	\$0
Senior Center Gifts	\$10,845	\$50	\$0	\$0	\$2,721	\$0	\$8,174
Senior Center Renovation Gift	\$2,898	\$0	\$0	\$0	\$0	\$0	\$2,898
Library Gifts	\$8,338	\$1,155	\$0	\$0	\$1,233	\$0	\$8,260
Local History & Genealogy Gift	\$9,321	\$450	\$0	\$0	\$0	\$0	\$9,771
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	\$5,238	\$1,369	\$0	\$0	\$6,106	\$0	\$501
Essex National Heritage Partnership	\$17	\$0	\$0	\$0	\$0	\$0	\$17
Historical Book Proceeds	\$829	\$0	\$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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Gifts</i>	\$282,199	\$99,464	\$0	\$0	\$92,054	\$0	\$277,733
<b>Grand Total</b>	<b>\$1,862,410</b>	<b>\$5,436,316</b>	<b>\$16,250</b>	<b>\$837,607</b>	<b>\$3,609,639</b>	<b>\$0</b>	<b>\$3,907,554</b>

## Town of Lynnfield Operating Budget Fiscal 2013

	Carryforward	Appropriation	Transfers In	Transfers Out	Expenditures	Encumbrances	Returned Surplus
<b>General Government</b>							
<b>Selectmen</b>							
Board Salaries	\$0	\$2,250	\$0	\$0	\$1,863	\$0	\$388
Town Administrator	\$0	\$161,283	\$8,048	\$0	\$169,331	\$0	\$0
Other Salaries	\$0	\$60,935	\$2,000	\$0	\$62,935	\$0	\$0
General Town Insurance	\$0	\$353,772	\$14,020	\$0	\$367,792	\$0	\$0
Professional Service	\$0	\$47,000	\$25,000	\$0	\$37,461	\$33,600	\$939
Expenses	\$0	\$15,000	\$0	\$0	\$11,365	\$0	\$3,635
Contingency Fund	\$0	\$40,000	\$0	\$37,501	\$0	\$0	\$2,499
Selectmen	\$0	\$680,240	\$49,068	\$37,501	\$650,746	\$33,600	\$7,461
<b>Finance Committee</b>							
Other Salaries	\$0	\$2,500	\$0	\$0	\$1,715	\$0	\$785
Reserve Fund	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
Town Reports	\$0	\$1,500	\$0	\$0	\$1,175	\$0	\$325
Expenses	\$0	\$420	\$0	\$0	\$200	\$0	\$220
Finance Committee	\$0	\$49,420	\$0	\$0	\$3,090	\$0	\$46,330
<b>Town Accountant</b>							
Accountant Salary	\$0	\$87,550	\$6,000	\$0	\$93,550	\$0	\$0
Other Salaries	\$0	\$45,458	\$0	\$0	\$45,458	\$0	\$0
Expenses	\$0	\$3,275	\$0	\$0	\$3,260	\$0	\$15
Town Accountant	\$0	\$136,283	\$6,000	\$0	\$142,267	\$0	\$16
<b>Board of Assessors</b>							
Board Salaries	\$0	\$11,500	\$0	\$0	\$11,200	\$0	\$300
Other salaries	\$0	\$123,658	\$2,000	\$0	\$123,942	\$0	\$1,716
Revaluation	\$0	\$12,700	\$0	\$0	\$9,100	\$1,274	\$2,326
Professional Services	\$638	\$50,300	\$0	\$0	\$35,724	\$0	\$15,215
Expenses	\$1,275	\$10,550	\$0	\$0	\$9,541	\$689	\$1,595
Board of Assessors	\$1,913	\$208,708	\$2,000	\$0	\$189,506	\$1,963	\$21,152
<b>Town Counsel</b>							
Professional Services	\$0	\$41,837	\$0	\$0	\$41,837	\$0	\$0
Expenses	\$0	\$1,800	\$0	\$0	\$1,800	\$0	\$0
Town Counsel	\$0	\$43,637	\$0	\$0	\$43,637	\$0	\$0
<b>Personnel Board</b>							
Other Salaries	\$0	\$2,874	\$0	\$0	\$47	\$0	\$2,827
Professional Services	\$450	\$2,870	\$0	\$0	\$450	\$0	\$2,870
Expenses	\$0	\$330	\$0	\$0	\$250	\$0	\$80
Personnel Board	\$450	\$6,074	\$0	\$0	\$747	\$0	\$5,777
<b>Conservation Commission</b>							
Other Salaries	\$0	\$58,410	\$3,648	\$0	\$62,056	\$0	\$2
Professional Services	\$0	\$520	\$980	\$0	\$1,500	\$0	\$0
Expenses	\$0	\$1,725	\$0	\$0	\$1,725	\$0	\$0
Open Space	\$1,268	\$1,500	\$0	\$0	\$2,768	\$0	\$0
Conservation Commission	\$1,268	\$62,155	\$4,628	\$0	\$68,049	\$0	\$2
<b>Planning Board</b>							
Other Salaries	\$0	\$39,139	\$0	\$0	\$39,139	\$0	\$0
Expenses	\$0	\$3,286	\$0	\$0	\$1,729	\$511	\$1,046
Planning Board	\$0	\$42,425	\$0	\$0	\$40,868	\$511	\$1,046
<b>Board of Appeals</b>							
Expenses	\$0	\$2,661	\$0	\$0	\$954	\$0	\$1,707
Board of Appeals	\$0	\$2,661	\$0	\$0	\$954	\$0	\$1,707
<b>General Government</b>	<b>\$3,631</b>	<b>\$1,231,603</b>	<b>\$61,696</b>	<b>\$37,501</b>	<b>\$1,139,864</b>	<b>\$36,074</b>	<b>\$83,490</b>



# Finance & Administration

<b>Treasurer</b>							
Treasurer Salaries	\$0	\$68,310	\$3,000	\$0	\$71,308	\$0	\$2
Clerical Salaries	\$0	\$68,567	\$0	\$0	\$67,678	\$0	\$889
Expenses	\$9,000	\$16,640	\$0	\$0	\$18,939	\$6,700	\$1
Treasurer	\$9,000	\$153,517	\$3,000	\$0	\$157,925	\$6,700	\$892

<b>Tax Collector</b>							
Tax Title Expenses	\$4,500	\$0	\$0	\$0	\$4,500	\$0	\$0
Expenses	\$3,396	\$13,493	\$0	\$0	\$15,650	\$0	\$1,239
SR-work off program	\$0	\$9,000	\$0	\$1,694	\$7,305	\$0	\$1
Tax Collector	\$7,896	\$22,493	\$0	\$1,694	\$27,456	\$0	\$1,239

<b>Operations Support</b>							
Other Salaries	\$0	\$78,275	\$0	\$0	\$75,201	\$0	\$3,074
Expenses	\$0	\$35,300	\$0	\$0	\$33,865	\$0	\$1,435
Operations Support	\$0	\$113,575	\$0	\$0	\$109,066	\$0	\$4,509

<b>Information Systems</b>							
Other Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IT Capital	\$0	\$22,000	\$0	\$0	\$19,876	\$0	\$2,124
Expenses	\$5,095	\$60,889	\$0	\$0	\$65,984	\$0	\$0
Information Systems	\$5,095	\$82,889	\$0	\$0	\$85,860	\$0	\$2,124

<b>Town Clerk</b>							
Other Salaries	\$0	\$95,815	\$1,000	\$0	\$96,815	\$0	\$0
Election Expense	\$0	\$22,876	\$0	\$0	\$22,876	\$0	\$0
Registration Expense	\$0	\$3,550	\$0	\$0	\$3,550	\$0	\$0
Expenses	\$0	\$5,450	\$0	\$0	\$5,383	\$0	\$67
Town Clerk	\$0	\$127,691	\$1,000	\$0	\$128,624	\$0	\$67

Finance & Admin	\$21,991	\$500,165	\$4,000	\$1,694	\$508,931	\$6,700	\$8,831
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# Public Safety

<b>Police Department</b>							
Chief Salary	\$0	\$145,100	\$0	\$0	\$144,666	\$0	\$434
Patrolmen Overtime	\$0	\$382,500	\$92,761	\$0	\$471,512	\$0	\$3,749
Patrolmen Training	\$0	\$47,639	\$0	\$0	\$39,661	\$0	\$7,978
Other Salaries	\$0	\$1,653,925	\$0	\$40,381	\$1,602,024	\$0	\$11,520
Expenses	\$1,662	\$156,500	\$7,620	\$0	\$165,041	\$741	\$0
Police Department	\$1,662	\$2,385,664	\$100,381	\$40,381	\$2,422,905	\$741	\$23,680

<b>Fire Department</b>							
Chief Salary	\$0	\$115,566	\$6,870	\$0	\$122,435	\$0	\$1
Firefighter Salaries	\$0	\$505,563	\$0	\$48,226	\$457,337	\$0	\$0
Call Firefighter Salaries	\$0	\$257,087	\$62,211	\$0	\$319,298	\$0	\$0
Fire Alarm Salaries	\$0	\$12,502	\$0	\$438	\$12,064	\$0	\$0
Expenses	\$478	\$102,300	\$0	\$0	\$93,239	\$0	\$9,540
Fire Alarm Expenses	\$0	\$7,500	\$0	\$0	\$5,945	\$0	\$1,555
Fire Department	\$478	\$1,000,518	\$69,081	\$48,664	\$1,010,318	\$0	\$11,095

<b>Zoning Enforcement/Inspect</b>							
Other Salaries	\$0	\$109,975	\$1,453	\$0	\$111,428	\$0	\$0
Professional Services	\$0	\$45,500	\$25,459	\$0	\$70,959	\$0	\$0
Expenses	\$252	\$7,851	\$0	\$0	\$5,850	\$108	\$2,145
Zoning Enforcement/Inspec	\$252	\$163,326	\$26,912	\$0	\$188,236	\$108	\$2,146

<b>Civil Defense</b>							
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

<b>Dog Officer</b>							
Director Salary	\$0	\$24,831	\$0	\$0	\$24,828	\$0	\$3
Expenses	\$0	\$26,631	\$0	\$0	\$26,395	\$0	\$236
Dog Officer	\$0	\$51,462	\$0	\$0	\$51,223	\$0	\$239

Public Safety	\$2,393	\$3,601,221	\$196,374	\$89,045	\$3,672,932	\$849	\$37,162
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# Education

## Treasurer

North Shore Voke	\$0	\$200,355	\$0	\$0	\$198,343	\$0	\$2,012
Treasurer	\$0	\$200,355	\$0	\$0	\$198,343	\$0	\$2,012

## School Administration

School Committee	\$0	\$11,664	\$0	\$0	\$11,608	\$0	\$56
Superintendent's Office	\$0	\$320,717	\$10,124	\$0	\$342,399	\$0	-\$11,558
Business Office	\$0	\$222,272	\$160	\$0	\$225,666	\$0	-\$3,234
Legal Services	\$700	\$65,000	\$0	\$0	\$60,175	\$0	\$5,525
Administrative Technology	\$0	\$401,184	\$0	\$0	\$680,129	\$24,481	-\$303,426
Attendance & Parent Liason	\$0	\$1,693	\$0	\$0	\$1,693	\$0	\$0
Utilities	\$0	\$7,000	\$0	\$0	\$2,371	\$0	\$4,629
Maintenance of Buildings	\$0	\$9,000	\$0	\$0	\$11,635	\$0	-\$2,635
Maintenance of Equipment	\$6,390	\$5,000	\$0	\$0	\$13,274	\$9,837	-\$11,720
Health Insurance	\$0	\$2,077,102	\$0	\$0	\$2,077,761	\$0	-\$659
Unemployment Ins	\$3,500	\$33,500	\$0	\$0	\$17,273	\$0	\$19,727
Rental Payments	\$149	\$125,000	\$0	\$0	\$110,050	\$0	\$15,099
School Administration	\$10,739	\$3,279,132	\$10,284	\$0	\$3,554,033	\$34,318	-\$288,196

## Special Education

Districtwide Leadership	\$0	\$338,861	\$16,500	\$0	\$307,670	\$0	\$47,691
Classroom Instruction	\$0	\$338,790	\$5,000	\$0	\$377,974	\$0	-\$34,184
Teachers & Specialists	\$0	\$153,805	\$23,000	\$0	\$175,023	\$0	\$1,782
Substitutes	\$0	\$105,500	\$0	\$0	\$64,671	\$0	\$40,829
Instructional Aides	\$0	\$82,076	\$0	\$22,000	\$58,593	\$0	\$1,483
Professional Development	\$0	\$65,825	\$2,206	\$0	\$88,702	\$1,945	-\$22,616
Textbooks	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Instructional Equipment	\$0	\$33,500	\$1,866	\$0	\$69,115	\$619	-\$34,368
Testing & Assessment	\$0	\$12,450	\$0	\$0	\$11,241	\$708	\$501
Psychological	\$248	\$104,065	\$0	\$0	\$111,058	\$160	-\$6,905
Pupil Transportation	\$693	\$260,622	\$0	\$0	\$217,581	\$0	\$43,734
Programs with Others	\$28,750	\$778,383	\$0	\$0	\$494,707	\$0	\$312,426
Special Education	\$29,691	\$2,273,877	\$48,572	\$22,000	\$1,976,335	\$3,432	\$350,372

## Summer Street School

Principal/School Leadership	\$0	\$196,536	\$11,000	\$0	\$203,459	\$0	\$4,077
Principal's Office Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Classroom Instruction	\$0	\$2,057,706	\$91,440	\$0	\$2,150,467	\$0	-\$1,321
Teachers & Specialists	\$0	\$155,241	\$0	\$0	\$149,624	\$0	\$5,617
Substitutes	\$0	\$27,000	\$0	\$0	\$26,062	\$0	\$938
Instructional Aides	\$0	\$214,866	\$0	\$11,000	\$174,750	\$0	\$29,116
Librarians & Media Center	\$0	\$54,982	\$0	\$5,000	\$48,541	\$0	\$1,441
Professional Development	\$0	\$84,851	\$0	\$0	\$69,716	\$0	\$15,135
Professional Development St	\$0	\$9,075	\$0	\$0	\$5,793	\$0	\$3,282
Textbooks	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Instructional Materials	\$0	\$9,400	\$0	\$0	\$8,954	\$1,335	-\$889
Instructional Equipment	\$0	\$1,500	\$0	\$0	\$1,092	\$0	\$408
General Supplies	\$22,113	\$72,000	\$0	\$0	\$101,672	\$11,255	-\$18,815
Instructional Technology	\$0	\$16,300	\$0	\$0	\$7,688	\$0	\$8,612
Other Instructional Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Testing & Assessment	\$0	\$800	\$0	\$0	\$135	\$0	\$666
Psychological	\$0	\$82,411	\$0	\$0	\$82,411	\$0	\$0
Health Services	\$0	\$74,717	\$0	\$0	\$74,159	\$558	\$0
Utilities	\$0	\$3,800	\$0	\$0	\$3,047	\$0	\$753
Maintenance of Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Summer Street School	\$22,113	\$3,061,185	\$102,440	\$16,000	\$3,107,571	\$13,148	\$49,020

**Huckleberry Hill School**

Building Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal/School Leadership	\$0	\$191,652	\$0	\$0	\$192,595	\$0	-\$943
Classroom Instruction	\$0	\$1,645,846	\$0	\$20,000	\$1,602,759	\$0	\$23,087
Teachers & Specialists	\$0	\$173,977	\$0	\$0	\$167,994	\$0	\$5,983
Substitutes	\$0	\$20,000	\$0	\$0	\$24,550	\$0	-\$4,550
Instructional Aides	\$0	\$302,139	\$3,000	\$0	\$347,554	\$0	-\$42,415
Librarians	\$0	\$80,765	\$0	\$0	\$80,765	\$0	\$0
Professional Development Lr	\$0	\$84,852	\$0	\$0	\$70,631	\$0	\$14,221
Professional Development	\$0	\$8,775	\$0	\$0	\$5,269	\$0	\$3,506
Textbooks	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Instructional Materials	\$0	\$7,000	\$0	\$0	\$8,876	\$19	-\$1,895
Instructional Equipment	\$0	\$1,000	\$0	\$0	\$2,247	\$0	-\$1,247
General Supplies	\$11,562	\$62,450	\$0	\$0	\$75,294	\$6,253	-\$7,535
Instructional Technology	\$0	\$13,380	\$0	\$0	\$12,266	\$0	\$1,115
Other Instructional Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Testing & Assessment	\$0	\$300	\$0	\$0	\$0	\$0	\$300
Psychological	\$0	\$84,564	\$0	\$0	\$84,563	\$0	\$1
Health Services	\$0	\$70,717	\$0	\$0	\$70,094	\$623	\$0
Utilities	\$0	\$3,800	\$0	\$0	\$2,907	\$0	\$893
Maintenance of Equipment	\$0	\$0	\$0	\$0	\$0	\$2,357	-\$2,357
Huckleberry Hill School	\$11,562	\$2,751,217	\$3,000	\$20,000	\$2,748,363	\$9,252	-\$11,836

**Middle School**

Principal's Office	\$0	\$288,406	\$3,452	\$0	\$288,716	\$0	\$3,142
Classroom Instruction	\$0	\$3,426,238	\$0	\$80,392	\$3,290,550	\$0	\$55,296
Teachers & Specialists	\$0	\$75,519	\$9,300	\$0	\$82,537	\$0	\$2,282
Substitutes	\$0	\$47,591	\$0	\$0	\$52,169	\$0	-\$4,578
Instructional Aides	\$0	\$271,509	\$15,000	\$0	\$266,492	\$0	\$20,017
Librarians & Media Center	\$0	\$63,440	\$0	\$0	\$63,441	\$0	-\$1
Professional Development	\$0	\$5,090	\$0	\$0	\$3,798	\$0	\$1,292
Textbooks	\$478	\$36,150	\$0	\$0	\$37,171	\$0	-\$543
Other Instructional Materials	\$0	\$4,175	\$0	\$0	\$3,261	\$0	\$914
General Supplies	\$1,726	\$72,045	\$0	\$0	\$69,298	\$70	\$4,403
Instructional Technology	\$0	\$15,300	\$0	\$0	\$15,917	\$317	-\$934
Other Instructional Hardware	\$0	\$2,350	\$0	\$0	\$4,608	\$19,512	-\$21,770
Guidance & Counseling	\$0	\$32,543	\$0	\$0	\$30,984	\$0	\$1,560
Testing & Assessment	\$0	\$700	\$0	\$0	\$487	\$0	\$213
Psychological	\$0	\$148,327	\$0	\$0	\$148,327	\$0	\$0
Health Services	\$0	\$77,798	\$0	\$0	\$77,021	\$776	\$0
Student Activities	\$0	\$5,830	\$0	\$0	\$3,696	\$0	\$2,134
Utilities	\$0	\$7,000	\$0	\$0	\$7,038	\$0	-\$38
Maintenance of Equipment	\$0	\$3,500	\$4,357	\$0	\$25,778	\$20,558	-\$38,479
Middle School	\$2,204	\$4,583,511	\$32,109	\$80,392	\$4,471,288	\$41,232	\$24,911

**High School**

Principal's Office	\$1,497	\$351,173	\$3,100	\$0	\$356,314	\$314	-\$858
Building Technology	\$0	\$500	\$0	\$0	\$2,643	\$0	-\$2,143
Classroom Instruction	\$0	\$4,139,372	\$0	\$36,000	\$4,132,538	\$0	-\$29,166
Teachers & Specialists	\$0	\$7,600	\$1,400	\$0	\$7,143	\$0	\$1,858
Substitutes	\$0	\$38,156	\$0	\$4,000	\$35,897	\$0	-\$1,741
Instructional Aides	\$0	\$183,355	\$0	\$12,000	\$114,733	\$0	\$56,622
Librarians & Media Center	\$0	\$81,983	\$0	\$0	\$81,982	\$0	\$1
Professional Development Si	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Development	\$0	\$12,730	\$0	\$0	\$13,889	\$3,720	-\$4,879
Textbooks	\$0	\$43,927	\$4,991	\$0	\$20,179	\$20,211	\$8,528
Other Instructional Materials	\$0	\$8,550	\$0	\$0	\$4,483	\$1,420	\$2,646
General Supplies	\$0	\$57,893	\$0	\$0	\$50,360	\$320	\$7,213
Instructional Technology	\$0	\$1,000	\$0	\$0	\$0	\$4,607	-\$3,607
Other Instructional Hardware	\$0	\$9,899	\$0	\$0	\$0	\$12,456	-\$2,557
Guidance & Counseling	\$0	\$323,647	\$1,500	\$0	\$325,472	\$0	-\$325
Testing & Assessment	\$0	\$3,000	\$0	\$0	\$2,458	\$20	\$522
Psychological	\$0	\$82,411	\$0	\$0	\$82,410	\$0	\$1
Attendance	\$0	\$42,290	\$750	\$0	\$42,671	\$0	\$369
Health Services	\$0	\$83,927	\$0	\$0	\$81,941	\$849	\$1,137
Athletics	\$0	\$573,700	\$8,305	\$0	\$581,530	\$0	\$475
Student Activities	\$0	\$12,157	\$0	\$0	\$23,212	\$4,000	-\$15,055
Utilities	\$0	\$5,000	\$0	\$0	\$7,002	\$9,273	-\$11,274
Maintenance of Equipment	\$0	\$3,000	\$3,894	\$0	\$18,825	\$5,241	-\$17,172
High School	\$1,497	\$6,065,270	\$23,940	\$52,000	\$5,985,682	\$62,431	-\$9,406

**Education**

\$77,806	\$22,214,547	\$220,345	\$190,392	\$22,041,615	\$163,813	\$116,878
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*Public Works*

**Municipal Buildings**

Other Salaries	\$0	\$205,669	\$0	\$2,500	\$199,129	\$0	\$4,040
Expenses	\$2,704	\$300,000	\$0	\$5,000	\$262,370	\$21,812	\$13,521
Municipal Buildings	\$2,704	\$505,669	\$0	\$7,500	\$461,499	\$21,812	\$17,561

**School Buildings**

Other Salaries	\$0	\$959,468	\$0	\$50,500	\$864,695	\$0	\$44,273
Expenses	\$0	\$675,800	\$25,000	\$5,000	\$596,271	\$0	\$99,529
Energy Supply	\$30,809	\$613,054	\$0	\$0	\$635,537	\$46,394	-\$38,068
School Buildings	\$30,809	\$2,248,322	\$25,000	\$55,500	\$2,096,503	\$46,394	\$105,734

**Public Works Admin**

Director Salary	\$0	\$106,153	\$5,000	\$0	\$111,152	\$0	\$1
Other Salaries	\$0	\$327,153	\$3,500	\$0	\$318,571	\$0	\$12,082
Expenses	\$0	\$6,171	\$0	\$0	\$4,067	\$0	\$2,104
Motor fuel/oil	\$0	\$167,000	\$0	\$0	\$161,291	\$0	\$5,709
Public Works Admin	\$0	\$606,477	\$8,500	\$0	\$595,081	\$0	\$19,896

**Highway**

Other Salaries	\$0	\$804,667	\$0	\$0	\$801,113	\$0	\$3,554
Expenses	\$447	\$304,301	\$0	\$0	\$298,114	\$2,976	\$3,657
Highway	\$447	\$1,108,968	\$0	\$0	\$1,099,227	\$2,976	\$7,211

**Snow & Ice**

Expenses	\$0	\$120,000	\$150,000	\$0	\$270,000	\$0	\$0
Snow & Ice	\$0	\$120,000	\$150,000	\$0	\$270,000	\$0	\$0

**Street Lights**

Expenses	\$0	\$166,000	\$0	\$25,000	\$119,455	\$8,514	\$13,031
Street Lights	\$0	\$166,000	\$0	\$25,000	\$119,455	\$8,514	\$13,031

**Rubbish Removal**

Expenses	\$34	\$727,600	\$0	\$25,000	\$696,057	\$0	\$6,577
Rubbish Removal	\$34	\$727,600	\$0	\$25,000	\$696,057	\$0	\$6,577

<i>Public Works</i>	\$33,994	\$5,483,036	\$183,500	\$113,000	\$5,337,823	\$79,697	\$170,010
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**Human Services**

**Board of Health**

Other Salaries	\$0	\$76,839	\$0	\$2,305	\$73,884	\$0	\$650
Expenses	\$0	\$21,513	\$2,305	\$0	\$23,425	\$0	\$393
Board of Health	\$0	\$98,352	\$2,305	\$2,305	\$97,309	\$0	\$1,043

**Council on Aging**

Other Salaries	\$0	\$226,000	\$2,000	\$0	\$221,479	\$0	\$6,521
Expenses	\$197	\$32,550	\$0	\$8,681	\$24,042	\$0	\$24
Council on Aging	\$197	\$258,550	\$2,000	\$8,681	\$245,521	\$0	\$6,545

**Veterans Agents**

Director Salary	\$0	\$5,000	\$0	\$4,000	\$1,000	\$0	\$0
Veterans Benefits	\$0	\$12,500	\$503	\$0	\$13,003	\$0	\$0
Expenses	\$0	\$500	\$4,000	\$0	\$4,494	\$0	\$6
Veterans Agents	\$0	\$18,000	\$4,503	\$4,000	\$18,497	\$0	\$6

<i>Human Services</i>	\$197	\$374,902	\$8,808	\$14,986	\$361,327	\$0	\$7,594
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*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	\$72,948	\$2,500	\$0	\$75,448	\$0	\$0
Other Salaries	\$0	\$432,615	\$0	\$0	\$432,615	\$0	\$0
Expenses	\$4,380	\$189,520	\$0	\$0	\$189,836	\$3,303	\$762
Library	\$4,380	\$695,083	\$2,500	\$0	\$697,899	\$3,303	\$761

**Recreation**

Other Salaries	\$0	\$18,025	\$0	\$0	\$11,700	\$0	\$6,325
Expenses	\$0	\$3,759	\$0	\$0	\$2,762	\$0	\$997
Recreation	\$0	\$21,784	\$0	\$0	\$14,462	\$0	\$7,322

**Historical Commission**

Expenses	\$4,565	\$8,000	\$0	\$0	\$5,974	\$0	\$6,591
Historical Commission	\$4,565	\$8,000	\$0	\$0	\$5,974	\$0	\$6,591

<i>Cultural &amp; Recreation</i>	\$8,945	\$725,857	\$2,500	\$0	\$719,325	\$3,303	\$14,674
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*Debt & Interest*

**Treasurer**

Long-term Principal	\$0	\$171,200	\$0	\$0	\$171,099	\$0	\$101
Debt-Exclusion Principal	\$0	\$1,874,000	\$0	\$0	\$1,874,000	\$0	\$0
Long-term Interest	\$0	\$33,159	\$0	\$0	\$33,159	\$0	\$0
Debt-Exclusion Interest	\$0	\$971,759	\$0	\$0	\$971,759	\$0	\$0
Short-term Interest	\$0	\$60,000	\$0	\$31,331	\$28,669	\$0	\$0
Treasurer	\$0	\$3,110,118	\$0	\$31,331	\$3,078,686	\$0	\$101

**Tax Collector**

Short-term Interest	\$0	\$30,000	\$0	\$15,700	\$14,299	\$0	\$1
Tax Collector	\$0	\$30,000	\$0	\$15,700	\$14,299	\$0	\$1

<i>Debt &amp; Interest</i>	\$0	\$3,140,118	\$0	\$47,031	\$3,092,985	\$0	\$102
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*Employee Benefits*

**Selectmen**

Other Employee Benefits	\$83	\$3,891	\$0	\$2,500	\$1,082	\$89	\$303
Selectmen	\$83	\$3,891	\$0	\$2,500	\$1,082	\$89	\$303

**Treasurer**

Retirement Contribution	\$0	\$1,722,459	\$0	\$0	\$1,722,459	\$0	\$0
Workers' Compensation	\$0	\$206,203	\$0	\$30,000	\$173,101	\$0	\$3,102
Unemployment Compensation	\$0	\$40,000	\$0	\$5,000	\$25,567	\$818	\$8,615
Insurance Benefits	\$0	\$2,733,346	\$0	\$160,045	\$2,545,421	\$0	\$27,880
FICA	\$0	\$333,174	\$15,912	\$0	\$348,906	\$0	\$180
Treasurer	\$0	\$5,035,182	\$15,912	\$195,045	\$4,815,454	\$818	\$39,777

<i>Employee Benefits</i>	\$83	\$5,039,073	\$15,912	\$197,545	\$4,816,536	\$907	\$40,080
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<b>Grand Total</b>	\$149,040	\$42,310,522	\$693,135	\$691,194	\$41,691,338	\$291,343	\$478,822
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## Town of Lynnfield Capital and Special Articles Fiscal 2013

	Carry Forward	Appropriation	Transfers In	Transfers Out	Expended	Continuing Appropriation	Balance Available
<b>Selectmen</b>							
Prior Year Bills	\$0	\$1,650	\$0	\$0	\$1,650	\$0	\$0
Weights & Measures Ex	\$2,900	\$0	\$0	\$12	\$2,888	\$0	\$0
Bicycle transportation pl	\$2,504	\$0	\$0	\$0	\$2,500	\$4	\$0
Saugus river watershed	\$6,250	\$0	\$0	\$0	\$0	\$6,250	\$0
Medical Bills	\$0	\$2,702	\$0	\$0	\$0	\$2,702	\$0
Preliminary Field Design	\$0	\$100,000	\$0	\$0	\$94,845	\$5,155	\$0
<i>Selectmen</i>	\$11,654	\$104,352	\$0	\$12	\$101,884	\$14,110	\$0
<b>Accounting</b>							
Actuarial Services	\$3,000	\$0	\$0	\$0	\$3,000	\$0	\$0
<i>Accounting</i>	\$3,000	\$0	\$0	\$0	\$3,000	\$0	\$0
<b>Information Technology</b>							
Desktop Virtualization	\$20,000	\$0	\$0	\$0	\$2,966	\$17,034	\$0
<i>Information Technology</i>	\$20,000	\$0	\$0	\$0	\$2,966	\$17,034	\$0
<b>Police</b>							
Cruisers 2012	\$21,311	\$0	\$0	\$0	\$6,026	\$15,285	\$0
Fingerprint Scanner	\$8,732	\$0	\$0	\$5,520	\$3,212	\$0	\$0
Firearms Replacement	\$0	\$12,150	\$0	\$0	\$12,150	\$0	\$0
Laser Speed Detector	\$0	\$4,000	\$0	\$0	\$0	\$4,000	\$0
<i>Police</i>	\$30,043	\$16,150	\$0	\$5,520	\$21,388	\$19,284	\$0
<b>Fire</b>							
Portable/Mobile Radios	\$0	\$8,000	\$0	\$0	\$382	\$7,618	\$0
Hose Replacement	\$0	\$6,000	\$0	\$0	\$5,876	\$124	\$0
Firefighter Gear	\$0	\$10,000	\$0	\$0	\$5,129	\$4,871	\$0
	\$0	\$24,000	\$0	\$0	\$11,388	\$12,612	\$0
<b>Schools System -Wide</b>							
Computer Accessories 1	\$250,000	\$0	\$0	\$0	\$250,000	\$0	\$0
<i>Schools System-Wide</i>	\$250,000	\$0	\$0	\$0	\$250,000	\$0	\$0
<b>Municipal Buildings</b>							
Senior Center Carpet	\$0	\$19,304	\$0	\$0	\$0	\$19,304	\$0
<i>Municipal Buildings</i>	\$0	\$19,304	\$0	\$0	\$0	\$19,304	\$0
<b>School Buildings</b>							
High School Boiler	\$0	\$35,000	\$0	\$0	\$0	\$35,000	\$0
High School Floor Tile	\$0	\$5,000	\$0	\$0	\$0	\$5,000	\$0
Summer Street Interior	\$0	\$7,000	\$0	\$0	\$219	\$6,781	\$0
Hh Concrete Walkway	\$0	\$20,000	\$0	\$0	\$20,000	\$0	\$0
HH Kitchen Ceiling	\$0	\$3,000	\$0	\$0	\$2,149	\$851	\$0
MS Library Wall	\$0	\$5,000	\$0	\$0	\$0	\$5,000	\$0
High School Interior Doi	\$0	\$25,000	\$0	\$0	\$5,177	\$19,823	\$0
Eng. Study-Energy Mgn	\$12,175	\$0	\$0	\$0	\$3,500	\$8,675	\$0
Energy Mgm Software	\$58,836	\$0	\$0	\$0	\$0	\$58,836	\$0
<i>School Buildings</i>	\$71,011	\$100,000	\$0	\$0	\$31,045	\$139,966	\$0
<b>Highway</b>							
Sidewalk Construction	\$0	\$25,000	\$0	\$0	\$22,787	\$2,213	\$0
Truck Replacements	\$0	\$67,000	\$0	\$0	\$66,233	\$767	\$0
Small Equipment	\$4,685	\$0	\$0	\$0	\$4,685	\$0	\$0
Pillings Pond Maint.	\$0	\$12,500	\$0	\$0	\$0	\$12,500	\$0
Storm Water Compliance	\$8,100	\$0	\$0	\$0	\$2,084	\$6,016	\$0
<i>Cemetery &amp; Parks</i>	\$12,785	\$104,500	\$0	\$0	\$95,789	\$21,496	\$0
<b>Library</b>							
Feasibility Study	\$6,398	\$0	\$0	\$0	\$0	\$6,398	\$0
<i>Library</i>	\$6,398	\$0	\$0	\$0	\$0	\$6,398	\$0
<b>Recreation</b>							
Consession Stand	\$26,074	\$0	\$0	\$0	\$15,808	\$10,266	\$0
<i>Consession Stand</i>	\$26,074	\$0	\$0	\$0	\$15,808	\$10,266	\$0
<b>General Fund</b>							
	\$430,965	\$368,306	\$0	\$5,532	\$533,268	\$260,471	\$0

**Information Technology**

Storage Configuration	\$4,264	\$0	\$0	\$0	\$4,264	\$0	\$0
Server Virtualization	\$1,702	\$0	\$0	\$0	\$1,702	\$0	\$0
<i>Information Technology</i>	\$5,966	\$0	\$0	\$0	\$5,966	\$0	\$0

**Police**

2 Chevy Tahoe Vehicle:	\$59,449	\$0	\$0	\$0	\$29,122	\$30,327	\$0
Toughbooks	\$12,357	\$0	\$0	\$0	\$12,357	\$0	\$0
<i>Police</i>	\$71,806	\$0	\$0	\$0	\$41,479	\$30,327	\$0

**Fire**

South Station Improvem	\$55,000	\$0	\$0	\$0	\$0	\$55,000	
Portable Radios	\$9,271	\$0	\$0	\$0	\$9,271	\$0	\$0
<i>Fire</i>	\$64,271	\$0	\$0	\$0	\$9,271	\$55,000	\$0

**School**

School Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0
High School Exp. Proj.	\$4,110,766	\$0	\$0	\$0	\$3,855,831	\$254,935	\$0
<i>Schools</i>	\$4,110,766	\$0	\$0	\$0	\$3,855,831	\$254,935	\$0

**Municipal Buildings**

Sr. Center Floor Tile	\$1,011	\$0	\$0	\$0	\$558	\$453	\$0
Sr. Center Waterproofir	\$18,000	\$0	\$0	\$0	\$0	\$18,000	\$0
<i>Municipal Buildings</i>	\$19,011	\$0	\$0	\$0	\$558	\$18,453	\$0

**School Buildings**

Genie Lift	\$150	\$0	\$0	\$0	\$0	\$150	\$0
<i>School Buildings</i>	\$150	\$0	\$0	\$0	\$0	\$150	\$0

**Public Works Admin**

Storm Water Complianc	\$8,440	\$0	\$0	\$0	\$0	\$8,440	\$0
<i>Public Works Admin</i>	\$8,440	\$0	\$0	\$0	\$0	\$8,440	\$0

**Highway**

Drain Improvements	\$48,232	\$0	\$0	\$0	\$31,063	\$17,169	\$0
Pillings Pond Improvem	\$20,328	\$0	\$0	\$0	\$12,720	\$7,608	\$0
High School Field Upgr:	\$2,636	\$0	\$0	\$0	\$2,636	\$0	\$0
Truck Replacements	\$28,560	\$0	\$0	\$0	\$24,786	\$3,774	\$0
Highway Equipment	\$4,630	\$0	\$0	\$0	\$4,630	\$0	\$0
Cemetery/Parks Equip.	\$2,000	\$0	\$0	\$0	\$855	\$1,145	\$0
Radio Upgrade	\$880	\$0	\$0	\$0	\$880	\$0	\$0
<i>Highway</i>	\$107,265	\$0	\$0	\$0	\$77,569	\$29,697	\$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
<i>Septic System Loan P.</i>	\$33,932	\$1,000,000	\$0	\$0	\$0	\$1,033,932	\$0

**Library**

Furniture	\$521	\$0	\$0	\$0	\$521	\$0	\$0
<i>Library</i>	\$521	\$0	\$0	\$0	\$521	\$0	\$0

**Senior Center**

Furniture	\$0	\$90,000	\$0	\$0	\$84	\$89,916	\$0
<i>Library</i>	\$0	\$90,000	\$0	\$0	\$84	\$89,916	\$0

**Golf Course**

Golf Course Capital	\$6,761	\$0	\$0	\$0	\$0	\$6,761	\$0
<i>Golf Course Capital</i>	\$6,761	\$0	\$0	\$0	\$0	\$6,761	\$0

<b>Capital Projects</b>	<b>\$4,428,889</b>	<b>\$1,090,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,991,279</b>	<b>\$1,527,610</b>	<b>\$0</b>
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<b>Grand Total</b>	<b>\$4,859,854</b>	<b>\$1,458,306</b>	<b>\$0</b>	<b>\$5,532</b>	<b>\$4,524,547</b>	<b>\$1,788,082</b>	<b>\$0</b>
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## COUNCIL ON AGING

Have you seen our beautiful new van running all around town? We are grateful for the town's support in purchasing this much needed vehicle. Our drivers, Tricia and Claire, are now safely transporting our participants to medical appointments, shopping trips, in and out of the center for meals, programs and services, and even weekly day trips. Our Wacky Wednesday trips are more popular than ever. These cherished outings fill immediately and for the first time we are now scheduling many of the trips two and three times in an effort to accommodate everyone who is interested—most popular trip this year was to the Parker House Hotel for a tour and lunch including their famous Boston Cream Pie!

This year we developed our first ever E-Mail Notification System. We are now able to offer our newsletter online along with new programs, last minute changes and news to our participants. We currently have over 500 seniors on our list; we add more every day!

Four years ago, we presented a Strategic Plan to the town. After studying our center and comparing other centers, we requested assistance in three areas: a new meal program, a second van and driver, and more space in our center. The town immediately worked with us to hire an on-site cook so that seniors would have a hot, nutritious meal offered each day. Our lunch count zoomed to 200 meals a week. A second van and driver were acquired and this year we added a new large classroom to our center. For the first time in several years, we can now add new speakers, programs and classes to our schedule as we have this additional space.

A highlight of this year was our Veteran's Day Program. Reverend Dr. Dennis Bailey offered the Invocation and Major John H. Kimball III, USMC spoke on Today's Military. The Lynn English ROTC offered a beautiful honor guard and a patriotic musical tribute was performed by Sergeant Dan Clark. As John Kimball stated, "this program truly made our veterans feel appreciated."

Recent studies show that the average retirement age is now 61---and rising! Recent studies also now claim beyond a shadow of a doubt that social support is key to healthy aging. Senior Centers help older persons defeat loneliness and isolation. Your Lynnfield Senior Center strives each day to offer quality activities that promote positive self-awareness. Our exercise classes including Zumba, Jazzercise, Line Dancing, Yoga and Sit and Tone are filled each week. Jack and Jeri Bittner offer one-on-one computer classes, teaching seniors anything they wish to learn from how to turn on a computer to on-line shopping and skyping. Try our hair dressers, manicurists, free blood pressure screenings, support groups, art, Italian, knitting and bridge classes---you'll be glad you did!

*Respectfully submitted,  
Linda Naccara  
Director, Lynnfield Senior Center*



## 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 twenty nine cases and application fee revenue from these Petitions totaled \$6,400. The cases were disposed of as follows:

Twenty seven Cases were granted.

One Case was withdrawn without prejudice.

One Case was continued.

*Respectfully submitted,*  
*Board of Appeals*  
*Thomas Aylward*  
*John Fallon*  
*Patrick Rondeau*  
*Brian Shafer (alternate)*  
*Janis Stanziani-Markakis (alternate)*

## **BOARD OF ASSESSORS**

The Board of Assessors is charged with the valuation of all real and personal property within the town of Lynnfield as well as being responsible for reviewing values upon the request of individual taxpayers or their representative and defending values at the Appellate Tax Board. The Board is also charged with the administration of exemptions and deferrals. In FY13 the Board began performing a cyclical review of all real estate within the town a task which will be completed in FY14 and is in the process of photographing all of the improved real estate within Lynnfield a task that will be completed in late FY14 or early FY15. The department valued all of the real estate in the town on an interim basis and will perform a triennial recertification of the town in FY14. For the first time in the history of the department, both valuations are being performed internally. It is anticipated that by internalizing these valuations that they will be done more accurately, equitably and economically.

Donald P. Garrity was elected to the Board of Assessors in the spring of 2012 and is serving his first full year in that capacity.

For the 10<sup>th</sup> year the Board of Selectmen voted for a split tax rate for FY2013. The residential tax rate was \$14.82 while the commercial rate was \$16.29. 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. 31<sup>st</sup>)
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<sup>st</sup>
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 1<sup>st</sup>)
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<sup>st</sup> 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<sup>st</sup> 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?

1. Applicants must have 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 2013**

### **A. TOWN of LYNNFIELD**

1.	Total Amount to be Raised	\$44,500,727.68
	Total Estimated Receipts and Revenue	<u>(\$10,501,740.93)</u>
	From Other Sources	
	Net Amount to be Raised by Taxation	<b>\$33,998,986.75</b>
2.	Residential Property Valuation	\$2,082,581,167
	Commercial/Industrial Property Valuation	\$165,177,344
	Personal Property Valuation	<u>\$27,280,229</u>
	Total Assessed Value, R.E. & Personal Prop	<b>\$2,275,038,740</b>
3.	Fiscal 2013 Residential Tax Rate:	<b>\$14.82</b>
	Fiscal 2013 Commercial/Industrial/Personal Tax Rate:	<b>\$16.29</b>
4.	Residential Property Tax	\$30,863,853
	Commercial/Industrial Property Tax	\$2,690,739
	Personal Property Tax	<u>\$444,395</u>
	Total Taxes Levied on Property	<b>\$33,998,987</b>

## **B. LYNNFIELD WATER DISTRICT**

1. Total Amount to be Raised	\$1,174,352.33
Total Estimated Receipts & Revenue from other Sources	<u>(\$590,200.00)</u>
Net Amount to be Raised by Taxation	<b>\$584,152.33</b>
2. Real Property Valuation	\$767,596,800
Personal Property Valuation	<u>\$11,272,955</u>
Total Assessed Value, Real Estate & Personal Property	<b>\$778,869,755</b>
3. Fiscal 2013 Tax rate:	<b>\$0.75</b>
4. Real Estate Property Tax	\$575,697.61
Personal Property Tax	<u>\$8,454.72</u>
Total Taxes Levied on Property	<b>\$584,152.33</b>

## **C. LYNNFIELD CENTER WATER DISTRICT**

1. Total Amount to be raised:	\$1,533,301.00
Total Estimated Receipts & Revenue from other Sources	<u>(\$705,630.00)</u>
Net Amount to be Raised by Taxation	<b>\$827,671.00</b>
2. Real Property Valuation	\$1,438,651,855
Personal Property Valuation	<u>\$13,402,526</u>
Total Assessed Value, Real Estate & Personal Property	<b>\$1,452,054,381</b>
3. Fiscal 2012 Tax Rate:	<b>\$0.57</b>
4. Real Estate Property Tax	\$820,031.56
Personal Property Tax	<u>\$7,639.44</u>
Total Taxes Levied on Property	<b>\$827,671.00</b>

## **D. MOTOR VEHICLE EXCISE**

### **1. MOTOR VEHICLE EXCISE COMMITMENTS**

Levy of 2013	\$2,246,584.47
Dealer Plates in 2013	<u>\$5,500.00</u>
<b>TOTAL:</b>	<b>\$2,252,084.47</b>

## 2. MOTOR VEHICLE EXCISE ABATEMENTS

Levy of 2013	\$73,283.41
Levy of 2012 in 2013	\$21,337.13
Levy of 2011 in 2013	\$2,078.28
Levy of 2010 in 2013	\$577.39
<u>Levy of 2008 to 2013</u>	<u>\$ 12.50</u>
TOTAL	\$97,288.71

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

*Respectfully submitted,*  
*Lynnfield Board of Assessors*  
*Bonnie Celi, Chairman*  
*Donald P. Garrity*  
*Richard P. O'Neil, Jr.*

## 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 this year that have complied with this bylaw include MarketStreet, Grandview Estates, Windsor Estates, Chambers Cadillac, Kelly dealership improvements and a proposed daycare at 320 Broadway.

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 with our goal 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 lawncare 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. They have also been extremely helpful in protecting Lynnfield's Public Shade Trees. This past year the Tree Talk Newsletter, an educational brochure with valuable tree information, was mailed to residents' homes. The Tree Committee is still promoting the adoption of a Lynnfield Scenic Roads Bylaw and hopefully will be on next year's April Town Meeting.

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

The Commission is always looking for volunteers, whether it is for the Commission 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](mailto:bettyadelson@town.lynnfield.ma.us) or call (781) 334-9495. We currently have two openings, a regular member and alternate member and are looking forward to working with enthusiastic individuals.

*Respectfully submitted,*  
*Lynnfield Conservation Commission*  
*Denise Young, Chairman*  
*Janice Solomon, Vice Chairman*  
*Paul Martindale*  
*Robert Milano*  
*Christina Prew*  
*William Vitagliano*  
*Betty Adelson, Administrator*



## **FIRE DEPARTMENT**

2013 was another year of transition for the Lynnfield Fire Department. Fire Chief F. Joseph Lingel announced his retirement after more than 40 years of service to the Town. In December, the Lynnfield Board of Selectmen appointed Mark Tetreault to be the next fire chief. Concurrent with this change the department created a full-time fire prevention officer position. Captain Michael Feinberg was appointed to this position, Firefighter James Alexander was promoted to Lieutenant and Call Firefighter/paramedic Richard Ripley was appointed to a full-time position.

Requests for service continue to increase with the construction and opening of Market Street and Arborpoint. Fire Department inspectors worked closely with the developers to ensure all buildings and spaces are fully compliant with the state fire alarm and sprinkler codes.

In addition, the fire department provided inspection and plan review services for new residential construction and renovations. Fire alarm inspections for residential home sales, along with oil burner and propane tank inspections remained at a steady level. The fire department was also able to purchase and place in service three new heart monitors for the paramedic ambulance service. Information technology continued to advance as iPads were introduced to facilitate the commercial building inspection process.

As we head into 2014 the Lynnfield Fire Department is looking forward to a productive year under the leadership of the new fire chief.

## Fire Department Roster

Rank	Name	ID Assignment	Station Assignment	Certified Firefighter
Chief	Mark W. Tetreault	C-1	Headquarters	
Deputy Chief EMT-I	Glenn Davis	C-2	Headquarters	
Captain Medic	Michael Feinberg	C-3	Headquarters	I/II
Captain Medic	John Walsh	C-4	South Station	I/II
Lieutenant EMT-I	James Alexander	C-6	South Station	I/II
Call Lieutenant Medic	Eric Blackman	C-7	Headquarters	I/II
Call Lieutenant Medic	Keith Gauvreau	C-8	Headquarters	
Call Lieutenant Medic	James Wallace	C-9	Headquarters	
Call Lieutenant	Ted Cohen	C-10	Headquarters	
Call Lieutenant	Keven Kiley	C-11	South Station	
Firefighter EMT	Kim Diorio-McGonnell	4	South Station	
Firefighter EMT	Kevin Mutti	6	South Station	I/II
Firefighter Medic	Andrew Lyons	7	South Station	I/II
Firefighter Medic	Richard Ripley	64	Headquarters	I/II
Call Firefighter EMT	Timothy Allison	63	Headquarters	I/II
Call Firefighter EMT	Ryan Batchelder	30	Headquarters	I/II
Call Firefighter EMT	Frank Cammisa	59	South Station	I/II
Call Firefighter	Kenneth Carter	50	Headquarters	
Call Firefighter EMT	Ronald Cataldo	33	South Station	
Call Firefighter EMT	Christopher Cavaliere	61	South Station	I/II
Call Firefighter EMT	Kathleen Collard	89	South Station	I/II
Call Firefighter EMT	Harry Coukos	23	Headquarters	
Call Firefighter EMT	David Cumming	32	Headquarters	I/II
Call Firefighter	Michael Dicorato	38	South Station	
Call Firefighter EMT	Sean Dillon	68	South Station	I/II
Call Firefighter EMT	Jeffery Fiorentino	72	Headquarters	I/II
Call Firefighter EMT	Steven Furey	24	Headquarters	
Call Firefighter EMT	Adam Hashian	75	Headquarters	I/II
Call Firefighter EMT-I	James Johnson	27	Headquarters	
Call Firefighter EMT	James Kellett	55	South Station	I/II
Call Firefighter EMT	Joseph Lamusta	80	Headquarters	I/II
Call Firefighter EMT	Justin Levesque	79	Headquarters	I/II
Call Firefighter Medic	Scott Myette	31	Headquarters	I/II
Call Firefighter EMT	Matthew Nichols	60	South Station	I/II
Call Firefighter EMT	Michael Parr	96	Headquarters	I/II
Call Firefighter	John Perkins	20	Headquarters	
Call Firefighter	Keith Robey	46	South Station	
Call Firefighter EMT	Mark Smallenberger	90	South Station	I/II
Call Firefighter EMT	Darren Stead	86	South Station	I/II
Call Firefighter EMT	Matthew Thompson	36	South Station	I/II
Call Firefighter EMT	Daniel Veinot	88	South Station	I/II
Call Firefighter Medic	Maura Walsh	58	South Station	
Auxiliary	Michael Coleman	66	South Station	
Auxiliary	Stephen Conley	30	South Station	
<b>Fire Department Support</b>				
Chaplin	Dennis Bailey	A1		
Photographer	Peter Alosi	P1		
Fire Alarm	Keith Hammerbeck	S-2		

Lynnfield Fire Dept.

Incident Type Report (Summary)

Alarm Date Between {01/01/2013} And {12/31/2013}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
100 Fire, Other	1	0.07%	\$0	0.00%
111 Building fire	8	0.56%	\$1,630,000	99.81%
113 Cooking fire, confined to container	6	0.42%	\$100	0.00%
113A Food on Stove, No Fire	52	3.64%	\$0	0.00%
114 Chimney or flue fire, confined to chimney	2	0.14%	\$0	0.00%
116 Fuel burner/boiler malfunction, fire	8	0.56%	\$0	0.00%
131 Passenger vehicle fire	5	0.35%	\$3,000	0.18%
140 Natural vegetation fire, Other	3	0.21%	\$0	0.00%
141 Forest, woods or wildland fire	2	0.14%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	3	0.21%	\$0	0.00%
150 Outside rubbish fire, Other	2	0.14%	\$0	0.00%
151 Outside rubbish, trash or waste fire	1	0.07%	\$0	0.00%
160 Special outside fire, Other	1	0.07%	\$0	0.00%
	<u>94</u>	<u>6.59%</u>	<u>\$1,633,100</u>	<u>100.00%</u>
<b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b>				
200 Overpressure rupture, explosion, overhear	2	0.14%	\$0	0.00%
251 Excessive heat, scorch burns with no	1	0.07%	\$0	0.00%
	<u>3</u>	<u>0.21%</u>	<u>\$0</u>	<u>0.00%</u>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	6	0.42%	\$0	0.00%
311 Medical assist, assist EMS crew	1	0.07%	\$0	0.00%
320 Emergency medical service, other	14	0.98%	\$0	0.00%
321 EMS call, excluding vehicle accident with	728	51.05%	\$0	0.00%
322 Motor vehicle accident with injuries	73	5.11%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	20	1.40%	\$0	0.00%
341 Search for person on land	2	0.14%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	0.07%	\$0	0.00%
	<u>845</u>	<u>59.25%</u>	<u>\$0</u>	<u>0.00%</u>
<b>4 Hazardous Condition (No Fire)</b>				
411 Gasoline or other flammable liquid spill	4	0.28%	\$0	0.00%
412 Gas leak (natural gas or LPG)	21	1.47%	\$0	0.00%
413 Oil or other combustible liquid spill	1	0.07%	\$0	0.00%
421 Chemical hazard (no spill or leak)	1	0.07%	\$0	0.00%
422 Chemical spill or leak	3	0.21%	\$0	0.00%
424 Carbon monoxide incident	7	0.49%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	6	0.42%	\$0	0.00%
441 Heat from short circuit (wiring),	2	0.14%	\$0	0.00%
442 Overheated motor	2	0.14%	\$0	0.00%

Lynnfield Fire Dept.

Incident Type Report (Summary)

Alarm Date Between {01/01/2013} And {12/31/2013}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>4 Hazardous Condition (No Fire)</b>				
443 Breakdown of light ballast	1	0.07%	\$0	0.00%
444 Power line down	17	1.19%	\$0	0.00%
445 Arcing, shorted electrical equipment	3	0.21%	\$0	0.00%
481 Attempt to burn	1	0.07%	\$0	0.00%
	<b>69</b>	<b>4.83%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
500 Service Call, other	6	0.42%	\$0	0.00%
510 Person in distress, Other	1	0.07%	\$0	0.00%
511 Lock-out	32	2.24%	\$0	0.00%
512 Ring or jewelry removal	1	0.07%	\$0	0.00%
520 Water problem, Other	5	0.35%	\$0	0.00%
522 Water or steam leak	11	0.77%	\$0	0.00%
531 Smoke or odor removal	2	0.14%	\$0	0.00%
550 Public service assistance, Other	6	0.42%	\$0	0.00%
551 Assist police or other governmental agency	3	0.21%	\$0	0.00%
553 Public service	3	0.21%	\$0	0.00%
554 Assist invalid	12	0.84%	\$0	0.00%
561 Unauthorized burning	10	0.70%	\$0	0.00%
571 Cover assignment, standby, moveup	19	1.33%	\$0	0.00%
	<b>111</b>	<b>7.78%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
600 Good intent call, Other	28	1.96%	\$0	0.00%
611 Dispatched & cancelled en route	15	1.05%	\$0	0.00%
621 Wrong location	1	0.07%	\$0	0.00%
622 No Incident found on arrival at dispatch	1	0.07%	\$0	0.00%
631 Authorized controlled burning	6	0.42%	\$0	0.00%
632 Prescribed fire	1	0.07%	\$0	0.00%
650 Steam, Other gas mistaken for smoke, Other	1	0.07%	\$0	0.00%
651 Smoke scare, odor of smoke	9	0.63%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be	3	0.21%	\$0	0.00%
671 HazMat release investigation w/no HazMat	2	0.14%	\$0	0.00%
	<b>67</b>	<b>4.69%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	10	0.70%	\$0	0.00%
710 Malicious, mischievous false call, Other	3	0.21%	\$0	0.00%
711 Municipal alarm system, malicious false	1	0.07%	\$0	0.00%
730 System malfunction, Other	15	1.05%	\$0	0.00%
731 Sprinkler activation due to malfunction	3	0.21%	\$0	0.00%

Lynnfield Fire Dept.

Incident Type Report (Summary)

Alarm Date Between {01/01/2013} And {12/31/2013}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
733 Smoke detector activation due to	32	2.24%	\$0	0.00%
735 Alarm system sounded due to malfunction	26	1.82%	\$0	0.00%
736 CO detector activation due to malfunction	45	3.15%	\$0	0.00%
740 Unintentional transmission of alarm, Other	21	1.47%	\$0	0.00%
741 Sprinkler activation, no fire -	4	0.28%	\$0	0.00%
743 Smoke detector activation, no fire -	20	1.40%	\$0	0.00%
744 Detector activation, no fire -	5	0.35%	\$0	0.00%
745 Alarm system activation, no fire -	35	2.45%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	14	0.98%	\$0	0.00%
	234	16.40%	\$0	0.00%
9 Special Incident Type				
900 Special type of incident, Other	3	0.21%	\$0	0.00%
	3	0.21%	\$0	0.00%

Total Incident Count: 1426

Total Est Loss: \$1,633,100

## 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 BOH in 2013.

*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*

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 part-time Admin/Generalist (approx 14 hrs per week);

One Public Health Nurse one day per week;

One on-call Sanitarian (approx 8 hrs per week); Sanitarians by assignment as-needed

Below is our 2013 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 quarterly snapshot of activities that were undertaken during 2013. We conclude with our Public Health Nurse Report.

### **2013 Site Fees Collected by Category**

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

Disposal System Construction Permit	2013 \$26,165	2012 \$24,155
Deep Hole/Percolation Testing	2013 \$11,665	2012 \$14,795
Well Drilling/Installation Total	2013 \$200	2012 \$400

### **2013 Annual Permit Fees Collected by Category (permits expire on Dec 31<sup>st</sup>)**

Animal	2013 \$350	2012 \$375
Food Establishment	2013 \$4,545*	2012 \$3,563.75

Tobacco	2013	\$1,955	2012	\$1,200
Tanning	2013	\$225	2012	\$225
Semi-Public Swimming Pool	2013	\$650	2012	\$840
Septic Installer License	2013	\$3,135	2012	\$3,000
Septic Hauler	2013	\$2,100	2012	\$1,800
Recreational Camp (seasonal) Total	2013	\$50	2012	\$10

**Total Combined Categories Collected:**

**2013 \$51,040\*      2012 \$50,363**

\* Food establishments had a waiver of fees related to Market Street Plan Reviews and permits which totaled an additional \$6,200 (\$3780 permits and \$2,420 plan reviews). The waiver was per Town Administration due to prior negotiation with Market Street Developer.

**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 inspection reports, applications for percolation testing and applications for installations through disposal system construction permits (DSCP) are summarized below.

Title V inspections, by state-licensed inspectors, are required for most real estate transactions. During 2013 approximately 138 Title V inspection reports were submitted to the BOH (compared to 125 in 2012). 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:**

**DSCP Applications Received**

	<u>2013</u>	<u>2012</u>	<u>2011</u>
January	4	6	1
February	2	3	0
March	3	10	4
April	7	3	4
May	8	12	6
June	7	12	4
July	7	10	9
August	8	8	9
September	7	8	12
October	11	9	16

November	6	11	5
December	<u>6</u>	<u>4</u>	<u>4</u>
<b>TOTAL</b>	<b>76</b>	<b>96</b>	<b>74</b>

**DSCP Revenue**  
**2013**                      **\$26,165**

Perc Test Applications Received

	<u>2013</u>	<u>2012</u>	<u>2011</u>
January	5	2	0
February	2	5	1
March	3	5	2
April	6	4	7
May	8	12	7
June	2	6	5
July	7	11	6
August	7	8	6
September	10	7	10
October	6	5	6
November	4	4	4
December	<u>1</u>	<u>3</u>	<u>2</u>
<b>TOTAL</b>	<b>61</b>	<b>72</b>	<b>56</b>

**Perc Revenue**  
**2013**                      **\$11,665**

**Well Drilling/Installation**  
**2013**    **\$200**                      **2012**    **\$400**

**Animal Inspector**

Animal Inspector Nomination expires annually in April. The Chairman of the Board of Health, Dr. Richard A. Peinert, is the nominating authority. Kristin Esposito McRae and Elizabeth Wiltshire are currently certified by the state for animal inspections. Animal Control Officers (ACOs) are not funded for animal quarantine orders associated with bite/wound cases, and these continued to be handled by the Board of Health. Each Board of Health is required to have a certified Animal Inspector. The Animal Inspector has two state roles. One is to issue quarantines in all animal bite cases, both domestic & wild animals, as well as humans. This is to ensure that rabies, a deadly disease caused by a virus, is not found in our domestic animals or passed to people. Each animal quarantined requires a second visit to release the animal when the appropriate time has passed. The second role is to make an annual domestic animal survey. This is a requirement from Mass Dept of Agriculture, if an animal disease were to come through, the State could quickly contact the owners for danger or instructions. Animal visits are initiated from complaints, quarantine initiations and releases and "Barn" inspections. The total visits in



2013 were 72, compared to 22 in 2012. We permitted 11 properties in 2013 compared to 10 in 2012. Most of these properties house chickens or other poultry/fowl.

### **Food Establishment and Tobacco Sales Inspections for 2013**

#### **150 Inspections of Food Establishments in 2013 (2012 = 67)**

#### **Increase in the number of Food Establishments from 40 to 60**

Market Street was a significant undertaking during 2013 with dialogs with the developer/coordinator/contractor/tenant, the collection of plans and permit applications, review and permit process and conducting pre-opening and routine inspections. The Plan Review Guide for Food Establishments was instrumental in the organized collection of data including floor plans, equipment specifications, menus, certifications, etc. Following the completion and approval of the plan, pre-opening inspection(s) were conducted. Once the facilities were open, un-announced routine inspections were conducted.

Inspection of tobacco displays, signs, etc. are included during routine food establishment inspections. This remained relatively unchanged from 2012 since none of the establishments at Market Street have tobacco sales.

Food Establishment Permit Application Fees 2013 =\$4,545 \*(plus waived \$3,780)

Food Establishment Plan Review Application Fees 2013 waived \$2,420

\*Waived by Town Administration due to prior Market Street agreement = \$6,200

### **Tanning Salon 2013**

1 Tanning Salon Permit no change from 2012

### **Semi-Public Swimming Pool Permits for 2013**

8 Total Pool Inspections were conducted in 2013 for the following permit types:

1 Seasonal Outdoor Pool

1 Annual Indoor Pool

2 Annual Whirlpool/Spas

Arbor Point, new residential complex adjacent to Market Street, constructed a seasonal outdoor semi-public swimming pool and undertook the plan review, construction and initial inspection by fall of 2013 and plan to open the pool in spring 2014.

### **Recreational Camp per for 105 CMR 430.000 Inspections**

2013 Recreational Camps 1 permit and 2 inspections similar to 2012.

Inspections conducted; verification of protocols for required staff background checks, staff and campers immunizations and physicals, and camp policies, etc. A screening tool was used to streamline approach. In Sept 2013 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.

2 Housing inspections were conducted in 2013 (compared to 3 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;  
March 12, 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 quarterly meetings to strengthen preparedness goals.

**Sun Safety, Prevent, Promote, Protect is a regional public health initiative** funded by the North Shore Community Health Network and includes the Town of Lynnfield, while the host organization is the Town of Danvers. The programs goals are:

- 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.

#### **Objectives:**

- 1. To strengthen policies and regulations regarding the use of tanning beds.
- 2. To assess the access to shaded areas in public parks and public swimming pools, and the use of proper skin protection in childcare and outdoor youth programs.
- 3. To increase educational programs regarding skin cancer prevention and detection with the outcome of reducing exposure to ultraviolet rays.
- 4. To promote communication and share resources among local public health departments

**Other Administrative Activities:**

Annual Permit Renewal mailing and processing of permits by categories using GeoTMS software

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  
Animal Inspection and Quarantine tracking

**Quarterly Activities & Milestones:**

Below is a quarterly snapshot of activities that were undertaken during 2013. These activities are in addition to the regular day-to-day work load.

**Jan – Mar 2013****The first quarter of 2013**

In January 2013 the WPAT, in response to a request by Lynnfield to continue with the septic loan program offered \$1 million for lending for septic repairs.

Plan review applications for food establishments at Market Street were underway starting with Whole Foods Market, Yard House and Williams Sonoma. Separately, The Ship restaurant was renovated and final pre-opening inspection was conducted and a permit to operate was issued. New regulations for the Police Dept under 520 CMR 15.00 concerning Mobile Ice Cream trucks become effective Feb 2013 and the BOH updated its application. Tobacco signs and stickers were mailed free of charge to tobacco sales permit holders.

Mosquito control planning, met with NEMMC Director Jack Card, and reviewed suggestions of planning for “when” not “if” virus is detected, given that WNV and EEE have had a pattern of emerging across the Commonwealth.

Emergency Dispensing Site (EDS) Training 101 for those involved with EDS Plans was organized by our Region 3B Coalition. This invitation to participate allowed each community in the coalition to have an opportunity to send those identified in the EDS organizational chart for training. The free training held on January 10, 2013 in Andover. Four people from Lynnfield attended.

EDS Site Activation Call-down drill was conducted and completed spreadsheet of results; EDS Site Setup Drill at Lynnfield High School was conducted on March 12, 2013. Revisions to the EDS Plan were undertaken. A Technical Assistance Review (TAR) document was prepared as a coalition deliverable requirement.

Office Renovation planning phase as the multi-dept shared space became open as IT Dept is relocated.

Medical Marijuana, the Planning Board drafted an article to establish a temporary moratorium while the DPH completes regulations.

In February 2013 a free training provided by the Sun Safety, Prevent, Promote, Protect regional public health initiative funded by the North Shore Community Health Network was attended which included topics on incidence of skin cancer, UV radiation and exposure, tanning devices, MA regulations and inspection requirements of tanning salons.

#### **Apr – Jun 2013**

##### **The second quarter of 2013**

Market Street discussions underway to obtain funding from the developer to address increase in work load and subsequently \$6k was provided which allowed for hiring a sanitarian on an as-needed basis. A number of food establishments requested variances from the Food Code and several were on the BOH public meeting agenda in June 2013. Arbor Point adjacent to Market Street plans to have a seasonal outdoor semi-public swimming pool. Initial plan review comments were provided.

Tobacco control, one compliant of smoking was investigated and one store failed a youth access compliance check. The Health Communities Tobacco Control Program Director, Ron Beauregard, handled the smoking-related compliant at the Elks Lodge and initiated correspondence. Separately compliance checks for youth access were conducted and Mobil/Pump n Pantry failed and letter and citation were issued.

Title V inspection reports review; 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 11 letters were sent to obtain the required inspection reports.

MA Water Pollution Abatement Trust: In researching whether the Town ever completed the Community Septic Management Plan, it does not appear that the written plan was ever drafted or completed, though supporting GIS and other items were prepared by Woodard & Curran in approximately 1998. Recently Woodard & Curran was contacted and they confirmed that they did not write the report-plan and that the GIS info they prepared available on disk is outdated (unable to open or use much of this with current BOH office computer). Therefore a contract proposal was prepared by Woodard & Curran to assist Lynnfield with implementing the Community Septic Management Program at an initial budget of a-not-to-exceed \$5,000. Given this need, for a written plan and time for training/comprehending the plan requirements to be carried out, additional money is needed. However it appears that the transfer budget has already been outlined and time does not allow for changing at April Town Meeting. We will look into first drafting the plan and where we need to plug in services such as Woodard & Curran and will use the existing funds available for now.

Sharps Disposal New Rules Effective July 1, 2012: As method to keep sharps/needles from being co-mingled with the municipal curbside trash pick up service, the BOH Office and DPW worked together to establish a Sharps Disposal program. A contract was signed

with a vendor and two collection dates were set for residents to bring their sharps for collection and disposal. June 1, 2013 was the first collection date.

Beaver trapping: Request for trapping services at 274 Salem Street come from information received by the Northeast MA Mosquito Control (NEMMC). Coordinated an emergency permit to trap beavers.

Mosquito control efforts and communication included a press release made by the BOH in June 2013 which encouraged protection from mosquito bites and provided an outline of mosquito control activities. Attended the annual Mosquito/Arbovirus workshop in May conducted by the NEMMC.

Ticks and Lyme Disease are recognized in Lynnfield and a press release was made by the BOH in June 2013 which encouraged protection from tick bites and offered prevention tips. Lynnfield Lyme Disease totals were 14 for 2010, 22 for 2011, and 43 for 2012. Additional pamphlets and tick ID cards were re-ordered and made available at bulletin board/document holders by BOH office.

Nurse Budget: End of year is June 30, 2013. Our line item for the nurse budget is negative and the revolving fund has been supplementing nurse tasks related to flu clinic operation, planning and training. Discussions are underway with the Town Accountant.

Newhall Park Nuisance Complaints Regarding Geese: A meeting was held with Little League, DPW, Town Administration and K McRae to discuss issues and possible options for addressing geese at Newhall Park. Little League decided to take into consideration options and will contact the town either through Town Administration or DPW on their choice of options to pursue further discussion and planning.

Pocahontas Spring Water Co: Since the Lynnfield-issued permit to operate a bottling facility expired on June 30, 2012, the site has undergone permitting through the MassDEP Drinking Water Program. It no longer operates as a bottling facility but is a public water supply for a water vending operation with oversight by MassDEP. In May 2013 MassDEP issued a letter granting the facility a 1-year inactive status, following 2 site visits in which the facility was closed and the operator requested time to arrive at a final decision concerning operations.

### **Jul – Sep 2013**

#### **Third Quarter of 2013**

Market Street several pre-opening inspections were conducted and permits issued to a number of food establishments. The BOH approved a variance for Kikka Sushi at Whole Foods at its July 2013 meeting. The 2012 Annual Report for MA DPH Food Protection Program was prepared and submitted.

Tobacco: The Wakefield Lodge of Elks received a letter indicating the findings of violation of migrating smoke. In response, the Elks Lodge voted to voluntarily go smoke-free.

Mosquitoes: Lynnfield BOH worked with the NE Mass Mosquito Control District and the MA DPH. Surveillance data was collected on-going basis. The MA DPH initially placed Lynnfield at “Low Risk” and later to “Moderated Risk”. On August 19, 2013 the BOH announced that the MA DPH has classified Lynnfield in a “moderate” risk level for WNV as detected in mosquito samples. Three CodeRed messages were sent to alert residents to protect from mosquito bites and to provide information. The CodeRed messages were sent in August for 3 targeted spray efforts after mosquito samples tested positive for WNV in the area of Essex Street, Lynnfield. This information was also posted on the Town Website. People were urged to protect from mosquito bites and drain standing water if collecting in objects in their yard.

WPAT sent a letter August 1, 2013 regarding “Important Changes to the Community Septic Management Program” which outlines the Trust is increasing the interest rate from 0% to 2% and will charge a loan origination fee. They indicated these changes do not affect any loan agreements that have already been executed. Going forward, CSMP borrowers may want to review the interest rates being charge to homeowners for their loans to ensure that adequate funds are being generated to cover these increased costs. Lynnfield has already, previously set the rate at 5%.

Pilling Pond Voluntary Water Sampling: The sampling effort was undertaken July 17, 2013 with the assistance of Evelyn and Sonny Noto. This effort is voluntary and consisted of 5 sampling points similar to the last two years collection. For fresh water, E coli should not exceed 235 colonies/100 ml and Enterococci 61 colonies/100 ml.

#### **July 2013 Laboratory Results in CFU/100 ml**

Location	Fecal Coliform	E Coli	Enterococci
Wymon-Bouke	30 (130 Aug 2012)	10 (60 Aug 2012)	<10 (90 Aug 2012)
Island Ryan	<10 (160 Aug 2012)	<10 (120 Aug 2012)	<10 (100 Aug 2012)
PP Rd Crescent	40 (<10 Aug 2012)	10 (<10 Aug 2012)	20 (<10 Aug 2012)
Rotary Park	20 (100 Aug 2012)	20 (50 Aug 2012)	<10 (40 Aug 2012)
Edgemere Beechwood	10 (50 Aug 2012)	20 (30 Aug 2012)	<10 (20 Aug 2012)

In comparison, 2012 results were for E coli 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.



Beaver Activity at Chestnut at Main St: Received complaint of beaver activity blocking culvert at bottom of Chestnut St where it meets Main St. Gave information to Conservation Commission and DPW Engineer.

Office Renovation: Is underway with a floor plan that was conveyed by Town Administrator. The Health Director office was relocated into the office held by IT and the adjacent space will be reconfigured to establish a front counter for BOH. The Wiring and Plumbing Inspectors will be relocated across the open space designated for the Building Dept. When the area is finished a work station will be setup for Elizabeth Wiltshire and Sandy Wilson will continue to have a work station.

Training: Elizabeth Wiltshire has completed the Food Protection Manager Certification; this is the minimum requirement for beginning food inspections and she has expressed an interest in performing church kitchen inspections and other minimal checklist follow up inspections. This is an asset to our office and work demands.

### **Oct – Dec 2013**

#### **The fourth quarter of 2013**

Permit Renewal Applications: Annual permits that expire on December 31 include Food, Tobacco, Animal Keeping, Swimming Pool, Tanning, Septic Hauler and Installer. Renewal process is underway.

Flu Clinic Planning: The first flu clinic of the season took place at the Senior Center on Fri October 4, 2013 with approximately 195 people immunized. Volunteers from the Medical Reserve Corps assisted for the first time at our request. Flu clinics continued; see the Nurse's report for further details.

Food Establishments: By October, Market Street: several pre-opening inspections have been conducted and permits issued to the following: The Grove, Panera Bread, Pinkberry, JP Licks, Legal C Bar, Williams Sonoma, and for retail packaged food Justice, The Paper Store, and Eastern Mountain Sports. (Reported at Sept BOH meeting were permits issued to: WholeFoods, Kikka Sushi, Yard House, Davio's, It'SUGAR, Boloco, Starbucks, Tevana). At the November BOH meeting the following update was given: Market Street: Routine Inspections of opened facilities are underway. Plan review comments for Fugakyu Japanese Restaurant were provided. They have requested that we place their case on the December BOH meeting agenda in order to seek a variance using acidified rice. Kernwood Liquors is under new ownership and new permit for Retail Food and Tobacco issued. Post Office Square Mobil is in question on new ownership/permit status. Dunkin Donuts Post Office Square has submitted a plan review to completely remodel. Fat Cactus was mailed a letter concerning pursuit of formalizing variance with plan and pest management if they chose to continue with open air seating where the walls/opening to the restaurant are not protected; a deadline of Feb 15, 2014 to submit was given.

Beaver Trapping: Emergency permit was issued for beaver trapping within the Lynn Water and Sewer District water supply canal located by 425 Walnut Street, Lynnfield.

Region 3B Emergency Planning: Lynnfield participated in the MA DPH campaign Together We're Ready to promote September as Emergency Preparedness Month. Posted on the Town's website was information encouraging individual and families to plan ahead and links to resources. At the October 3, 2013 coalition meeting, the MA DPH gave a presentation on introducing a new model to the Emergency Preparedness Bureau "Health and Medical Coordinating Coalitions". New model is expected to have milestones to completion from 2014 to 2017. It is not clear at this time how it will affect the existing coalition. Site activation and call down drills were conducted in December 2013 with positive results and high rate of response. Currently we are in the process of updating the Emergency Site Dispensing Plan and Lynnfield will have an audit of our plan by our coalition/DPH.

Mosquito Control Update: Residents seeking to exclude their property from public area-wide application of pesticides require supplying the municipal clerk with certain information by March 1 of each year. The NEMMC also sent out the School IPM data for updating. Lynnfield's coordinator, DPW, has received the information.

Training: Kristin McRae passed an exam (94 score) and attended 2-day training for continued education credits for a Wastewater Certification Program which is recommended for REHS/RS, system inspectors and soil evaluators.

Town Budget Summit: December 4, 2013 Kristin McRae participated and presented an outline of BOH responsibilities. Budget setting needs to include adequate coverage to meet the increase food establishment inspections, an additional pool inspection and potential complaint-based housing inspection(s) related to Market Street development. Include discussion on some of the less obvious line items including beaver/animal trapping and Pillings Pond water sampling. The budget for the nurse needs to be reviewed. Need to also consider the monthly meeting requirement and various deliverables for the Emergency Preparedness Coalition. These items should be considered along with the responsibilities for septic systems, well permitting, food and tobacco, recreational camp, animal inspections, housing inspections, nuisance complaints, mosquito control and other environmental issues.

*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*



## REPORT OF THE PUBLIC HEALTH NURSE

### Mission Statement

The role of the Lynnfield Public Health Nurse focuses on wellness education, health promotion and disease prevention and makes a difference in the life of the community and its residents.

Activities this year included the following:

Attendance at monthly meetings of Public Health Nurses of North Eastern Massachusetts at Tewksbury Hospital to keep up to date on changes and protocol mandated by the Massachusetts Department of Public Health

Development of policies and procedures relating to vaccines

Online re-enrollment and approval from the Massachusetts Department of Public Health as a provider of vaccine for children

Follow-up on communicable disease cases which included:

Ehrlichiosis	1
Group B Streptococcus	1
Salmonellosis	3
Human Granulocytic Anaplasmosis	5
Hepatitis B	1
Hepatitis C	1
Lyme Disease	34
Babesiosis	2
Varicella	2
Yersiniosis	1
Influenza	6
Pertussis	1

Annual Seasonal Flu Clinics were conducted which included the primary clinic at the Senior Center on 10-04-13. Four night clinics were conducted at the Town Hall in the Health Department Office on 10-21-13, 11-12-13, 12-03-13 and 01-07-14. Flu Vaccine was also administered during the day to walk-ins and 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 10-22-13, the Lynnfield High School on 10-10-13, the Lynnfield Middle School on 10-17-13, the Summer Street School on 10-24-13 and the Huckleberry School on 10-18-13.

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

DISTRIBUTION FROM STATE:

SEASONAL FLU VACCINE	SEASONAL FLUMIST
330	70

Because of budget cuts across all departments, the Massachusetts Department of Public Health is no longer able to provide influenza vaccine for insured adults 19 years of age and older, consequently the Board of Directors voted to purchase 250 doses of flu vaccine this year for insured adult residents of Lynnfield.

Attendance at the Eighteenth Annual Massachusetts Immunization Action Partnership Skills Building Conference in Marlborough, Massachusetts on October 03, 2013, attendance at the Annual Massachusetts Department of Public Health Immunization Program-Immunization Update-2013 held at Northern Essex Community College in Haverhill on April 4, 2013, attendance at the Greater Lawrence Coalition Emergency Dispensing Site Training Day in Andover on January 10, 2013 and attendance at the Vaccine Reimbursement Training given by U Mass Medical School Center for Health Care Financing at Tewksbury Hospital on September 9, 2013.

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

Usage and periodic updating of the 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 on June 14, 2012.

Preparation for usage of the MIIS. MIIS is a new statewide computerized system that collects and stores basic immunization information for people who live in Massachusetts. It is a secure and confidential system that is required by Massachusetts law. It is a system that is available for people of all ages to make sure that everyone is up-to-date with their shots and that records are available when needed such as when emergency medical help is needed.

*Respectfully submitted,  
Sandra K. Wilson, R.N.  
Public Health Nurse*

## HISTORICAL COMMISSION

Three years of planning is culminating in the final preparations for the 2014 celebration of the 200<sup>th</sup> anniversary of the incorporation of our town on February 28<sup>th</sup>, 1814 and the 300<sup>th</sup> year of the 1714 Meeting House. Many volunteers have created an eventful year-long party befitting and benefitting the lovely suburb north of Boston in which we live. Information concerning the special events can be found on the Historical Society's website *lynnfieldhistoricalsociety.org*.

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, with the Commission, is working to place the Moses Richardson House (built before 1775) on the National Register of Historic Places. The Gravestone Conservation Project continues as professional conservationist Jonathan Appell concludes the conservation of Olde Burying Ground and turns to Old South Cemetery.

Forty-five new plaques were distributed to antique home owners for display on the exterior of their notable homes. These replace the damaged and missing markers last installed by the Historical Commission for the Bicentennial Celebration in 1976.

A gazebo for the town common is the planning stages. The Historical Society and Rotary have been working with Northeast Metropolitan Technical High School on the design and North Shore Technical High School who will be the builders. Completion is anticipated by the end of May, 2014.

Barns at 314 Salem Street and 241 Chestnut Street were reviewed under the Demolition Delay By-Law. The structure at 314 Salem Street was allowed a demolition permit.

Our resource library of preservation and planning books continues to grow. New titles include The Age of Barns, a beautifully illustrated informative volume by Eric Sloane, and Houses Without Names: Architectural Nomenclature and the Classification of America's Common Houses by Thomas C. Hubka. We welcome the public to use these publications by making an appointment through the Historical Commission's town webpage.

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

The 2013 Massachusetts Historic Preservation Conference was held in Lexington, hosted by the Lexington Historical Commission and Lexington Historical Society, and attended by the Lynnfield Historical Commission. Technical workshops, discussions of preservation challenges, and access to preservation resources were scheduled. The Conference was an initiative of the Massachusetts Preservation Coalition which works with preservation partners statewide.

The *Old Meeting House Hosta* created by Perfect Perennials in Peabody is available for purchase from board members Linda Gillon and Faith Honer-Coakley. More information is available on the Commission town webpage. Sales of the *Old Meeting House Hosta* help to defray the costs of the 2014 Tricentennial Celebration.

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 continued support as we fulfill the mission bestowed upon us by the Massachusetts Historical Commission, to save Lynnfield's important landmarks from decay and our historic properties from more willful destruction.

Please contact us by email at [lhc@town.lynnfield.ma.us](mailto:lhc@town.lynnfield.ma.us) or call 781-334-9620 to receive more information about tools we can use to assure the legacy of our town.

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

## LIBRARY

*“Mama, we didn't find what we were looking for, but we found much more!”*  
– Second grade student, to her mother as they browsed the children's biography collection

The success of our Long Range Plan FY2013-FY2017 will occasion a more satisfying visit to the Library by improving access to the building, enhancing the visual appeal of the Library interior and utilizing the most current technologies and formats—eBooks and eReaders and different forms of social media - available. We will increase public awareness of our collections, programs and services through improved marketing. We will determine how the needs of the community for the next twenty years can be met by examining the options for an expanded or renovated current building or new construction on a new site.

We continue to make progress in the second year of our five-year Plan. The lower level (where the older fiction is shelved), the restrooms and the walls where our local residents and students' display their beautiful artwork were freshly painted. Memorial donations and Town capital funds will make it possible to replace older, shabby and mismatched reading and display tables in 2014 for a more consistent look to the furnishings. Our patrons continue to appreciate the expanded Library hours on Saturday from 9:00 am to 5:00 pm for the second summer and the increase of one hour from 8:00 pm to 9:00 pm Monday through Thursday.

Longstanding, popular and new adult programs met with continued success. The BookLovers (a nonfiction adult Library book discussion group) and Curious about Cuisine enjoyed excellent attendance. Curious about Cuisine welcomed Lynnfield resident and author Anna Tourkakis with “Fun & Healthy Drinks,” “Simplified Party Planning” with Christine Picariello of Lynnfield, “Ancient Grains” and “Small Plates: Tapas, Mezes and Antipasti.” Spring and fall brought two four-part program series called “Sisters Who Sing!” and “Four MORE Icons of American Music” respectively by the very popular Bill Sano. BookLovers took on *The Swerve* by Stephen Greenblatt, *Unbroken* by Lauren Hillenbrand, *The Warmth of Other Suns* by Isabel Wilkerson and *In the Garden of Beasts* by Erik Larson. The autumn months also brought our Author Series with Hank Phillippi Ryan's *The Other Woman*, Dan Gordon's *Haunted Baseball* and Kevin Gardner's *A Granite Kiss*. The Library is planning special programming in the fall of 2014 to coincide with the bicentennial celebration of the Town and the tercentennial celebration of the Meeting House. A total of 1,336 patrons enjoyed forty adult programs in 2013.

Progress was made on the digitizing of selected materials from our local history collection. Staff met several times in June through August with volunteers from the Essex Society of Genealogists, and finalized the list of items we would like to digitize. We also researched vendors and ways in which the digitizing can be done with minimal cost and staff effort.

A major accomplishment was the implementation of the eGad! Getting to know your eReader! classes. Classes were offered twice a week from February through May to instruct patrons in the use of OverDrive, a software platform that facilitates downloading eBooks and eAudiobooks for selected eReaders and tablets. A slightly modified second round of classes was offered for three weeks in the fall. During a fourth week, assistance was available by appointment (in the Library), telephone, and email for those patrons who had specific questions or who had already attended a class and needed a refresher. A total of sixty-seven patrons signed up for classes in 2013 and a total of thirty-two classes were held. An additional thirty patrons benefited from the extra one-on-one help in addition to those who attended formal classes in 2013. OverDrive, eReader and tablet training was provided to Library Department Heads and the Reference Services librarians so they could better assist patrons who approach the reference desk for help. A total of twenty-two staff training sessions were held in 2013.

A new web page was designed with PDF versions of the educational and instructional print brochures that are available in the library. Patrons may access this documentation if they cannot visit the Library or if they need help after hours. The link for this new page is located on the Library's home page next to the OverDrive Service link. The growth of the eBook and downloadable audio collection was supported by a generous donation of \$2,220 from the Friends of the Library through the annual membership appeal. The Library spent \$5,488 from our materials budget for eBooks and downloadable audios and a portion of those funds supported the purchase of required and suggested titles for the Lynnfield School Summer Reading Program.

In July the Library was awarded a federal Library Services and Technology Act (LSTA) grant to develop a community wide read for spring 2014 that we are calling "Lynnfield Reads Together!" The titles we selected for a shared reading experience are Bill Bryson's *A Walk in the Woods: Rediscovering America on the Appalachian Trail* and Clare Vanderpool's *Navigating Early* for younger readers. Both books support the themes of land and open space conservation and of enjoying and connecting to the outdoors through hiking and walking. Programs and activities such as three book discussions, a photography walk in the woods, film presentations, and a kickoff speaker are planned for the months of March through June 2014. Community members are encouraged to begin reading the selected titles – print, eBook and books on CD formats - when they become available in January.

The Rotary Club of Lynnfield, The Savings Bank and First National of Wakefield generously funded a workshop we scheduled for March 2014 entitled "Help Me Get Ready to Read" as well as the purchase of print and eBooks and early reading kits. Suitable for parents, grandparents, early children teachers and professionals, presenters Barbara Kasok and Susan Marx will suggest reading and parenting strategies to foster children's feelings of competence and confidence at an early age so they are ready to take the risk involved in learning how to read.

Our Library home page was redesigned to better highlight the current programs and events more prominently and with a more user-friendly page. We made use of a new (and free) online calendar that improved functionalities such as the use of icons to distinguish



programs offered by age group, a display box on the home page that features the daily programs, and a mobile-friendly calendar display. We moved our website to a new URL after purchasing our domain name. Patrons can find us by typing in [www.lynnfieldlibrary.org](http://www.lynnfieldlibrary.org) or [www.lynnfieldpubliclibrary.org](http://www.lynnfieldpubliclibrary.org) - easier to remember and to share with our patrons.

On a state level, staff and a Library Trustee attended Legislative Day at the State House on March 26. Jointly sponsored by the Massachusetts Library System and the Massachusetts School Library Association, it showcases public and school libraries and provides an opportunity to meet and discuss funding and legislative issues with our state senators and representatives.

The programs and activities for “Lynnfield Reads Together!” have given the Library wonderful opportunities to collaborate and partner with a local business, two Town Commissions, local – and former – Lynnfield residents and existing Library programs. BookLovers, the Library non-fiction book group, will discuss *A Walk in the Woods* in March 2014. The Conservation Commission members helped us develop a nature walk and furnished possible speakers’ names. A scavenger hunt features collaboration with the Recreation Commission and the middle school and high school librarians will promote the programs with book discussion groups. The Boston Sports Club will be the site of an activity and the Friends of the Library will fund selected printing and mailing costs for our promotional materials. A storytime will feature nature-themed story and a craft and a luncheon book discussion of *A Walk in the Woods*.

The lack of suitable space for children and teen interests and activities, quiet study and reading area for adults and for the community to gather, meet and socialize has been an issue for the Library for more than twenty years. The Trustees and Library staff took the first step in the research and writing of a Planning & Design Grant Application that will be submitted in January. If we are awarded the state funding (a maximum of up to \$50,000 with a \$25,000 local match or 1/2), the Library will study the present and future needs of the Library and our community and fashion a plan for the kind of building that will meet those future needs. In doing so, we pledge to work closely with the newly formed Capital Facilities Advisory Committee.

#### **Administration**

**Nancy D. Ryan, Library Director**

**Samantha Cabral, Assistant Director and Head of Public Services**

#### **Circulation Services**

**Hollin Pagos, Circulation 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 to the Library. Our Circulation staff members are ready and eager 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 2013, patrons visited the Lynnfield Library more than 103,000 times to take advantage of our growing collection of books, films, audiobooks, music, newspapers, magazines, and more. Nearly 400 new patrons registered for library cards, and over 122,000 items were checked out for use at home (that's an average of 10,160 per month or 415 per open day!). Patrons no longer even need to step foot in the Library to use or borrow materials—online databases and reading recommendation services are available through our website, and eBooks and audiobooks can be downloaded from our OverDrive system and enjoyed on a variety of devices and eReaders. In fact, our online borrowing statistics were at an all-time high in 2013, with 3,400 downloads of eBooks and 720 download of audiobooks.

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 2013, we continued our participation in the Lynnfield Welcomes program administered by local resident Karen Harrington. Lynnfield Welcomes provides gifts and information from local businesses and organizations to new residents of Lynnfield, and we provided over seventy Welcome Packets full of information about programs and services available at the Library. In efforts toward community outreach, we held our annual Food for Fines drive in support of Haven from Hunger in Peabody (raising over 200 food items). After receiving feedback from Haven from Hunger during our 2012 drive, we switched our donation time to September in order to provide food at a time when donations are less plentiful (but still sorely needed!). Additionally, we continued to offer and expand our Homebound Services program, which provides delivery service to patrons who are unable to visit the library in person due to a temporary or long-term illness or condition.

Our Museum Pass Program remained extremely popular throughout 2013, with 807 passes checked out for a reduced or waived fee to some of the area's most popular museums and attractions. This year, we added the Wenham Museum and Einstein's Workshop to our collection of passes, which already includes the Boston Museum of Fine Arts, Stone and Franklin Park Zoos, Peabody Essex Museum, Isabella Stewart Gardner Museum, Boston Museum of Science, and many other cultural institutions. The Wenham Museum features artifacts of childhood, domestic life, and the history of Boston's North Shore and includes a classic toy soldier and doll collection, antique dollhouses, model trains, period clothing, and a 17<sup>th</sup> century house to explore. Einstein's Workshop holds classes on science and math-related concepts for children, and features a drop-in play space where children can experiment with techie toys like 3D printers, laser cutters, LEGOs, and an electronic lab. Our patrons saved an average estimate of \$24,536 (and possibly as much as \$40,630) on admission to local attractions in 2013! All of our museum passes are generously funded by the Friends of the Lynnfield Library.

This past year we made great strides toward providing an array of online publicity materials to complement our traditional print calendars and newsletters. Since email has become the new communication medium of choice, and it also cuts down on costs and



waste, we decided to publish our monthly calendar (*What's Happenin' at the Lynnfield Library?*) and quarterly newsletter (*Lynnfield Library LIVE!*) in electronic versions and post them to our website. For patrons who want to receive these materials directly to their email boxes, we've designed a new monthly eNewsletter that features links to the current calendar and newsletter, as well as additional library news and program information. Patrons who wish to continue receiving print copies of our materials are welcome to do so, but we've invited current recipients to "Go Green" by filling out an online form (or paper form available at our Circulation Desk) and start receiving library publicity and informational materials entirely in electronic format.

A number of new faces could be seen in the Circulation Department this year. Andrew Decker and Nathalie Lilley joined our team of Library Pages and can be found undertaking the essential tasks of shelving and organizing our library collections. Allison Gallagher, who was hired last year as a Library Page, was promoted to the Circulation Department and can now be found four days a week helping to check in and out materials, answering incoming phone calls, and undertaking the various tasks and challenges of public service. Our new staff members have worked hard to learn the responsibilities of their positions and have become invaluable members of our Library team—we welcome them all!

## **Reference Department**

### **Patricia Kelly, Head of Reference Services**

The Reference staff answered 10,951 questions in 2013 ranging from simple title look-ups to complex reference questions. 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. The majority of our transactions still occurred in the Library with one-on-one interactions with our patrons; we also answered a substantial number of questions via phone and e-mail. Our interlibrary loan service continued to be extremely popular with our patrons. We borrowed approximately 709 items from libraries outside the NOBLE library system on behalf of our patrons. We loaned approximately 222 items to libraries outside the NOBLE library system.

We have continued to expand our database offerings to support the interests of our patrons. Since September 2013, our community of family history and genealogy buffs have had access to **America's GenealogyBank** (in addition to Ancestry Library Edition which we began offering in July 2012). **America's GenealogyBank** provides access to historical newspaper articles, obituaries, and other genealogy materials and is available from home as well as in the library. In March 2013 we began subscribing to the powerful and intuitive online language learning system: **Mango!** Lynnfield residents can take full advantage of the comprehensive language tutorials from home: learn up to forty languages by listening, reading, and speaking. Any patron can come to the Lynnfield Public Library with a set of headphones, take a seat at one of our nine Internet computers and learn a language by listening and reading. We began offering **eSequels**, a reader's advisory database, in December 2013. This database doesn't have a lot of bells and whistles, but provides a huge amount of valuable information on series novels. Patrons can search for series by title, author, character, and series location as well as by keyword.

All of our databases are available at our nine Internet terminals during regular Library hours. To access our databases from home go to the Lynnfield Library website: <http://www.lynnfieldlibrary.org/>. Click on "Databases" under "Quick Links" on the right-hand side of the page. Select the database you are interested and enter your 14-digit library barcode and PIN number when prompted.

Reference staff member Irene Gorevitz researched local providers of ESL (English as a Second Language) and compiled the results into a handy brochure. Irene also updated her local information brochures: "Local Food Markets and Specialty Food Markets in the Lynnfield Area" and "Lynnfield Housing, Rental, and Realtor Information." These handy brochures are available on the Library information table between the reference and circulation desks. Irene also continued producing her popular book lists on various genres, as well as maintaining a display of these suggested titles.

Reference staff member Marilyn Graves completed an inventory of all Town documents kept at the Reference Desk. We can use this inventory to streamline the accession of relevant Town materials. This will also assist us in offering the most current Town documents and publications to our patrons. Marilyn created displays on various timely and literary topics such as "Save the Bees," and "Famous First Lines."

We shifted and consolidated our non-fiction books in order to make more room for our highly used and popular audiovisual collection. The non-fiction materials were evaluated and out of date materials were weeded in order to make room for the expansion of our audiobooks as well as series and non-fiction DVDs. One of our most committed volunteers did the majority of the shifting! This expansion allowed us to buy a large number of instructional sports DVDs to support Lynnfield's athletic community.

Once again the Reference Department collaborated with the Lynnfield Middle and High Schools to update our textbook collection. We greatly expanded our High School textbook holdings to include a majority of the required math and science texts. Although some texts were generously donated by the schools, the Library spent \$678 on acquiring the majority of these materials. The textbooks are available for use in the Library only and are being heavily used by students and tutors. In an effort to expand our support of the Lynnfield schools, the Reference and Children's Department collaborated to purchase a significant number of Lynnfield schools summer reading materials in eBook or audio format. These materials were made available through our OverDrive program in June 2013.

Our very popular community art display program continued in 2013. Local artists, members of the Lynnfield Art Guild, and Lynnfield students displayed artwork in a wide array of mediums: from photos to watercolors to mosaics! The Reference Department initiated a Deposit Collection program for Lynnfield patrons interested in reading books in languages other than English. Through the generosity of the Boston Public Library, we have access to books in a variety of languages including (but not limited to) Russian, Polish, German, French, and Hindi. Up to five books at a time can be requested by genre and language (specific titles are not always available).

Six students participated in community service at the Library in 2013 under the direction of the Reference Department. These volunteers contributed a total of 110 hours to the library! Projects tackled by these enthusiastic volunteers included: shelving and organizing microfilm; cleaning and straightening shelves; and shifting the non-fiction collection to make more room for audiovisual materials.

The Reference Department is responsible for selecting the majority of the adult non-fiction and reference materials. In 2013, approximately 25% of non-fiction materials purchased was in direct response to patron requests. We also purchased 223 fiction and non-fiction Large Print titles to support our patrons.

## **Technical Services**

### **Laurel Toole, Head of Technical Services**

The Technical Services staff added 3,996 new adult items and 1,888 new children's items to our collections this year, as well as 208 gift items to the adult collection and forty-eight gift items to the children's collection.

As the department in the Library that's responsible for the care and maintenance of our PCs, printers and other peripherals, we have faced some challenges this year which we were able to overcome. After having installed a new print management program for our public PCs, we ran into issues with the coin box where patrons pay for their copies. After rebuilding the entire box, piece by piece, we now have a well-running coin box, and our LPT-1 print management system is a reliable, cost effective way to offer printing services for the public. Our computer specialists at our consortium, NOBLE, are an invaluable part of our team, helping us to maintain all of our computers and other equipment. After learning about a compatibility issue with the public browser we were using for security purposes, Hotmail and Gmail accounts, for example, we switched to a new security system for our public Internet PCs in January. This system has been running well and allows us to offer reliable Internet services to the public. We also have a new WiFi system that was installed late last year, and it offers greater capacity for more users. On any given day, you can see people in various places around the Library using their laptops and/or smart devices with our free WiFi.

One of the primary functions of this department is the ordering, processing and entering of new items for the library's many collections. We take pride in the fact that Lynnfield's items are the best looking in the entire consortium—we can say this with confidence because the interlibrary loan items we receive from other libraries cannot compare to our materials. Not only do we take pride in the initial processing work, we also take good care of our existing collections by working with the Circulation Department who send items to us that need mending before the items are in such bad shape that they must either be withdrawn or replaced. We have a very loyal volunteer who comes in and helps with the mending, and also runs our CDs and DVDs through our repair machine to extend the life of these items. This year she mended 359 items and ran 136 discs through our disc repair machine. Through these measures, we save the Town funds by mending items instead of purchasing replacements.

This department also runs the popular “Fiction Express” program, where patrons can sign up to be on the hold list for their favorite authors. When we order a new title by that author, the patrons are automatically put on the hold list, so they don’t have to worry about missing their favorite author’s new book. If you would like to sign up for the program, the forms are available at the library. Come on down and check it out!

## **Youth Services**

### **Laura Brosnan, Head of Youth Services**

Professional development needs at the Lynnfield Public Schools brought about monthly early release days for students. In response to the need for constructive activity during this time, the Library developed a new program, “Afternoon Art Adventures”. Each month features a different children’s picture book illustrator. Youth librarians read aloud a sampling of books he/she has illustrated, offering and soliciting from children commentary on the art. Then the Library offer supplies for children to make their own inspired artwork. For example, the inaugural session featured the collage artwork of Lois Ehlert, illustrator of *Rrralph*; children were provided aluminum can pop-tops, corrugated cardboard, colored paper, yarn, and other materials to make their own artwork.

Also new is “Sing & Sway”, a monthly music program for ages two to six. Participants use instruments like jingle bells, rhythm sticks, and egg-shaped shakers to play old and familiar tunes. The program also makes good use of the considerable number of picture books available in the NOBLE and local collection with song lyrics as text, including favorites from Raffi like “Down by the Bay”.

Despite new options for families, traditional programs remain the biggest draws. Over one thousand children attended Mother Goose storytimes, and eight-hundred forty-five attended Time for Stories over the course of the year. Young children and their parents love coming together to read stories new and old and to sing classic children’s songs. Cultural programs also remain popular. The Library runs most of them with existing staff, including Martin Luther King, Jr.’s birthday, Chinese New Year, Mardi Gras, St. Patrick’s Day, Cinco de Mayo, Mid-autumn Moon Festival, and Diwali. The Library collaborated with the staff of the Lappin Foundation of Salem in November 2013 to hold a Hanukkah Party. Other after-school and evening children’s’ programs were inspired by both random (ex: National Pickle Day) and established (ex: birthday parties for Johnny Appleseed and Dr. Seuss) holidays.

## **YOUNG ADULT PROGRAMMING**

Teen Trivia was ramped up to become a monthly program offering in 2013. Middle school students competed against their peers all year to answer questions about a broad range of topics. In the fall, calendar event-based topics included: famous Hispanic-Americans, young adult books and authors, the origins of the Thanksgiving holiday, and Christmas carols. The range of topics ensures that all participants have a fair chance to win cupcake prizes from Jeanne’s Bakery, regardless of their particular expertise!

Also popular is the new “Teen Foodie Friday” program. This program features a seasonally-appropriate drop-in craft with a twist – finished products are edible! A favorite

craft from 2013 was a witch hat made from cookies, orange frosting, and Hershey Kisses for Halloween.

### **SUMMER READING**

The 2013 Summer Reading theme, “Dig into Reading”, brought fun opportunities for wordplay on ‘dig’. We kicked off with a show by “Dinoman” of Vermont, whose show featured an enormous inflatable dinosaur and fun facts about fossils and dinosaurs. Library staff then followed with a dino-themed craft activity (“Dig it up!”) Each week thereafter, weekly themes for programming ranged from food (“Dig in!”) to Australia (“Dig Down Under”) and from music to the beach. Other stellar outside performers joined patrons, too. Charlie Hope, award-winning Canadian musician gave a great concert with opportunities for sing-alongs, and “Didgeridoo Down Under” introduced participants to the great sound of the instruments and their history in aboriginal culture. Children logged reading progress this year by day (rather than by complete book, or by page). As they reached benchmark number of days, they earned fun prizes to keep them busy all summer: books, movies, bubbles, puzzles, jump ropes, sidewalk chalk, and arts and crafts supplies. The Topsfield Fair again generously rewarded our most ambitious readers (who read fifty days during summer 2013) with a ticket to the Fair, a ride, and lunch. The Fair also provided Grow-um vegetable seed kits for the Library’s first-ever spring planting program.

### **SCHOOL AND COMMUNITY ORGANIZATION SUPPORT**

Youth Services continued outreach efforts to all of Lynnfield’s schools in 2013. As always, fourth graders from both Huckleberry Hill School and Summer Street School visit in the spring to get some instruction in catalog use and to check out books. Through the year, the Library supported teachers and students by providing assistance on finding book to complete diverse assignments – biography reports, Gail Gibbons nonfiction reading, science fairs, and free reading assignments. Youth Services made available nearly all of the titles on the school summer reading lists at all grade levels. A new cart housed middle school titles, organized by grade level. This was an extremely popular idea, facilitating easy finding for busy students! Furthermore, with the School Department transitioning to a curriculum based on the Common Core standards, the Library has begun to purchase titles, especially nonfiction titles, with Common Core alignment in mind. In particular, a few teacher resources with sample lesson plans have been purchased to start a brand new ‘Educator Resources’ collection within the Children’s Room.

Magician Stephen Brenner came to the Library, co-sponsored by the Friends of the Library and the PTOs from both Huckleberry Hill School and Summer Street School, in celebration of Screen-free Week (formerly known as TV Turnoff Week). Over 100 children and adults packed into the Children’s Room to see the show, which included the opportunity to pet live animals.

Kindergarten classes from the neighboring Tower Day School continued to visit to hear youth librarians read about and to select books for home reading about a variety of topics like space, the human body, and backyard animals.



The Library also hosted a few Scouting troops in 2013. The Library developed a love story-themed scavenger hunt for a Daisy troop that visited in February. Teams of girls used what they learned in a Library tour to locate books on the shelves like Gennifer Choldenko's *A Giant Crush* and Diane de Groat's *Roses are Pink, Your Feet Really Stink*. Another troop visited in October for a more traditional read-aloud and craft activity.

### **Collection Changes**

In recognition of leisure reading at the Library, several new magazines are now available: *Wired* for the Young Adult tech-inclined crowd; *Parents* and *Adoptive Families* for parents; and *Kiki*, *Boys' Life*, *Ranger Rick, Jr.*, and *Chop Chop* for children. Each subset of the collection grew in 2013 to include popular and critically acclaimed media. Popular new easy readers included Kevin Henkes' *Penny and Her Marble*, the third in a series, and anything in Mo Willems' *Elephant & Piggie* series; in picture books Brian Floca's *Locomotive*, Aaron Becker's *Journey*, and Drew Daywalt's *The Day the Crayons Quit* were favorites; in graphic novels Lincoln Peirce's newest addition to the *Big Nate* series were big winners with fans, as were Cecil Castellucci's *Odd Duck* and Matt Phelan's *Bluffton*. In the fiction collection for independent readers, readers agreed with critics and judges and adored Kate Dicamillo's Newbury-winner *Flora and Ulysses*. Favorite DVDs were *Epic* and *Despicable Me 2*, but nonfiction additions like Disney nature's *Wings of Life* butterfly feature were also in high demand. Children have also added nonfiction titles on a broad range of topics. Animal books are always in demand, but some titles covered new ground this year, including Chip Kidd's *Go: A Kidd's Guide to Graphic Design* and Aleksandra Mizielinska's *Maps*. We also added to our collection of music recordings. Movie soundtracks were popular for movies such as *Epic*, *Frozen*, *Turbo* and *Planes*; also popular were stand-alone albums from favorites Raffi, Recess Monkey, Caspar Babypants, and a new release from Dan Zanes and Elizabeth Mitchell, both fabulous artists in their own right.

In Young Adult fiction, Cassandra Clare's *City of Bones* series, Orson Scott Card's *Ender's Game*, and Marcus Zusack's *The Book Thief* were all popular. All were made into motion pictures in 2013, further fueling interest. Inspired by the computer game so popular with teens, nonfiction title *Minecraft: the Unlikely Tale of Markus "Notch" Persson and the Game that Changed Everything* was a big hit. New documentary *Bully* was a highly anticipated addition to the nonfiction DVDs, and new 2013 releases of episodes of the hit television show *Pretty Little Liars* continued to be in-demand. One Direction was the favorite musical group, with their popular release *Midnight Memories*. The Youth Services Department continues to be a thriving, bustling center of learning and play in the community. We look forward to continuing service to children, teens, and their families in 2014.

### **Flower Workshop of Lynnfield and the Village Home & Garden Club**

The Flower Workshop of Lynnfield generously funded and maintained the plantings on the Library grounds and decorated the interior of the Library during December for the holidays. For the third year, the Library program series Curious about Cuisine will collaborate with the Flower Workshop to feature a program in March 2014 called "All

Things Apple!” The Village Home & Garden Club handsomely – and generously - decorated the front of the Library with garlands and with wreaths on the doors and Palladian window in December and hosted “Art in Bloom” with the Art Guild of Lynnfield.

### **Volunteers**

Over 100 adults contributed hundreds of hours to support the staff and the Library operations this past year. They straightened book shelves, mended our materials and repaired our DVDs, and CDs, planted and maintained the Library grounds and decorated the Library for Christmas, and assisted genealogy patrons. They also sorted through thousands of books, DVDs and paperbacks for the Friends' two book sales, shifted and stored our newspapers, prepared our calendars and newsletters for mailing and photographed Library and Friends' events. The Friends, Board of Trustees and staff honored these same volunteers on June 27 with a Volunteer Appreciation Reception at the Meeting House.

### **Friends of the Lynnfield Library**

#### **Janine Saldanha, President**

The Friends of Lynnfield Library Executive Board met eight times during the past year. We recruited additional members to join our enthusiastic group to discuss fundraising for the Library and community outreach. Janine Saldanha remained President for FY14.

The Annual Used Book Sale on October 18 and 19 and the Lynnfield Day book sale on the Common on May 18 remain our major fundraisers, in part due to the very good quality of books we offer. We thank all donors, and the many volunteers who made the book sales so successful! We were among a select group of Lynnfield non-profits invited to be part of the grand opening on October 29 for King's, an upscale bowling and entertainment center in the newly-opened MarketStreet. Money from raffles and entrance fees were distributed to the seven nonprofits who participated. We thank all our raffle donors for their support. Our Annual Meeting on May 23 was enhanced by an entertaining talk by Dave Downs, a well-known speaker on “Clutter Control” - a topic dear to us all.

We were joined by thirty-eight volunteers and our three Selectmen and the five Library Trustees at our annual Volunteer Appreciation Reception on June 27. All speakers paid well-deserved tributes to our wonderful volunteers. A special presentation was made to Marie Hill for her twenty-five years of volunteering in various Town organizations and a driving force that helped make the Friends successful. Our potluck dinner was held on October 8, where the Library Trustees, the Director and Executive Board of the Friends meet informally for an exchange of ideas.

The Friends raised over \$34,000 in revenue during FY2013. We provide funding for the Museum Pass Program, professional development and dues for the staff, eBooks and audiobooks, rental DVDs, library equipment/furnishings, and children, youth and adult programming such as Dinoman, kid's Zumba, Hands on History, Author Series in the fall, Curious about Cuisine, and many more!

**Board of Library Trustees**

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

\*Mr. Schantz will complete one year of a three- year term and resign on April 14, 2014.

**Library Staff****Administration:**

Nancy D. Ryan, Library Director  
Samantha Cabral, Assistant Director and Head of Public Services  
Patricia Nutile, Administrative Assistant and Secretary, Board of Trustees

**Youth Services:**

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

**Reference Services:**

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

**Technical Services**

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

**Circulation Services**

Hollin Elizabeth Pagos, Circulation Manager  
Katherine Decker, Circulation Assistant  
Jane Doherty, Circulation Assistant  
Allison Gallagher, Circulation Assistant (promoted from Library Page)  
Dawn Mayerson, Circulation Technician  
Margaret O'Keefe, Circulation Technician

**Circulation Technician Substitutes**

Mary Kraft  
Beverly Lenehan  
Carolyn Savio



Library Pages

Andrew Decker

Josephine Hilty

Nathalie Lilley

Joseph Ross

- Carolyn Savio has moved to substitute status in order to pursue educational opportunities.
- Emily Skoff and Rachel Alexander have left to pursue other opportunities.
- Marissa Wilkerson resigned to begin college in the fall.

*Respectfully submitted,*

*Nancy D. Ryan*

*Library Director*